AVIATION WEEK MRO MIDDLE EAST

EVENT DATES: 2-3 February
EXHIBITION: 2-3 February
REGISTRATION: 2-3 February

LOCATION: Dubai World Trade Center,
Hall 1, Zabeel 1-3

2027

EXHIBITOR MANUAL

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Thank you again for exhibiting. Looking forward to helping you in any way we can.

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Welcome

Introduction

Thank you for exhibiting at MRO Middle East 2027 at DWTC, Dubai, UAE. We look forward to helping exhibitors, attendees, contractors, and stand builders navigate through the show.

The MRO Middle East Exhibitor Resource Center is available to guide you through exhibiting at an MRO show.
The ERC can be found HERE.

Contacts - Exhibitor Services/Suppliers/Deadlines

Services	*Supplier*	*Deadline*
General Service Contractor • Shell Scheme • Graphics • Floor Coverings • Furniture • Custom Build • Power & Electrics (for all) • AV	**GES** E: aimemro@ges.com +971 4 885 5448 Web shop: Expresso by GES	Early Bird Deadline - 8th January 2027
VenueServices • Catering • Internet • Cleaning • Rigging • Water & Waste • Piped Services •	**DWTC** E: support@eventplus.ae T: +971 4 389 3899 Web shop: coming soon!	Early Bird – 3rd January 2027
Local Shipping • Material Handling Empty Containers • Forklift Rental	**Airlink International UAE** E: william@airlink.ae T: +971 (0) 4 332 5334	Various Deadlines
International Freight / Shipping	**DSV Fairs & Events** +44(0)1376 567292 | Mobile +44(0)7921 231219 E: matt.cross@dsv.com	
Stand Plan Submissions	**BLG Event Management** E: aimemro.design-submissions@blg-events.com Call: +971 50 482 7598 Whatsapp: +971 56 795 1985	18th December 2026 *submission to BLG* *Any stand plans which aren't cleared by BLG who then seek approval from DWTC by 8 January 2027 will be subject to fines (further details in WHATS NEW section)*

Exhibitors and Contractors Insurance	**Aviation Week Network** Contactor Online submission: https://fs2.formsite.com/AW-Events/form58/index Exhibitor Online Submission: Exhibitor Insurance Submission	2nd January 2027
Temporary Staff	**Xenial Events** admin@xenialevents.com ruth@xenialevents.com +971 50 996 4860	
Floral	**Blooms** blooms@emirates.net.ae +971 4 394 6094	

What's New for 2026

Stand Plan Submission – Late Penalty Fee

Due to the additional structural approvals now required by DWTC, the submission deadline has been brought forward. The stand plan deadline to submit to BLG is **18 December 2026.** BLG will review all plans and documents accordingly before submitting to DWTC for their approval. Please note that for any plans submitted after 8th January 2027, an additional charge of USD 550 + VAT will be applied to the existing approval fees. This charge is a direct pass-through cost to cover the penalties and additional fees imposed by DWTC.

To avoid delays, all plans and supporting documentation must be fully completed, and all associated payments must be received prior to submission through the DWTC portal. Incomplete submissions or outstanding payments may prevent the approval process from commencing and could impact your build schedule.
Please also be aware that all contractors and exhibitors must obtain and hold a valid DWTC Permission to Build prior to commencing construction activities on site. Failure to produce a valid approval when requested during the build-up period may result in a fine of AED 10,000 being issued directly to the contractor or exhibitor concerned.

Neither the Organiser nor BLG Event Management accepts any liability for such penalties and neither party has the authority to influence, reduce, or waive fees imposed by DWTC. Responsibility for obtaining the necessary approvals and ensuring compliance with all submission deadlines remains with the contractor and/or exhibitor.

We strongly recommend submitting all required documentation as early as possible to avoid additional charges, approval delays, or venue-imposed penalties.

Shell Scheme Restrictions

This also means the DWTC will be monitoring closely to ensure there is no construction within shell scheme booths. For example, no wooden structures within the shell scheme are permitted, only metal frames with self supporting feet would be acceptable.

Working at Height

We have mandated proper temporary edge protection during the construction and dismantling of double-decker stands.
Previously, it has been noticed that many contractors do not install temporary balustrades, guardrails or protective mesh while constructing the first floor of double-decker stands. This leaves exposed edges and creates a high risk of falls from height.
What therefore have introduced and make standard practice is:

- **Temporary edge protection** – Contractors must install suitable temporary guardrails, balustrades or other approved edge protection systems during upper-deck construction and dismantling.
- **Protective mesh** – Orange safety mesh can be used to improve visibility alongside suitable physical edge protection.
- **Hazard tape is no longer acceptable** as the only means of protecting exposed edges, as it does not physically prevent falls.
- **Contractor responsibility** – These safety measures must be included in their Risk Assessment and Method Statement and implemented onsite.

Venue Exhibitor Access Pass – Build-Up & Breakdown Only

The DWTC have introduced a 'Venue Exhibitor Access Pass' to support a smooth and compliant build-up and breakdown period. Exhibitors requiring access at this time to inspect their stand and / carry out work activities

must obtain the pass at AED 30 per person, per day.
This pass may be used for:

- Viewing and checking stand progress
- Co ordinating with appointed contractors
- Stand set-up and dismantling activities
- Technical, IT, engineering and contractor-related work inside the halls

All venue health & safety requirements, including Personal Protective Equipment (PPE), must be followed at all times. Any personnel carrying out work activities must complete the mandatory health & safety induction. Exhibitor personnel holding a valid Venue Exhibitor Access Pass will be permitted access to the halls via the main entrances.

* On the final day of build-up, exhibitors may be permitted to enter the halls with their Event Exhibitor Badge following hall assessment and safety clearance by the Venue Health & Safety team.

Registration Process
Organisers can manage exhibitors' access via Organiser+ portal (DWTC online portal). The portal allows:

- Bulk or individual registrations
- ID/passport upload with automated data capture
- QR-based badge issuance
- Online payment

Show Schedule

Introduction

Below you will find all the dates and times for the event. Please be aware that some of the times may be subject to change. If any changes to this schedule are made, we will alert you via email.

BUILDUP		
31 January 2027	08:00 – 20:00	Space Only Stands access to the site
01 February 2027	08:00 – 20:00	Space Only Stands access continues • All stand construction must be completed by 18:00hr • Exhibit setup should be completed by 20:00hrs • Please go to the 'Stands (Built by You)' section to view the Space Only Regulations and the information for contractors' delivery truck access to the site.
01 February 2027	12:00 – 20:00	Shell Scheme Exhibitors access to the site • Exhibit setup should be completed by 20:00hrs
FAILURE TO MEET THE ABOVE DEADLINES WILL RESULT IN A PENALTY FEE. FOR ANY SHIPMENTS / ONSITE DELIVERY, EXHIBITORS MUST BE PRESENT TO RECEIVE THEITEMS OR EXHIBITORS CAN ARRANGE WITH THE OFFICIAL FREIGHT PARTNERS. **PPE IS REQUIRED FOR CONTRACTORS & EXHIBITORS ENTERING THE HALL DURING BUILD-UP**		

SHOW OPEN TIMINGS		
	Exhibitor Access	**Show Timings**
02 February 2027	08:00 – 18:00	10:00 – 17:30
03 February 2027	08:30 – 20:00	10:00 – 16:00

BADGE REGISTRATION	
01 February 2027	08:00 – 18:00
02 February 2027	08:00 – 17:00
03 February 2027	08:00 – 15:00

DISMANTLE		
03 February 2027	16:00 – 16:30	Removal of hand-held and valuable goods only
03 February 2027	16:30 – 23:59	Breakdown Period / Dismantling of stands
04 February 2027	08:00 – 15:00	All exhibits to be removed from the exhibition halls All exhibits and stand fittings and waste must be cleared from site
FAILURE TO MEET THIS DEADLINE WILL RESULT IN A PENALTY FEE. ANYTHING LEFT IN THEHALL AFTER THIS TIME WILL BE TREATED AS WASTE. **THE ORGANISERS AND THE VENUE WILL NOT BE HELD RESPONSIBLE FOR ANY LOSS ORDAMAGE TO STANDS OR EXHIBITS.**		

Show Schedule

Introduction

Early Access / Late Working
Early Access from 00:01hrs on 31 January onwards (official buildup starts 08:00hrs) available for US$4,500.
Late Working / Overnight work from 20:00hrs on the 31 January until the morning of 01 February available also US$4,500.
This can be booked directly with BLG: aimemro.design-submissions@blg-events.com and please note that fees are subject to 5% VAT and there are no discounts on price.

Please note for the **build-up & breakdown**:
-Safety footwear and PPE must be worn during build-up / breakdown (no open-toed shoes) and hardhats must be worn when required.
- Your stand's electricity will be turned off 30 minutes after the show closes. Temporary electrics can be ordered through Freeman for build-up
and breakdown
-Please keep all gangways clear of stand furnishings, supplies, and boxes. The gangways need to be cleared for the carpet to be pulled up and installed.
-Empty containers will begin to be returned after the gangway carpet has been installed and pulled up on breakdown.
- You must leave your stand swept clean and remove all floor tape. Any remaining waste will be removed and billed back to the exhibitor.

HEADLINE SITE RULES

1. The way you work and the equipment and materials you use must be safe.
2. Suitable PPE must always be worn. Appropriate footwear must be worn as a minimum.
3. Smoking, alcohol, and drugs are prohibited from site.
4. A permit must be given by the Site Manager before any "hot" works.
5. All accidents and incidents must be reported to the event organizer.
6. Good housekeeping is always required.

STAND CONSTRUCTION

- It should be possible to reach and leave stands (places of work) safely.
- A fire extinguisher must be kept within reach when conducting work that poses a fire risk.
- Combustible items or parts of a stand must be shielded from the work.
- The task of connecting stands to the Convention Centre for power supply is entrusted to a recognized electrical contractor used by DWTC. Power may not be generated in any other way.

FALL PROTECTION

People working at a height of above 2.5 meters or at heights where there is a risk of falling are.
obliged to wear fall protection equipment: body harness, hook, and lifeline with fall protection.

Booth Equipment

Booth Design/EAC/Contractors/Display Rules

All Island and/or raw-space booths must submit their plans to aimemro.design-submissions@blg-events.com no later than 18th December 2026

The organisers have partnered with BLG Event Management to oversee the space only stand review process. This to enhance health & safety and to mitigate the risks involved with space only stand construction. This independent review process has a set fee of US$250 per stand for non-complex stands and US$700 for complex stands over 4m height in height and double decks.

Any late submissions will subject to a late penalty fee for $550 and all fees are subject to 5% VAT. Please refer to the 'WHAT'S NEW' section for further details on the fine.

Stand review process carried out by BLG:
- Collate stand designs via portal
- Review stands
- Review structural calculations (where applicable)
- Liaise with the venue for approval
- Grant permission to build certificate - (subject to all review fees being paid)
- Collect Performance Bond (refundable security deposit)

Space Only - Stands (Built by You)
You will be expected to produce a professionally built custom stand with a high level of finish and safety compliance and one that is in line with the high-quality, professional nature of the event. Permission to Build is only an authorisation to start building the stand - regular checks will be made on each stand to ensure the appropriate use of materials, structural integrity, etc. If our safety advisors are concerned about the above in any way, we reserve absolute right to terminate any stand construction.

PLEASE NOTE THAT IT IS NOT ALLOWED TO FIX YOUR BACK WALLS INTO NEIGHBOURING STANDWALLS

It is the responsibility of the exhibitor to examine the area and site allocated to them to avoid costly adjustments to stand structures. Where possible the Organisers will provide on request detailed stand plots indicating the position of service ducts and pillars. Minor obstructions or height restrictions cannot always be indicated on the plans of the exhibition.

Stand fitting regulations contained within this section must be observed when planning stand design and layout.

Double Story Stands
Double Story stand must be booked and paid for directly with the relevant Sales Manager. No foundations may be drilled into the floor and suitable anchorage must be installed. Double storey stands are only permitted on island sites.

All two storey stands are classified as complex structures and must abide by the same regulations.

All stand designs will be subject to the resident engineer's inspection with an administration fee of **US$700** for double decker stands.

Complex Structures
A complex structure is any form of construction of any height, which would normally be designed by an engineer and/or has, through a risk assessment, been found to provide significant risk. Structures that are 4 metres in height or above, multi-level stands, raised platforms and all suspended items are complex structures.

All stand designs will be subject to the resident & independent engineer's inspection with an administration fee of USD$700 for all complex stands.

All complex structures are subject to a pre-show plan approval and on-site inspection by our structural engineers.
Please note permission to enter the exhibition premises and commence construction will not be permitted without the full approval of the structural engineer and receipt of signed contractors undertaking form.

Stand build progress will be monitored continually by on-site health & safety officers who reserve the right to halt stand build progress should any issues arise. The Organisers reserve the right to deny access and prevent work being carried out by, or on behalf of, any exhibitor who has not submitted stand design drawings in accordance with these regulations.

Request for the **Space Only Rules & Guidelines** that contains detailed information of the following:
- Aisles & Gangways
- Alterations to stand structures in non-compliance with regulations
- Demonstrations
- Doors / Windows / Storage Rooms / Meeting Rooms
- Enclosed Stands
- Fabrics Used in Displays / and fake plants
- Fire Appliances and Information - fire extinguishers / smoke alarm for closed room
- Flooring
- Floor Loading Restrictions
- Floor Markings
- Height Restrictions
- Hot-Working (Grinding & Welding)
- Late Working (Extra Build Up Hours)
- LPG - Liquefied Petroleum Gases (Propane, Butane, etc.)
- Maintenance
- Open Flames
- Organisers' Right to Change Stands and Floor Plan Layout
- PPE (Personal Protection Equipment) Requirements
- Signage
- Structural Performance Specifications
- Walling
- Working at Height / live edge / installtion of visual
- Work Equipment and Tools
- Vehicles (Exhibits & Displays)

Stand Submission for review
- All stand plans need prior approval. Please upload the following as part of your submission:
- Heights, widths, and lengths of structure
- Full final visuals of structure/stand.
- Staircase details including handrails (Double Deck Stands)
- Risk Assessment (RA) & Method Statement (MS)
- Contractor details form
- Contractors Insurance PLI (Public Liability Insurance) copy to the value of USD2,000,000.
- Details of any exhibits with moving parts, together with how they are to be guarded against causing injury.
- Full Structural Calculations: load bearings, beams & columns working to the venue codes in Structural Calculation/ Performance Specifications for complex stands section. (Double Deck Stands)

All stand plans must be submitted via email to BLG Event Management to review by 18 December 2026

BLG Event Management
aimemro.design-submissions@blg-events.com

STANDS (PROVIDED BY US)

Exhibitors who have booked a **Shell Scheme - Stands (Provided by Us)** will receive the following package. Please ensure to submit the mandatory Fascia Nameboard form before the deadline to avoid surcharges.

Please note exhibitors that purchase stands as shell scheme are not permitted to remove the shell scheme and build their own structures. Failure to adhere to these rules will result is fines from the DWTC.

MRO Shell Scheme

- GES Square Profile Stand Frame (2.5mH)
- White Foamex infill panels with graphics (2.5mH)
- Grey carpet
- 3 x White metal Hallide spotlights (LED)
- 1 x 3 – pin Electrical Socket
- Vinyl cut exhibitor name in English
- Finger board with stand number
- Show Logo



AIME Shell Scheme

- GES Square Profile Stand Frame (2.5mH)
- White Foamex infill panels with graphics (2.5mH)
- Grey carpet
- 3 x White metal Hallide spotlights (LED)
- 1 x 3 – pin Electrical Socket
- Vinyl cut exhibitor name in English
- Finger board with stand number
- Show Logo



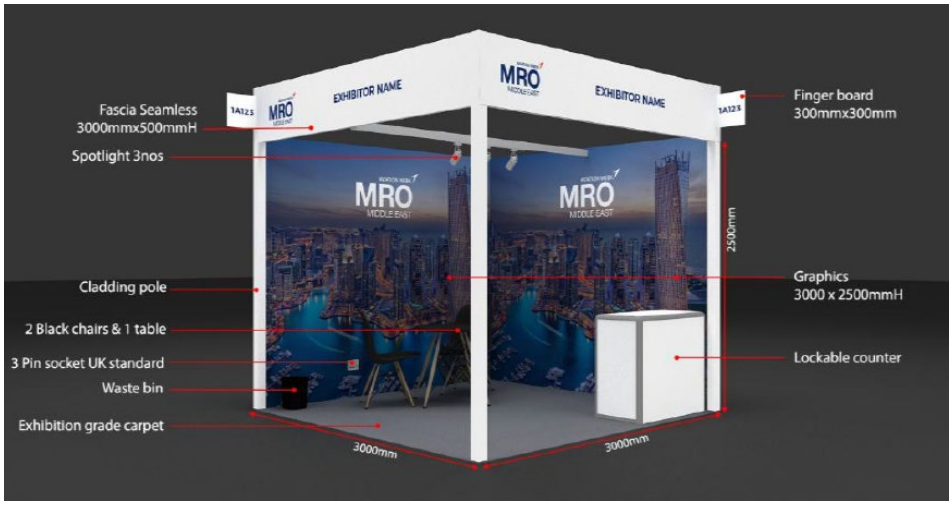
AIME Turnkey

- GES Square Profile Stand Frame (2.5mH)
- White Foamex infill panels with graphics (2.5mH)
- Grey carpet
- 3 x White metal Hallide spotlights (LED)
- 1 x 3 – pin Electrical Socket
- 2 x chairs, 1 x table, 1 x lockable cabinet
- Vinyl cut exhibitor name in English
- Finger board with stand number
- Show Logo



MRO Turnkey

- GES Square Profile Stand Frame (2.5mH)
- White Foamex infill panels with graphics (2.5mH)
- Grey carpet
- 3 x White metal Hallide spotlights (LED)
- 1 x 3 – pin Electrical Socket
- 2 x chairs, 1 x table, 1 x lockable cabinet
- Vinyl cut exhibitor name in English
- Finger board with stand number
- Show Logo



SHELL SCHEME GENERAL GUIDELINES

- ALL internal stand fittings and displays are contained within the shell scheme structure and do not exceed 2.5 meters in height.
- No display materials or logos may be fixed to the shell scheme fascia panel. No fixings may be made to the walls by piercing or screwing anything onto the panels or beams.
- Any Shell Scheme graphics and extras must be ordered with GES – no third party suppliers are permitted
- Exhibitors that purchase stands as shell scheme are not permitted to remove the shell scheme and build their own structures. Raw space booths are a minimum of 18sqm.

Fascia

The fascia is the name board that sits at the top of your stand and will carry your Company Name in English as well as a Finger Board with your stand number.

You cannot bring your own fascia nor print anything on top of it.

Removing Fascia and Gridwork

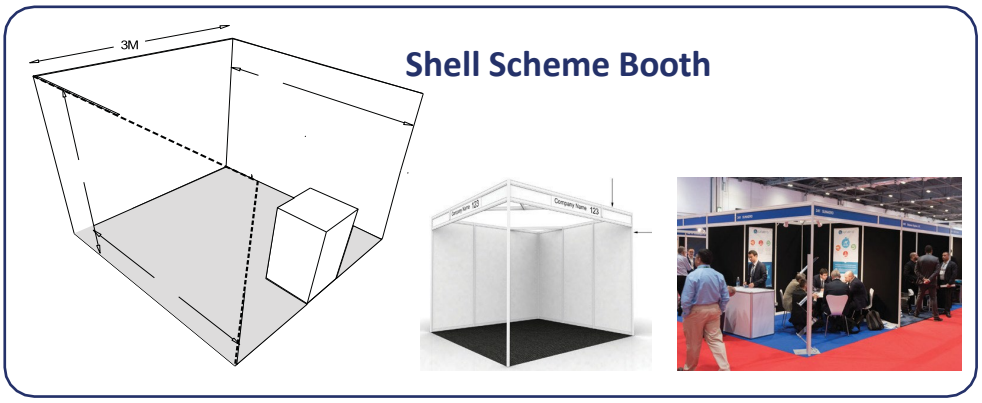
- Shell Scheme Fascia / Fingerboards Every shell scheme stand will have to include fascia and name board. You will not be able to remove the fascia or name board for the MRO MIDDLE EAST 2027 event.
- **No shell scheme booth can exceed the 2.5-meter height limit regardless of whether fascia and gridwork have been removed. This includes signage, furnishings, lights, etc.**

Display Rules

SHELL SCHEME (IN-LINE) BOOTH (Min 9sqm)

- Arranged in a straight line.
- Has neighbors on either side (in-line)
- One side exposed to aisle (in-line)
- Two sides exposed to aisle (corner)
- Maximum wall height is 2.5m
- Hanging signs are not permitted.

- Shell scheme framework cannot be removed

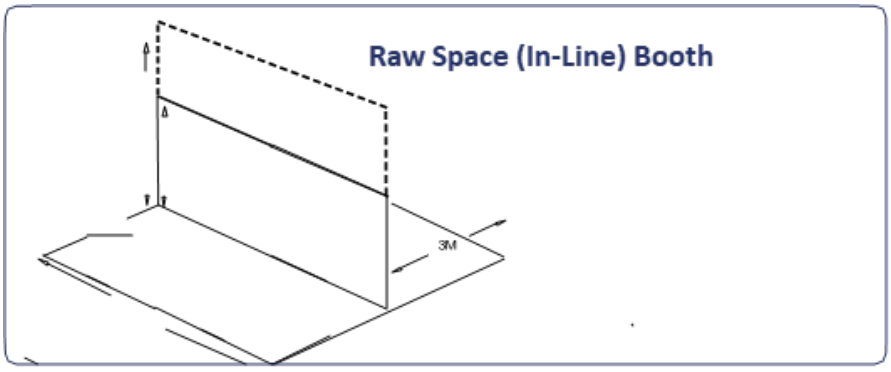


SPACE ONLY (IN-LINE) BOOTH (Min 18sqm)

- Arranged in a straight line, or back-to- back with a neighbor (a 36 sqm island split into two 18sqm booths)
- Has neighbors on either side
- One side exposed to aisle (in-line)
- Two or three sides exposed to aisle (corner)
- Maximum back wall height is 2.5m, can go up to 4m with show management permission.

Design must include a solid wall separating booth from the adjacent booth. Wall must measure complete length of the booth and be 2.5m high (can go up to 4m with show management permission)

- The back wall must be cleanly “finished” and painted.
- Hanging signs are not permitted.
- All raw space booth plans must be approved by show management.

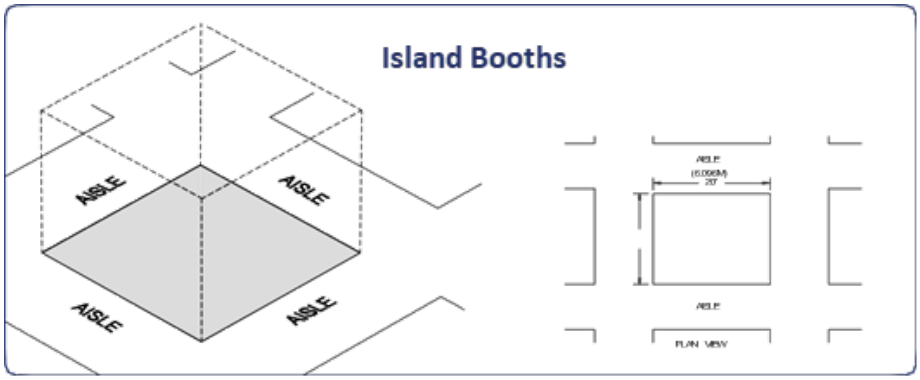


Display Rules

Booth Design/EAC/Contractors/Display Rules

Island Booths

- Any size booth exposed to aisles on all four sides.
- Hanging Signs are permitted. Rigging must be completed by the official contractor.
- The entire cubic content of the space may be used up to the maximum allowable height, which is 4 meters, or 6 meters with Show Management's approval including signage.
- All raw space booth plans must be approved by our appointed Health & Safety BLM.
- Additional approvals and guidelines may be required by the venue.



General Decorating Guidelines

- **Any portion of a display that extends above or beyond that of the booth adjoining to the rear or side must be finished with paint or drape at the Exhibitor's expense. Any portion of an Exhibitor's booth facing an aisle must be finished.**
- Drip pans and scrap buckets should be provided for operating machinery to prevent lubricants, paints, etc., from staining the floor causing a slippage hazard.
- Painting may be done inside the exhibit hall if dropped cloths are used to prevent any damage to the building. No spray painting is permitted inside the exhibit halls. Spray painting may be done outside if drop cloths are used to prevent any damage to sidewalk, dock, grass, buildings, etc.
- Paint must be removed nightly, and all cans must be tightly closed to prevent their contents from staining the floor, causing a slippage hazard, and tracking of paint, etc., over another Exhibitor's carpet.
- Exhibitors are liable for any damage they cause (or third party authorized by them) to the walls, floors, columns, doors, windows, etc., during the installation, operating and dismantling of their exhibits.

Lighting

- Exhibitors must adhere to the following suggested minimum guidelines when determining booth lighting:
- No lighting, fixtures, trusses, or overhead lighting are allowed outside the exhibit space. Exhibitors intending to use hanging light systems must submit drawings to exhibition management for approval.
- Lighting, including gobos, must be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or exhibition aisles.
- Lighting which is potentially harmful, such as lasers or ultraviolet lighting, must comply with facility rules and be approved in writing by exhibition management.
- Lighting that spins, rotates, pulsates, and other specialized lighting effects must be in good taste and not interfere with neighboring Exhibitors or otherwise detract from the general atmosphere of the event.

- Currently some convention facilities are not allowing quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with exhibition management.
- Reduced lighting for theater areas must be approved by the exhibition organizer, the utility provider, and the exhibit facility.

Carpeting

- The use of carpeting or other professional floor covering is required by each Exhibitor. These floor coverings must not be sealed to the floors to injure the floor or be installed as a hazard to public safety or to endanger the public. Exhibitors are responsible for the final condition of the floor in their space. The edges of raised flooring may be inclined, providing the slope is gradual and gentle.
- If an exhibitor sets up their booth without floor covering, the carpet will be ordered at the exhibitor's expense.
- If the exhibitor is setting up late and is bringing their own carpet, they must notify show management or carpet will be ordered at the exhibitor's expense.

Display Rules

Booth Design/EAC/Contractors/Display Rules

Structural Integrity

All exhibit displays should be designed and erected to withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as forklifts. Displays should also withstand moderate wind effects in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

Flammable and Toxic Materials

All materials used in display construction or decorating should be made of fire-retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection. Exhibitors should be aware of local regulations regarding fire/safety and the environment which must be adhered to.

Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

Storage

Fire regulations in most exhibit facilities prohibit storing products, literature, empty packing containers, or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the booth area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly.

Exhibitor Approved Contractors (EACs)
Booth Design/EAC/Contractors/Display Rules

Exhibitor Appointed Contractors (EACs)/Stand Builders

An Exhibitor Appointed Contractor (EAC) is any company other than Aviation Week's official service contractors. Exhibitors are responsible for informing all appointed contractors of the rules, requirements, and regulations and for ensuring their compliance. All outside vendors must fulfill the following requirements.

Any exhibitor must ensure that non-official vendors hired to perform any of the following services at Aviation Week's event must comply with the rules, requirements, and regulations.

- Audio Visual
- Carpet Rental / Flooring
- Computer Rentals
- Exhibit Rental/Booth Rental
- Exhibitor Marketing
- Floral
- Furniture
- Installation & Dismantling / Display Labor / Supervision
- Personnel / Temporary Help / Models
- Photography / Video / Film
- Security / Guard Service
- Transportation / Freight Carrier

Note: for electrical, plumbing, internet, telephone, cleaning, drayage, rigging – the exhibitor and/or EAC must utilize the official vendor designated by Aviation Week.

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). The form can be found here: https://fs2.formsite.com/AW-Events/form58/index

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

Important Notes:
EACs should supply a list of all full-time employees who will be installing, dismantling, or working in the exhibiting company's booth. Aviation Week management also requires that exhibitor appointed contractors furnish a list of all subcontractors they will use during installation, show days and dismantling. Any company that is not an approved exhibitor appointed contractor or does not appear on an appointed exhibitor contractor's list of approved subcontractors will be denied access to the show floor. Exhibitor appointed contractors must collect the proper COIs from their subcontractor(s) and maintain the original certificates (photocopies and faxes are not acceptable) on file for review by Aviation Week management.

In addition to this, any person present in the exhibition halls and loading area during build-up and breakdown must present a valid digital pass. These passes can be obtained from the Contractor+ Portal, the DWTC centralized system for online applications, payments and pass management. If you have any queries please contact the team directly at the DWTC on accreditationliason@dwtc.com or call +971 04 306 4816.

Exhibitor Approved Contractors (EACs)

Booth Design/EAC/Contractors/Display Rules

- All EACs and all subcontractors must always display company ID with photo while on property.
- All EACs agree to abide by the rules and regulations set forth by Aviation Week in the exhibitor terms and conditions and the Exhibitor Resource Center. EACs may operate only out of the confines of their client's booth. Separate service desks and/ or work areas, storage areas or other work facilities will not be permitted at Aviation Week's event. The show aisles and public space are not part of the Exhibitor's booth space.
- All EACs must comply with local labor agreements and practices and may not commit any acts that could lead to work stoppages, strikes or labor problems.
- All EACs must adhere to the move-in, move-out schedule. Exhibitors will be responsible for any additional expense incurred by Aviation Week should deadlines not be met.
- Exhibitors are liable for restoring their exhibit area to its original condition (i.e., free of any tape, debris, and other remnants of use)
- All personnel under the employment of the EACs must obtain wristbands. Bands will not be issued until insurance requirements are met.
- The exhibiting company is responsible for ensuring that each EAC adheres to all official rules and regulations of the Event as set forth by Aviation Week.
- Not all EACs will solicit business on the Show Floor.
- Use of electric scooters is prohibited.
- While aisle carpeting is being installed, containers, jockey boxes, ladders and any other equipment must be removed completely from the show floor.
- EAC may photograph client booth(s) only.
- EAC is prohibited from using the MRO Show name, logo, or any likeness to promote or market its own activities.
- The EAC is responsible for the actions and activities of any of its subcontractors.
- EAC will not establish service desks anywhere inside the exhibit hall. The EAC will utilize space as designated by Show Management, outside the exhibit hall.
- The EAC is responsible for adherence to the Exhibitor Rules & Regulations and the Display Regulations & Height Restrictions.
- Provide adequate notice to Show Management of the exhibitors who have retained them and the services to be performed for each exhibitor.
- Have a true and valid order for service from an exhibitor in advance of the Show setup date and in their possession on-site.
- All safety guidelines are to be observed.
- EAC must always be dressed in suitable attire.

Electrics

Exhibitor Services

Space Only Exhibitors - Stands (Built by You)
Electricity is not included in the space-only stand package. Please place your order for your electrical requirements through the official supplier GES.

Shell Scheme Exhibitors - Stands (Provided by Us) / Turnkey Package
• 3 x LED arm lights per 9sqm
• 1 x 3-pin 500-watt electrical socket per stand
• Mains Power Supply and consumption
• You can order additional requirements through the official supplier GES

IMPORTANT:
The official contractors appointed by the Organizers are the only individuals permitted to carry out electrical installations. The official contractor for electrics to space only stands is GES. Orders must be placed through their ordering platform prior to the exhibition. Please note that your order will not be processed until payment is received. Build up and/or 24hrs power, if required, must be ordered separately.

When completing the Electrical Order Form, the item location should be clearly marked on the grid plan. If you have not submitted a grid plan, your electrics will be placed at the discretion of the electricians, if you require these to be moved once installed, onsite charges will apply.

Exhibitors installing their own power connections to their displays for general lighting and power sockets must ensure that:
• The main cable is connected to a suitable type of distribution box
• The main switch should be an ELCB
• All wire joints are in connectors and concealed in junction boxes. No twisted wire joints are permitted
• All wires in exposed areas are protected in PVC trunking. Running wires under the carpet or across open areas is not permitted.

If the power supply ordered is to be connected to machines and equipment exhibitors must ensure that:
• A suitable type of isolator or ELCB is provided between the main cable and the cable from the machine / equipment.
• If the machine / equipment has its own isolator, then the main cable can be directly connected to it.

Exhibitors installing their own power connections to their displays must also ensure such installations conform to the IEE Regulations and will be subject to inspection and approval by the official electrical contractor before connections to the mains supply.

The Organizers reserve the right to disconnect any installation that is dangerous or likely to cause annoyance to visitors or other exhibitors. Please contact the official contractor GES to inquire about the standard supplies of electrical current available in the exhibition halls.

The provision of a single-phase mains supply terminal by suitable switchgear is included only in the shell scheme contract. Three phase supplies and 24-hour connection can be ordered at an additional charge on the relevant form.

General lighting is provided in the hall but is not powerful enough to provide adequate stand illumination. Exhibitors are advised that specific illumination of their stands is considered essential to achieve an effective display. For additional lighting please order this through GES. **Please note that the electrics to stands are switched off 30 minutes after the exhibition closes, please arrange 24-hour power, should you need it.**

Shopify (GES Ordering Portal): Expresso by GES
GES UAE Service Centre
aimemro@ges.com **T: +971 4 885 5448**

Aviation Week Contacts

Contact Information

General & Logistical Information

Liv Reid
Operations Director
+44 (0) 7385 225 595
liv.reid@aviationweek.co.uk

Registration & Customer Service

WhatsApp: +31 20 245 5355
Email: customerservicemro@informa.com
Hotline: +31 20 245 5355

Sponsorship & Exhibit Opportunities

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+1 561 279 4646 or +1 800 240 7645
beth@aviationexhibits.com morgane@aerospacemarketing.com

Matt Elmes & Tom Watkins (EMEA/Africa)
+44-1206-321639
matthew.elmes@aerospacemedia.co.uk tom.watkins@aerospacemedia.co.uk

Adam Zeyn (Middle East)
adam.zeyn@dubai.aero
+971 585209369

Clive Richardson & Margaret Chong (A s i a - P a c i f i c) & Defne Aplay

+44 (0) 7501 185257 or T: +65 9736 1722 or +44 7712 829859

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Event Director – MRO
Sarah.caren@informa.com

Access & Venue
Exhibitor Services

Access to the venue:

By Plane

Dubai International Airport is only 10km from DWTC and is the regional hub for air transport with over 150 passenger airlines serving over 200 destinations. Neighboring Sharjah Airport is a base for regional and international budget airlines and is a 40 minutes' drive from the city of Dubai. Abu Dhabi International Airport is just over an hour's drive away and covers comprehensive regional and international services.

By Metro Train

The station 'Dubai World Trade Centre' is on the Red Line within Zone 5. Trains run every 7 minutes and with options such as Park and Ride or feeder buses connecting various neighborhoods to the metro. Using the metro not only saves you time and reduces traffic on the roads, but also lowers our carbon footprint, which helps us work towards a greener environment.

The metro operational times are subject to change. For further details on Nol Cards and Nol tickets please visit http://www.nol.ae

By Public Bus

For an up-to-date bus schedule that serves the area around the DWTC please visit the Roads &Transport Authority (RTA) website or call RTA's call Centre on +971 800 9090.

By Taxi

Metered taxis across the city are easy to find, well-regulated, clean, and comfortable. Those that prefer to, can opt for ladies-only taxis driven by women. The taxi rank is next to the Ibis Hotel at the Exhibition Plaza.

More information on Dubai's taxis can be found on National Taxi and Cars Taxi.

By Car / Paid Parking

If you are travelling by car, DWTC has direct access from the city's main highway, Sheikh Zayed Road. Within the DWTC complex, take advantage of our extensive multi-Storey parking facilities for around5,000 cars.

Animals

Animals are not permitted during build-up, opening & breakdown periods. However, exceptions made for accredited 'assistance' animals - please contact the Operations Team in advance for more details or come to the Organizer's Office during the event.

Balloons

The use of helium balloons (Blimps) and toy balloons is not permitted anywhere inside the exhibition halls.

Banking Services

Banks and ATM facilities are available within the DWTC in Concourse 2.

Business Centre

Desco Printing is in concourse 1 between exhibitions halls 2 and 3. Contact DESCO on +971(0) 4 223 4277 or visit www.descoonline.com

Children

Local Authority regulations prohibit the presence of children under 16 in the halls during build up, event days and breakdown. The exhibition is a trade event, and the nature of the exhibits will reflect this, as such it is not a suitable environment for children. There are no childcare facilities at this event.

Damage & Theft

Please ensure all valuables are always safe. The Organizers have a dedicated and experienced security contractor who will ensure the security of the event; however, it is the exhibitors' responsibility to ensure the safety of valuables during all periods of the event. Laptops, mobile phones and other electronic items are attractive to thieves and therefore please pay particular attention to the security of these items.

The Organizers and the venue DWTC will not be held responsible for any loss or damage to stands or exhibits.

In the event of a theft or damage, we must ask you to report all incidents to the Organizer's Office and to the Police within 24 hours of the incident occurring or becoming known.

Dilapidations

Exhibitors and their contractors are advised that no fixings, alteration, or damage must be made to any part of the permanent premises, except by DWTC's own staff. Any damage to walls, columns, floor, shell schemes, hired accessories or other parts of the premises will be deducted from the perfomance bond, and you should know that the costs are likely to be substantial. Please ensure that any contractors that you employ are aware of this as well as those connected to your presence at the show as any costs incurred will be levied directly to you.

Disabled Facilities

The exhibition hall, meeting rooms and public areas will have disabled access. There are also disabled toilets on site which are clearly signposted. An allocation of parking bays will be reserved for disabled drivers, please note that parking passes are still required for access to these bays. For further information please contact the Operations Team. Visitor wheelchairs are available from the Emergency Medical Services Centre and are subject to availability.

Draw / Raff le Draw

Exhibitors wishing to perform a raffle draw must fill in the venue draw application form before the event, at least 2weeks prior. Permission to hold any Raff les must be obtained directly from DED, irrespective of the value of the prizes. Please contact the show operations team for details and assistance.

Fire Appliances and Information

The venue will be providing fi re patrols during all phases of the event. Fire extinguishers of approved pattern and capacity can be found at various locations around the site according to the risk involved. Instructions will also be supplied, please locate your nearest extinguisher. Exhibitors will be given instructions regarding fire, emergency, and accident procedures prior to the show opening, please ensure all personnel read these carefully.

Fire Exits and Extinguishers / Fire Hose points must never be blocked at all times (including build / show open / breakdown)

No paint or paint thinner can be placed near the electrical distribution boxes.
Empty cartons/boxes, stand materials and combustible waste must be disposed of and not stored behind stands.

Contact the operations team to request a copy of the venue Emergency Procedures and Evacuation Plan.

First Aid Services

DWTC maintains a safe and healthy environment for everyone on their premises, provided by their dedicated Emergency Medical Services (EMS) division. Their professionally certified and highly skilled medical team provides rapid emergency response, from immediate care for trauma, injuries, and medical conditions, to speedy hospital transport.

During large events, our EMS station is located in the main concourse between Halls 4 and 5, near the Visitor Information Desk by Exhibition Gate entrance and depending on the scale of the exhibition, the Za'abeel Concourse.

Operating hours: The EMS team is available from 08:00 to 22:00 during build-up and tear-down. During event

days, this service is operational from 1 hour prior to the event's start to 1 hour after it closes.

Contact details: If you need assistance during your time at DWTC, please call +971 4 306 4040 to speak to the on-duty medic or call Command Control Centre on +971 4 306 4600 / +971 4 308 6212for assistance. If you have no telephone, you can speak to the nearest member of the security staff, who will assist you.

Hospital Information: For insured patients who choose to go to a private hospital, the nearest one is the American Hospital (Tel: +971 4 377 6699). Patients who wish to be brought to a private facility will have to coordinate with said hospital to ensure they will accept the case / patient. A transportation fee will be applicable.

The nearest government trauma Centre is the Rashid Trauma Centre which is about 7-10 minutes from the venue subject to traffic conditions.

Medical patients via ambulance (not emergency cases) are normally taken to Dubai Hospital in Deira, 10–15 minutes away.

Emergency cases to government hospitals are transferred free of charge.

Hospital	Area	Contact Number	Address	Remarks
Rashid Trauma Centre / Rashid Hospital	Bur Dubai	+971 4 2191000	P.O. Box 4545, Dubai, UAE Oud Metha Road, Umm Hurair Secon	Trauma / Medical
Dubai Hospital	Deira	+971 4 2195000	P.O. Box 4545, Dubai, UAE Al Khaleej Road	Medical / Trauma
Al Baraha Hospital	Deira	+971 4 2710000	P.O. Box 22241, Dubai, UAE Al Khaleej Road	Medical / Trauma

Floor Loading Restrictions

The hall floors are concrete covered with carpet. Please contact the operations team with details of heavy exhibits, as special arrangements may need to be made. The exhibition hall and site floor must not be damaged in any way. There is a maximum distributed weight loading of 350 kgs per m2. If you are exhibiting any heavy items, please inform the operations team as soon as possible to arrange delivery.

General Rules

The Organizers and their official contractors reserve the right to prohibit the use of any material or process they consider contrary to the health, safety, and welfare of the event. Likewise, we expressly prohibit the use or display of any material or process that we consider contrary to the overall good or that they consider might bring the good name of the event into disrepute. Where actions or omissions by exhibitors, contractors or their agents are detrimental to the event (e.g., failure to complete stand construction in the given time or failure to remove said exhibition stand). The Organizers or their appointed contractor reserve the right to take such remedial action that they consider to be necessary (e.g., alteration or termination of the stand building process or removal and disposal of any remaining stand elements without liability) and all costs associated with this will be passed on to the exhibitor. The Organizers reserve the right to make any amendments, additions, or deletions to these Technical Guidelines as they may consider necessary from time-to-time or that they feel appropriate and affirm that these Technical Guidelines and any such changes form part of exhibitors' and sponsors' contractual obligations.

The Organizers have issued these guidelines for attending MRO ME & AIME in order that all exhibitors at the show will have optimum opportunities to present their exhibits, attract attendees and interested parties to visit their stands.

These guidelines are binding upon all exhibitors. Please note that it may be necessary to make amendments, revisions or other alterations to these Rules, Regulations and Guidelines.

• The organizers incorporate safety regulations that are intended to provide a high degree of health, safety and welfare for all persons involved with the event.

• The Building Provisions, Fire Protection Regulations and other Safety Regulations involved have been coordinated with the responsible agencies of DWTC.
• As part of your contract to exhibit at the event, you should be aware that checking systems are in place and it is vital that you always implement all the measures in this manual. Furthermore, the applicable legal regulations, as amended from time to time, must be observed at all times.
• Please note that The Organizers reserve the right to prohibit the opening of an exhibition stand or commencement of an event if defects previously identified, or of immediate concern, have not been remedied by the start of the event.
• The Organizers retain the right to issue further or amend existing safety regulations and stand construction standards at any time.
• Forms for ordering services will be accessible online and must be completed in good time –please note that many contactors may charge an increased rate for late submission (i.e., after the highlighted deadline) or that certain services may no longer be available unless ordered on time. The Organizers cannot take any responsibility where late ordering results in any of the above.
• These Technical Guidelines must be forwarded to all your contractors without delay.

Smoking Policy

Smoking is prohibited throughout the halls. There will be a smoke-free policy implemented during all stages of the exhibition. There will be designated smoking areas outside at the back of the venue.

Catering/Food & Beverage

Exhibitor Services

Several food outlets are available within the venue. Exhibitors may order stand catering by contacting the venue. Dubai World Trade Centre (DWTC) is the sole F&B catering provider for the event. No external catering contractors are permitted.

Event plus (DWTC Ordering Portal):
Coming Soon!

Event plus
support@eventplus.ae
+971 4 389 3899

Cleaning/Waste
Exhibitor Services

The organizers will be responsible for cleaning the aisles and general areas in the hall only. It is the exhibitors' responsibility to always maintain their stand space / area in a clean condition.

DWTC Mandatory Nightly Cleaning (Space only stands)
DWTC has a mandatory Nightly housekeeping policy. It is important that all space only exhibitors need to place an order to clean your stand.

Nightly cleaning includes:
- Vacuuming or wet mopping.
- Dusting of countertops and furniture
- Emptying of bins
- Glass, walls, and partitions cleaning (except clear acrylic partitions)

The exhibitions hosted at DWTC venues attract more international visitors, exhibitors, and contractors. To maintain the highest level of hygiene and safety, DWTC emphasizes deep cleaning and maintenance of all fronts of house areas as on increased air circulation in the halls. To keep the same standard of care within the halls and to ensure that all stand touch points are included, all space only stand exhibitors will be required to place a nightly standard cleaning order.

Event plus (DWTC Ordering Portal): Coming Soon!

Event plus
support@eventplus.ae
+971 4 389 3899

Flowers / Plants

Exhibitor Services

Flowers and plants are available for hire from the official supplier – Blooms.

The order form can be downloaded from the Exhibitor Resource Centre.

Blooms
blooms@emirates.net.ae
+971 4 394 6094

Furniture / Carpet

Exhibitor Services

MRO ME & AIME Shell Scheme Package:
Furniture is not included in the Shell Scheme package but will be provided with a carpet. Please check the 'Stands (Provided by Us)' section for details.

Should you wish to order furniture, our official supplier GES can offer a range of quality furniture and stand-fitting extras for exhibitors. Kindly note that any orders received after the deadline or onsite orders will be subject to a 30% surcharge.

AIME Turnkey Packages:
Exhibitors with Turnkey Package will be provided with the following:
- Red carpet
- 1 x Table
- 2 x Chairs
- 1 x Lockable Counter

Showcase Package:
- Carpet
- Selected wall graphics
- 1 x Lockable Counter
- 1 x Barstool

Shopify (GES Ordering Portal): Expresso by GES

GES UAE Service Centre
aimemro@ges.com
+971 4 885 5448

Health, Safety and Security

Exhibitor Services

It is mandatory for all exhibitors, contractors and all people working or entering the halls during build-up and breakdown to always adhere to the Health & Safety guidelines and wear proper Personal Protective Equipment (PPE).

The minimum and mandatory PPE requirements are:

• High visibility jackets
•Contractor Pass
• Safety PPE shoes (not any closed toe shoes)
• Hard hats (for working at height)

The DWTC have introduced a 'Venue Exhibitor Access Pass' to support a smooth and compliant build-up and breakdown period. Exhibitors requiring access at this time to inspect their stand and / carry out work activities must obtain the pass at AED 30 per person, per day.
This pass may be used for:

- Viewing and checking stand progress
- Co ordinating with appointed contractors
- Stand set-up and dismantling activities
- Technical, IT, engineering and contractor-related work inside the halls

All venue health & safety requirements, including Personal Protective Equipment (PPE), must be followed at all times. Any personnel carrying out work activities must complete the mandatory health & safety induction. Exhibitor personnel holding a valid Venue Exhibitor Access Pass will be permitted access to the halls via the main entrances.

* On the final day of build-up, exhibitors may be permitted to enter the halls with their Event Exhibitor Badge following hall assessment and safety clearance by the Venue Health & Safety team.

Registration Process
Organisers can manage exhibitors' access via Organiser+ portal (DWTC online portal). The portal allows:

- Bulk or individual registrations
- ID/passport upload with automated data capture
- QR-based badge issuance
- Online payment

Security
The Organizers have arranged for 24-hour security guards to patrol the exhibition. However, exhibitors should remember that exhibition halls are vulnerable places and should take appropriate precautions against damage & theft.

In the event of a theft or damage, we must ask you to report all incidents to the Organizer's Office and to Venue Security within 24 hours of the event occurring or becoming known. Any incidents of theft must be reported to the Organizers immediately as it will be necessary to complete a security form and report the incident to the police.

Please note that most hired cabinets have common locks and should NOT be regarded as secure units.

The Organizers and the venue DWTC will not be held responsible for any loss or damage to stands or exhibits.

Event plus (DWTC Ordering Portal): Coming Soon

Event plus
support@eventplus.ae
+971 4 389 3899

High Risk Activities

Exhibitor Services

The following activities will NOT be permitted in the venue:

- Animals
- Aquarium
- Balloons
- Candles / Flames
- Compressed Air
- Compressed Gas
- Flammable Gases / Toxic Chemicals / Ethanol
- Haze and Smoke Machines
- Lasers
- Pyrotechnics
- Water Fountains and Water Screens

Special approvals are required for the following:

- Hot Works
- Vehicle / Heavy Machinery display (detailed vehicle information and images to be submitted for approval)
- Drones / Camera (Go Pro) / Professional Camera

For information, please contact the show operations team for assistance.

Internet for Exhibitors

Exhibitor Services

The venue DWTC has free Wi-Fi available in the hall during the event, and its coverage is dependent on the number of users. You may order a more consistent connection for your stand if you require.

Event plus (DWTC Ordering Portal): Coming Soon!

Event plus
support@eventplus.ae
+971 4 389 3899

Insurance
Exhibitor Services

The organizers cannot accept responsibility for damage to stands or loss of property on any stand or anywhere else at the exhibition, or during its delivery/removal from the building for any reason whatsoever. Exhibitors are required to carry property and liability insurance in amounts sufficient to cover any losses or liabilities exhibitor may incur in connection with the Show, including without limitation, due to damage or loss to exhibitor's property or injury to the person and/or property of others. Notwithstanding the foregoing and except as otherwise provided in the Exhibitor Resource Center, always that exhibitor has access to the Show grounds, exhibitor shall maintain at a minimum the following insurance from an insurance company rated B+ or above by A.M. Best Company (or equivalent insurance rating agency):

General commercial liability insurance, including contractual liability and advertising injury coverage, with a minimum liability limit of not less than $1,000,000 combined single limit per occurrence and $2,000,000 aggregate.

Producer: Exhibitors Insurance company & their address:

Insured: The exhibitor & their address:

Contact info

Insurer(s) affording coverage: See requirements above

Type of Insurance

Policy number

Effective Dates: Must include all move in and move out days

Limits

Description of Operations/ Locations/ Vehicles:

Additionally Insured: Must include Informa Media, Aviation Week Network, GES, and the Dubai World Trade Centre their agents, directors, and employees

Certificate holder / address of certificate holder: Informa Media, 605 Third Ave, NY 10158, USA

Authorized Representative Signature

The certificate of Insurance can be submitted via the **EAC form** for Contractors. And **via this form** for Exhibitors.

By executing the Agreement, exhibitor represents and warrants that it has all such insurance in effect and that it shall maintain all such insurance at least through exhibitor's occupancy of the exhibit space and the Show facility. If requested by Show Management, the exhibitor shall provide a certificate of insurance evidencing the required coverage.

Freight, Shipping & Storage

Exhibitor Services

The official on-site freight handler is **Airlink International** and **DSV Fairs & Events** and will be the only companies authorized to perform lifting and forklifting in the hall. Stand build contractors and exhibitors will not be permitted to operate any lifting or access equipment. Any unauthorized lifting or access equipment will be removed from site. For further information on delivery, transportation and removal of exhibits please contact them directly.

Deliveries to Site

Deliveries will not be accepted on-site before the following deadlines:

- 31 January 2027 for all heavy or outsized items
- 01 February 2027 for space only exhibitors
- 01 February 2027 for shell scheme exhibitors

Please click here and refer to the 'Quick Links' to view the shipping guidelines, labelling template, deadlines etc.

AIME & MRO ME 2026	
Local Shipping	**International Shipping**
Airlink International UAE Hall No. 2, Dubai World Trade Centre Sheikh Zayed Road, PO Box 10466, Dubai, UAE Tel: +971 (0) 4 332 5334 / +971 (0) 4 321 3235 william@airlink.ae Attn: William Lobo	DSV Fairs & Events 25-27 Blackwell Drive, Braintree, CM7 2PU, United Kingdom +44(0)1376 567292 | Mobile +44(0)7921 231219 matt.cross@dsv.com Attn: Matt Cross

Please ensure your exhibit materials are in the hall at least 24 hours before the show's official opening. Exhibit materials, including brochures, posters and samples etc. being brought to the halls after this time will not be permitted through the front main entrance doors. Only hand carried items may be brought into the hall during show opening hours. Any items requiring a trolley or pallet truck must wait until after the show has closed. Trolley service is available through DSV Fairs & Events, must book in advance and is chargeable at AED100 +VAT (max weight 20kgs).

For security reasons the Organizers are not able to accept deliveries on behalf of exhibitors.

Heavy Exhibits & Outsized items

31 January 2027 is the time designated for the movement and installation of heavy or outsized items. Exhibits over 2000kg or over 2.5m in length, width or height must be positioned during this time. It is the exhibitor's responsibility to ensure these items are on site and positioned during this time. Please liaise with the official freight handling contractor – DSV Fairs & Events & Airlink International for further details.

Storage

NO excess stock, literature or packing cases may be stored around or behind your stand, due to the materials being a fire risk. Alternatively, you need to make the provision to build a storeroom into your stand design.

Deadlines

1. The latest date of arrival for LCL shipments or conventional cargo: **Monday 18th January 2027**
2. The latest date of arrival for FCL containers at Jebel Ali port, Dubai: **Monday 18th January 2027**
3. The latest date of arrival for Air Freight at Dubai Int'l Airport - DXB**: Wednesday 20th January 2027**
4. **The latest date of arrival for road freight at UAE Border or courier shipment at Airlink Office: Friday 22nd January 2027**

Marketing Opportunities

Exhibitor Services

We have several ways to promote your presence and invite your customers to visit you at the event. Please click here for more information: Engagement Opportunities

For custom banners or follow up questions please email mark.thomas@aviationweek.co.uk

Meeting Rooms

Exhibitor Services

Meeting room space may be available for rental in the exhibition hall. Please contact your sales rep (please see contacts page) for information.

Meeting rooms are reserved for exhibitors and sponsors only. Your meeting room includes a boardroom setup, including electricity, tables, and chairs. Additional AV/catering/etc. can be ordered from the official contractors.

Meeting rooms are only available for use during posted exhibition hours. **Exhibitors may not invite customers to meetings before or after show hours.**

Room will be accessible

Tuesday February 2 from 09:00 (EXHIBITOR BADGES ONLY); 10:00 - 17:30
Wednesday February 3 from 09:00 (EXHIBITOR BADGES ONLY); 10:00 – 16:00

Rigging & Suspension

Exhibitor Services

To comply with Dubai Municipality lifting regulations as of 1st September 2016 any company using manual or electric chain hoist within the venue will be required to supply a valid test certificate.

To ensure a smooth transition for any company who may not be aware of these regulations we have attached the following:
1. A list of accredited inspection bodies who carry out inspections, testing and certification.
2. Dubai Municipality regulations for the frequency of testing lifting accessories and lifting equipment.
3. A valid test certificate for reference.

Test certificates should be scanned and sent by email to Joshi.Das@dwtc.com at least 2 days prior to build-up.

DWTC Rigging Department is the official rigging contractor for MRO ME & AIME. The rigging can be ordered directly to the venue DWTC. Rigging requirements must be submitted along with images of the banner design and a grid scale drawing illustrating the position of the banner in relation to the exhibitor's stand. Please include any rigged items in space only stand designs, risk assessments and method statements

All rigging orders must be placed in advance and take advantage of the early bird rate. Orders submitted after this will be charged at the standard rate and orders placed after the early bird rate and onwards will incur 50% more of the standard rate.

Hanging banners can stand at 36sqm and above only. The maximum height will be 6m including all banner structure e.g., the top trim height / the top side of all rigged items will be hung at 6m. All rigging will be agreed upon with the venue rigging team onsite.

DWTC Rigging Department are the only contractors authorized to rig any items within the exhibition halls.

All rigging equipment supplied by the exhibitor must be certified (i.e., shackle and truss wraps). If not, DWTC Rigging Department will supply replacement equipment at an additional cost.

Access to any truss during build-up, open period and breakdown will be by mobile elevation working platform only; the approved rigging company are the only company allowed to operate this.

Event plus (DWTC Ordering Portal):Coming Soon!

Event plus
support@eventplus.ae
+971 4 389 3899

Temporary Staff

Exhibitor Services

Temporary staff MUST have a valid work permit when working at a show. Failure to provide a permit upon random spot checks by the Dubai Department of Naturalization and Residency will result in fines, per temporary staff member, that the exhibitor has employed.

Xenial Events has been appointed to provide a service for the hire of temporary staff, including ushers, hosts, and promoters. Exhibitors wishing to hire staff through the appointed agency can contact them directly using the link provided below. Alternatively, please contact **Ruth on** ruth@xenialevents.com **or +971 50 996 4860.**

Employment of Labor
UAE Federal Law requires each employer to provide appropriate safety measures to protect workers against all hazards. It is the employer's duty to ensure that work is safe for employees and non-employees who may be affected by that work activity.

UAE Labor Law – adherence by all
• You must have an Emirates ID together with a photocopy of the UAE visa showing your sponsor's name.
• UAE Labor Law prohibits the hiring or contracting of any illegal laborers.
• Organizers, Exhibitors and Contractors violating this law can be sentenced to one month jail and fined up to AED 50,000 per person.
• The UAE Immigrations Control Department makes regular inspections at the venue.
• Venue Security is responsible for the access control to the building, and access will only be granted to those carrying the correct Emirates ID.
• International guests will be required to supply a copy of their temporary visa.
Sub–contracting: It is extremely important that the rules and regulations are adhered to.
Any contractors, who sub-contract, must have an official agreement in writing between the two parties, under the official agreement of "*Subcontract Agreement*" To ensure this document will be accepted by the venue's access control areas, the two parties must have both their company stamps shown on the documentation. All laborers must provide a labor card that endorses their employment with either the contractor or sub-contractor.

NO EMIRATES ID OR RELEVANT DOCUMENTATION = NO ACCESS

Xenial Events
ruth@xenialevents.com
+971 50 996 4860

Water & Waste

Exhibitor Services

All exhibitors and contractors must ensure that they do not discard sharp objects and must ensure that nails and screws are not left sticking out of waste wood – these must be removed or hammered flat. The Organizers are committed to ensuring that the exhibition is as environmentally responsible as possible. Please help us by keeping waste to a minimum, recycling waste where possible, and reporting any incidence of fly tipping to the Organizer. If you are a shell scheme exhibitor, your stand will be delivered to you in a clean state in the readiness of the show's opening. Any waste generated during your shell scheme dressing should be placed in the gangways for the cleaning contractor to remove before the show opens.

All waste must be removed from the exhibition hall. Any items of waste or stand fitting left in the hall at the end of the show will be treated as waste and disposed of. Any removal costs will be charged to the exhibitor in question.

Exhibitors are responsible for their own waste removal during build-up and breakdown. The exhibitors' appointed stand contractor(s) should remove the build-up material outside the venue for DWTC premises and not inside the marshalling yards. Paint cans should not be thrown inside the skips and should be removed from the venue DWTC premises. The skips area must be kept free to allow uninterrupted access to the venue for DWTC. The tenanted space must be vacated with all adhesive tapes, paint, and similar traces completely removed.

Water & Waste orders are subject to the organizers and venue approval. Please contact the official supplier GES for information.

Shopify (GES Ordering Portal) Expresso by GES

GES UAE Service Centre
aimemro@ges.com
+971 4 885 5448

Hotels/Accommodation

General Information

The official travel supplier for MRO Middle East is Elevate via HotelMap. They can provide exhibitors with competitive rates for accommodation and flights for the show.

Click online to view available options - MRO Middle East - Aviation Week Hotels - Dubai World Trade Centre 2027

Photography/Video

General Information

PHOTOS AND VIDEOS. Exhibitor may take photos or videos of its displays; however, exhibitor is not permitted to directly take pictures of any other display or instruct others to take such pictures without written permission of Show Management and the exhibitor whose display is being photographed. Notwithstanding the foregoing, exhibitor authorizes Show Management and its Representatives (as defined in Section 16 below) to photograph and/or record all or any part of the Show (including, without limitation, exhibitor's exhibit space and personnel), and exhibitor hereby grants Show Management the worldwide, perpetual, royalty free right and license to reproduce, distribute, transmit, publicly perform and publicly display all such photographs and recordings (and any derivative works thereof) in any medium (now existing or hereafter developed).

Transportation/Parking

General Information

The following car parks are available for exhibitors, sponsors, and visitors. The parking facilities at DWTC operate on a first-come, first served basis:

- Exhibition Street Parking: AED 15 for the first hour and AED 10 for each hour there after
- Happiness Street Parking: AED 10 per hour
- Shk. Rashed Tower Parking: AED 15 for the first hour and AED 10 for each hour there after
- Exhibition Plaza Parking: AED 20 for the first hour and AED 10 for each hour there after
- Za'abeel Plaza Parking: AED 20 for the first hour and AED 10 for each hour there after
- Arena Plaza Parking: AED 105 flat rate.

Valet Parking services are not available currently and the above rates are subject to change.

People of Determination
DWTC is committed to supporting people with determination and ensuring that the venue is as accessible and user friendly as possible. DWTC offers wheelchair access throughout the complex, including several reserved parking spaces for people of determination. **The person of determination must validates the parking ticket at any information desk (by the Convention gate / Exhibition gate / Arena) before exiting DWTC**. Wheelchairs are available free of charge and can be borrowed from three of our information desks, at the Convention Gate, the Exhibition Gate and Hall 1, and from the Emergency Medical Services station next to Hall 5. A form of ID (such as a driving license or Emirates ID) will be required upon collection, yet we are unable to offer pre-booking and are subject to availability.

Event plus (DWTC Ordering Portal): Coming soon!

Event plus
support@eventplus.ae
+971 4 389 3899

Contractors and delivery vehicles / trucks access:
All contractors / vehicles must register through the venue DWTC Contractor+ portal. Contact the show operations team to request for the Contractor+ Portal Guide, Contractor Access and Admission Process or contact AccreditationLiaison@dwtc.com or hotline +971 (0) 4 306 4816 for assistance.

Sustainability & Better Stands

General Information

Better Stands

Exhibiting at an MRO event gives you the opportunity to highlight your company's sustainability credentials and align with an event that champions sustainability. The Better Stands program, introduced by Informa, is aimed to ensure that all core elements of exhibitor stands are reusable and encourage raw space exhibitors, along with their appointed contractors to move away from disposable, sole use stands at events, in favor of reusable or recyclable structures. By moving away from sole use stands we will improve the ease, safety, and sustainability of the exhibitor experience at our events.

Benefits to you as an exhibitor:

- A better-quality stand that helps you save time and money on new designs & construction
- Ensures a smoother, more efficient, and predictable build and breakdown
- experience with fewer work hours
- Lowers your waste bill and other unpredicted costs
- Demonstrates the sustainable credentials for your brand, highlighting your
- commitment to reducing your environmental impact

The Better Stands program has been divided into three key stages – Bronze, Silver, and Gold. This helps facilitate a gradual transition from disposable to reusable booths for all exhibitors. At Aviation Week Network we are committed to have all raw space stands at BRONZE level as a minimum in 2027.

		Category	Items	In progress	Better Stands Bronze	Better Stands Silver	Better Stands Gold
Reused	1	Stand structure and walls	Structure or framework of the stand, walls, panels for meeting rooms, backdrop	×	✓	✓	✓
	2	Platform or raised flooring	Structure of flooring (excluding surface covering, e.g. carpet)	×	✓	✓	✓
	3	Furniture and equipment	Showcases, counters, chairs, tables, sofa, coffee table, flyer stand, LED walls, TV, AV equipment etc.	×	✓	✓	✓
	4	Lighting	All kinds of lighting in the stand and within showcases	×	✓	✓	✓
	5	Fascia and overhead signage	Overhead signage or branding, fascia, company logo on top of the stand structure	×	×	✓	✓
	6	Rigged structure	Any rigged structure including lighting gantries or other structural elements	×	×	✓	✓
	7	Ceiling	Any form of ceiling e.g. fabric ceilings, solid ceilings for lighting or stand support	×	×	✓	✓
	8	Display facilities	Built-in or detachable product display cabinets, lightboxes etc.	×	×	✓	✓
Reused or recycled	9	Floor covering	Carpet, floor tiles, HDF coverings, lino etc.	×	×	×	✓
	10	Graphics and decorative items	Stand graphics that are wall-mounted or floor-standing (not overhead) and any other decorative items such as plants and flowers, models and ornaments	×	×	×	✓

We are here to support you reach a bronze level booth!

Our official general service contractor GES have a number of 'Show Ready' stand packages available which qualify as 'Bronze'. Please click here for further details.

If you have any queries regarding the Better Stands program please contact Arabella.martin-nunn@aviationweek.co.uk

Policies

Highlights: Terms & Conditions

Aviation Week Network/Informa Markets ("we/our/us") is committed to making sure that attendees, exhibitors, and sponsors have the best possible experience at our events. Below please find highlighted policies. The complete list of terms and conditions may be found at https://events.aviationweek.com If you have any questions please contact events@aviationweek.com.

Admission

Your registration constitutes an offer to Informa Markets to attend an Event. All registrations are subject to acceptance by Informa Markets. Your registration is issued for your personal use only. You may not procure registrations as an agent for any third party, sell or otherwise transfer your registration to others or exploit your registration commercially or non-commercially in any way. Informa Markets reserves the right without liability to refuse admission to, or to eject from, the Event, any person in its absolute discretion, including (without limitation) any person who fails to comply with these terms and conditions or who, in the opinion of Informa Markets, represents a security risk, nuisance or annoyance to the running of the Event. You agree to comply with all reasonable instructions issued by Informa Markets, the venue owners, security personnel and/or management at the Event. In its sole discretion and without refund, Informa Markets reserves the right to refuse admittance to or expel from the conference to anyone that it determines is behaving in a manner that could be disruptive to the conference or any other attendee.

Child Policy

Our Events are principally directed at business professionals. They are not intended for children under the age of sixteen. Without limitation to the foregoing, there may be some areas of our Events where it is inappropriate or impractical for children under the age of sixteen to be present (for example, during executive conference workshops) and Informa Markets reserves the right at any time to restrict entry to such areas accordingly.

Registration

Our events require a unique email address to be provided for all registering to attend. This email is to manage the directory of attendees by allowing an exhibitor to scan badged during the event, individuals are consenting to their registration details being shared with these exhibitors

Noise

Exhibitors are requested to keep the noise level below 55 decibels and must not cause disturbance nor interfere with normal conversation on neighboring stands and/or the public. Any excessive noise emitted within the venue must not be of a noise level that prevents you from hearing any emergency announcements.

In the case of a dispute, the organizers' decision is always final.

Copyright

Please note that the Organizer (Aviation Week Network and Informa Markets) has no copyright responsibility in respect of any exhibiting company. Exhibitors are reminded that third party copyrights should not be infringed. Proper dispensation must be obtained and any royalties due paid prior to using materials. Should any copyright dispute arise, the Organizer (Aviation Week Network and Informa Markets) will not be liable for any resulting loss, or damages, sustained by any exhibitor or third party.

Payments

All bookings made prior to the event must be paid in full to guarantee registration. Once payment has been received, an email confirmation and a receipted invoice will be sent. If payment is not made at the time of booking, registration will be provisional. Bookings received less than (2) two weeks before the conference date can only be paid by credit card.

Cancellation Policy

Our cancellation policy allows for a refund, less a 20% administrative charge, for cancellations received in writing at least six (6) weeks prior to the first event date. No refunds will be made after this date however you may send a substitute. Any fees not paid by the original registrant will be applied to substitute's fees. By submitting your registration, you authorize Informa to invoice you for any unpaid portion of your registration fee. If a registered delegate does not cancel and fails to attend the conference, this will be treated as a cancellation and no refund or credit will be issued. Should Informa Markets postpone an event, your registration will automatically roll over to the new date. If an event is canceled, a credit will be immediately issued for up to 12 months after the notification of event cancellation, to attend another Informa Markets program of the registrant's choice.

For more information click here to view our terms and conditions