EASY IS NICE, ON ANY DEVICE.
FreemanOnline® provides you with all the right tools to ensure a seamless execution at show site, from move-in to move-out. With an enhanced FreemanOnline, we are making it easier than ever for you to get what you want to have a great event:

- Access important show information
- Track freight
- Receive notifications
- Receive assistance through Concierge Services while at show site
- Order Freeman products and services pre-show, during move-in and while the show is open
- Expedite the move out process
- Access invoices after the show

*For complete event information and exhibitor resources, please visit mroamericas.aviationweek.com. The Exhibitor Resource Center contains all of the relevant information, policies, links and forms you will need.

SERVICE INFORMATION

BOOTH EQUIPMENT
Each 10’ x 10’ booth will be set up with 8’ high gray and blue back drape and 3’ high gray side dividers. Booths 300 sqft or less will receive a one-line identification sign. Booths larger than 300 sqft may receive a one-line identification sign upon request.

Please Note: Masking Drape is required for all unfinished booths; payment is the responsibility of the exhibiting company. Please see the Furnishings Brochure and Order Form for more information.

IAEE RULES & REGULATIONS
All exhibits must comply with the standard (IAEE) guidelines for display rules & regulations. Please refer to the display rules & regulations if you are not familiar with them.

All Island and/or raw-space booths must submit their designs to: Allison Gold at allison.gold@aviationweek.com, Rachel Jones at rachel.jones@freeman.com, and Heather Chapman at heather.chapman@freeman.com. The deadline for stand design submissions is March 06, 2020.

CONTRACTOR FORMS
If an exhibitor plans to use a firm other than the "Official Show Vendor," please fill out the Aviation Week Exhibitor Appointed Contractor Form (EAC).


This form must be completed and returned to Aviation Week no later than (4) weeks prior to the event.

INSURANCE: All exhibitors must have adequate insurance to exhibit. Each company is responsible for obtaining their own insurance. Please submit a copy of your insurance certificate here:


EXHIBIT HALL CARPET
All aisles will be carpeted in midnight blue. Show management requires that all booths have carpet or management approved flooring. To enhance the appearance of your booth, rental carpet is available through Freeman. Please refer to the Carpet Brochure and Order Form located in this manual.

DISCOUNT PRICE DEADLINE DATE
Order early on FreemanOnline to take advantage of advance order discount rates, place your order by APRIL 3, 2020.
SHOW SCHEDULE

EXHIBITOR MOVE-IN
For more information and helpful hints on pre-show procedures and move-in, please go to Pre-Show FAQ
Saturday April 25, 2020 1:00 PM - 7:00 PM *600 sqft and larger Double Decker Booths only
Sunday April 26, 2020 8:00 AM - 8:00 PM
Monday April 27, 2020 8:00 AM - 6:00 PM

EXHIBIT HOURS
Tuesday April 28, 2020 10:30 AM - 5:30 PM
Wednesday April 29, 2020 9:30 AM - 5:30 PM
Thursday April 30, 2020 9:30 AM - 1:00 PM

EXHIBITOR MOVE-OUT
For more information and helpful hints on post-show procedures and move-out, please go to Post-Show FAQ
Thursday April 30, 2020 1:00 PM - 10:00 PM
Friday May 1, 2020 7:00 AM - 1:30 PM
We will begin returning empty containers once aisle carpet is removed.

DISMANTLE AND MOVE-OUT INFORMATION
All exhibitor materials must be removed from the exhibit facility by Friday, May 1, 2020 at 1:30 PM. To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Friday, May 1, 2020 at 9:00 AM.

POST SHOW PAPERWORK AND LABELS
Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

EXCESSIVE TRASH AND BOOTH ABANDONMENT
Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee. Please call our Exhibitor Services Department at (214) 634-1463 for a quote.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN
3801 Adler Dr., Ste. 100
Dallas, TX 75211
(214) 634-1463 fax (469) 621-5601
FreemanDallasES@freeman.com

FREEMAN EXHIBIT TRANSPORTATION
(800) 995-3579 US & Canada or +1(512) 982-4187 Outside the US or +1(817) 607-5183 International Shipping Services or fax (469) 621-5810 or email exhibit.transportation@freeman.com
FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at FreemanOnline by APRIL 3, 2020. Using the enhanced FreemanOnline, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you’ve come to expect — before, during and after your show.

To place online orders, you will be required to enter your unique Username and Password. If this is your first time to use FreemanOnline, click on the ”Create an Account” link. To access Freeman Online without using the email link, visit FreemanOnline.

If you need assistance with Freeman Online, please call our Customer Support Center at (888) 508-5054 Toll Free US & Canada or +1 (512) 982-4186 or +1 (817) 607-5000 Local & International

SHIPPING INFORMATION

Warehouse Shipping Address:
  Exhibiting Company Name / Booth #
  MRO AMERICAS 2020
  C/O Freeman
  5130 Cash Rd.
  Dallas, TX  75247

Freeman will accept crated, boxed or skidded material beginning Friday, March 27, 2020 at the above address. Material arriving after Tuesday, April 21, 2020 will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (214) 634-1463.

Show Site Shipping Address:
  Exhibiting Company Name / Booth # ______
  MRO AMERICAS 2020
  Kay Bailey Hutchison Convention Center
  C/O Freeman
  650 South Griffin
  Dallas, TX  75202

Freeman will receive shipments at the exhibit facility beginning at 1:00 PM on Saturday, April 25, 2020. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (214) 634-1463.

Please note: Any materials received by Freeman are subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the material handling form for charges for the service.

Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

LABOR INFORMATION

Union Labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS to determine your needs. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Labor Desk. Refer to the order form under Display Labor for Straight time and Overtime hours.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (214) 634-1463.

WE APPRECIATE YOUR BUSINESS!

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FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE
Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this feature you may contact Freeman Exhibitor Services at (214) 634-1463 or Freeman's Customer Support Center at (888) 508-5054.

HELPFUL HINTS

SAVE MONEY
Order early on FreemanOnline to take advantage of advance order discount rates, place your order by early deadline dates.

AVOID DELAY
Ship early to avoid delays. Shipments arriving late at show site will cost you money, time and business!

SAFETY TIPS
Use a ladder, not a chair. Standing on chairs, tables and other rental furniture is unsafe and can cause injury to you or to others. These objects are not designed to support your standing weight.

Be aware of your surroundings. You are in an active work area with changing conditions during move-in and move-out. Pay attention. Look for obstacles, and machinery and equipment that are in use.

Keep your eyes open for scooters and forklifts. The drivers of these vehicles may not be able to see you.

Stay clear of dock areas, trucks and trailers. These areas can be particularly dangerous.

Prevent electrical shocks, falling items and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for you booth. This can cause serious injury or damage to materials.

We discourage children from being in the exhibit hall during installation and dismantle. If children are present during installation and dismantle, they must be supervised by an adult at all times.

Freeman does not ship or handle Hazardous Materials. If any materials you are shipping to the event fall into this category, please contact Freeman to be sure that the material will be allowed at the facility and by the association. In addition, if authorized by the facility and the association, you will need to make separate arrangements for the transport and handling of the approved materials, since Freeman will not transport or handle them.

The operation or use of all motorized lifts and motorized material handling equipment for installation/dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (EAC’s). Thank you for your cooperation.

EXHIBITOR ASSISTANCE
For more information and helpful hints on pre-show procedures and move-in, please go to Pre-Show FAQ.

For more information and helpful hints on post-show procedures and move-out, please go to Post-Show FAQ.

Call Freeman’s Exhibitor Services department at (214) 634-1463 with any questions or needs you may have.