



- Produced by:
- AVIATION WEEK
 - *Overhaul & Maintenance*

AGENDA BREAKDOWN

● Tuesday, December 8, 2009

1. Exhibitor Set Up
2. Registration
3. Conference Official Opens
4. MRO Asia Awards

● Wednesday, December 9, 2009

1. Conference Continues
2. Exhibition Hall Opens to All

● Thursday, December 10, 2009

1. Conference Continues until 1:00 p.m.
2. Exhibition Hall Open (until 3:00 p.m.)

GENERAL INFORMATION ON MRO ASIA CONFERENCE & EXHIBITION

Baggage/Coat Room:

Concierge counters are strategically located at the east entrance of AsiaWorld-Expo to assist visitors who have enquiries or require services such as:

- ✚ Porter assistance and cloakroom arrangements
- ✚ Baggage or parcel storage/ forwarding
- ✚ Ordering of Business Centre services

Balloons

Any exhibitor wishing to bring in gas-filled balloons must request written approval from AVIATION WEEK and AsiaWorld-Expo.

Booth Designations

Linear (Standard In-Line) Booth: one or more booths (3.05m/10ft wide x 3.05m/10ft deep with a maximum back wall of 2.44m/8ft) that have only one side exposed to an aisle and are generally arranged in a series along a straight line.

Perimeter Booth: a Linear Booth that backs to an outside wall of the Exhibition Hall rather than to another exhibit. All guidelines for Linear Booths apply except that the maximum height of the back wall can be 3.66m/12ft.

Island Booth: exposed to aisles on all four sides. Maximum height allowance is 4.88m/16ft. Show Management will allow an additional height allowance of up to 6.1m/20ft including signage. Drawings must be approved by Show Management. (Contact Lydia Janow, ljanow@aviationweek.com and Karen Ng, Karen.ng@kingmen-int.com)

Booth Package Options

- ✚ Shell Scheme package (minimum 9 square meters)
 - Carpeted floor
 - White Laminate panels (3 sides)
 - Fascia Board
 - Wastepaper Basket
 - 2 40 watt lights
 - 1 13 amp/220 power
 - Three (3) complimentary booth personnel
 - One (1) complimentary registration per contract/company
 - Discounted conference fees
 - Complimentary listing in the Program Book
- ✚ Basic Services: overall building lighting, security, cleaning of public exhibition area, on-site management and basic services, public liability insurance, exhibition manuals and shipping instructions.
- ✚ AVIATION WEEK will insure that all shell scheme booths are cleaned upon the opening of the event on Wednesday.

*Chinese Companies: Two (2) complimentary booth personnel only

Children

Due to the business nature of this event, children under 16 are not permitted into the Exhibition Hall or the conference during installation, official show days and tear-down. Children ages 16 and older will be admitted to the Exhibition Hall during official hours, provided that they are registered, pay appropriate fees and with the understanding that they are the sole responsibility of an accompanying adult.

Conference Agenda

Access it online at www.aviationnow.com/conferences for the most up-to-date information on topics and speakers.

Conference Proceedings

A notification via e-mail from AVIATION WEEK to conference attendees only will be sent when these proceedings are available, usually 1-2 weeks after the event.

Conference Rooms

The conference will take place at AsiaWorld-Expo and are located on the upper levels of the venue.

Contact Information

TOLL FREE # +1.800.240.7645

DEPT. FAX: =1.212.904.3334

MRO Editorial topics/speakers	Neelam Mathews	+91 (11) 2649-7724	neelam.mathews@gmail.com
Exhibition Sales			
(US/Canada/Asia)	Beth Eddy	+1.561.862.0005	betheddy@aviationexhibits.com
	Mimi Smith	+1.561.862.0005	mimismith@aviationexhibits.com
(Europe, Africa, Russia)	Michael Elmes	+44 255 871070	mike.elmes@aerospacemedia.co.uk
(Mainland China Only)	Echo Jia	+8610-64094548	jialiy@aviationnow.com.cn
General Information	Lydia Janow, CMP	+1.212.904.3225	ljanow@aviationweek.com
Sponsorship/Exhibitor Project Mgr	Anita Wright	+1.212.904.6344	anitajoyce_wright@aviationweek.com
Registration & Financials	Virginia Gongora	+1.212.904.4682	virginia_gongora@aviationweek.com
Marketing Opportunities	Jennifer Roberts	+1.212.904.4483	jennifer_roberts@aviationweek.com
Official Show Contractor Karen Ng	Kingsmen Exhibits	+ +65 68800085	karenng@kingsmen-int.com
Official Customs Broker LeAnn O'Malley	TWI	US : +1.702.691.9087 UK: +44 (0) 1675 467761	lomalley@twiglobal.com
Caterer: Ms Wendy Cheung	AsiaWorld-Expo	(852) 3606 8000 Fax: (852) 3606 8001	standorders@asiaworld-expo.com

Contractor

Kingsmen Exhibits is the official contractor for this event. Karen Ng, +65 688 000 85 or karenng@kingsmen-int.com. All information on renting equipment, electrical, labor, booth design, etc. may be found at AVIATION WEEK'S MRO Asia Resource Center at www.aviationnow.com/conferences

Customs Broker

TWI is the event's official custom broker. Contact: LeAnn O'Malley, Project Manager, Aerospace & Defense, TWI Group. USA Desk Phone: +1.702.691.9087 USA Fax: +1.702.691.9065. UK Desk Phone +44 (0)1675 467761; UK Mobile +44 (0)7853 975614. E-mail:LOmalley@twiglobal.com

Elevators

Passenger Elevators and Escalators are not to be used for the transportation of any freight, equipment or furniture. Hand-carried items/exhibits may be brought into AsiaWorld-Expo through the service elevators.

Electricity

AVIATION WEEK will provide the minimum amount of electricity during the Exhibition. If additional power is required, the Service Order form must be filled out and submitted to Kingsmen. Forms may be printed at AVIATION WEEK'S MRO Asia Resource Center at www.aviationnow.com/conferences

Event Attire

Business attire is appropriate throughout the exhibition, conference and all related events. Be sure to pack a light sweater or jacket for air conditioned conference Halls. (No jeans or sneakers during official show events or show hours).

Exhibitor Badge Allotment

All exhibitors will receive the following badge allotment. Badges may be picked up at the AVIATION WEEK Registration Area located in the foyer area of Hall 5.

Shell Scheme: 3 complimentary booth only badges (per 9sqm/100sft booth)

Additional badges may be purchased at \$65 per badge when your company has exceeded its allotment. Each company will receive one badge for admittance into the conference regardless of size of booth. Please visit www.aviationnow.com/conferences to register online.

Exhibition Official Hours

Official Exhibition Hours: Wednesday 10:30 a.m. - 5:30 p.m.
Thursday 9:30 a.m. - 3:00 p.m.

Exhibition Set-Up and Move-Out Times

AsiaWorld-Expo will not accept any materials sent to them in association with this or any event. Please ensure that any materials you are sending go through TWI.

Dates: December 8-10

Exhibitor Move-in: Monday 12:00 p.m. - 9:00 p.m. < 36sqm island booths and bigger only
Tuesday 9:00 a.m. - 9:00 p.m. all booths
NOTE: THE HALL WILL CLOSE AT 9:00 P.M. - NO EXTENSIONS OF ANY KIND

Wednesday 8:00 a.m. - 9:30 a.m. All booths must be set up by 9:30 a.m.

Tear-down: Thursday 3:00 p.m. - 9:00 p.m. (the Hall will close at 9:00 p.m., no extensions, all booths must be removed at this time)

Food & Beverage

Please note that no F&B is allowed inside AsiaWorld-Expo from any outside vendor. If you would like any catering at your booth, please contact Ms Wendy Cheung of AsiaWorld-Expo at (852) 3606 8100 or standorders@asiaworld-expo.com. Food and/or beverages purchased outside of the venue may not be brought into or consumed or distributed from a booth within the building.

Furniture Hire

Kingsmen's forms for additional furniture may be found at AVIATION WEEK'S MRO Asia Resource Center at www.aviationweek.com/conferences.

Hanging Signs: (for island booths only)

Hanging signs and graphics are permitted in all standard island booths. Show Management will allow a maximum height of 16ft/4.9m including signage. Drawings must be approved by Show Management (ljanow@aviationweek.com) and Kingsmen(karenng@skingsmen-int.com). Whether suspended from above or supported from below, the booth should comply with all ordinary use-of-space requirements (for example, the highest point of any sign should not exceed the maximum allowable height for the booth type.) (See Rigging)

Hospitality Suites (Hotels & Convention Centers)

Please note that Show Management requests that no meetings be held during any of the Event's official food & beverage periods. All hotels and the convention center have been appraised of this requirement when booking suites and/or meeting rooms. You may contact the convention center directly to book a meeting room, based on show management's approval. Please contact Ms Wincy Wong, Sr. Business Development Mgr., AsiaWorld-Expo, Tel: 852 3606 8856; Email: ww@AsiaWorld-Expo.com.

Hotel Information

CUT-OFF DATE FOR ROOM BLOCKS: NOVEMBER 21, 2009

Hong Kong SkyCity Marriott Hotel (1 Sky City Road East, Hong Kong International Airport, Lantau, HK) is the official hotel for MRO Asia Conference & Exhibition. Hong Kong SkyCity Marriott Hotel is set on the banks South China Sea and is located near the Hong Kong International Airport, area attractions and is connected to the AsiaWorld-Expo. Spacious guest rooms, with views of either the ocean or landscaped golf course, offer luxurious bedding, mini-bar, safe, Internet access and air conditioning. The 5-star Hong Kong international airport hotel features amenities perfect for business or leisure travellers, including six restaurants, 24-hour fully equipped health club, indoor pool, and full-service Quan Spa.

Rates:

Daily Deluxe Room Rate:	HK\$1,100.00	(approx US\$142)
Daily Deluxe Ocean View Room Rate:	HK\$1,250.00	(approx US\$161)
Daily Club Level Room Rate:	HK\$1,500.00	(approx US\$193)
Breakfast Buffet at HK\$198 per person, per day		

Ass the above rates are subject to 10% service charge, 0% government tax

Check-in: 2:00 p.m. Check-out: 12 noon. Late check-out may be arranged at a minimal charge.

* Room reservations must be guaranteed by a one-night room rate advance deposit or by a major credit card. Any request for five (5) or more rooms will be considered a sub group block and will require a separate group contract with penalty in full should they release or cancel from date of reservation/signature.

* Any cancellations received after November 21, 2009 will result in a room charge equivalent to the full length of stay.

* A "No-Show" charge of the original length of stay as confirmed and guaranteed will be applied. An "Early Departure" will be subject to a room charge equivalent to the full length of stay as confirmed and guaranteed.

The Hotel provides airport shuttle service. From the airport, depending on your arrival time, please visit the MARRIOTT Hospitality desk located in Terminal 1 (located within the hotel area) to secure information on the shuttle. Otherwise the hotel shuttle departs from Terminal 2, Bay 29/30 approximately every 20 minutes starting from 05:10hrs – 22:50hrs. From the hotel, the shuttle departs every 20 minutes starting at 05:00hrs – 23:00hrs.

The hotel also provides limited shuttle service to Disneyland at 09:30hrs and pick up at Disneyland at 21:00hrs.

Liability

The Exhibitor is solely responsible for the safeguarding of materials, equipment and displays at all times. AsiaWorld-Expo and Show Management provide general security when the Hall is closed. Show Management, AsiaWorld-Expo, TWI and Kingsmen Exhibits are not responsible for any loss, theft, damage, injury or destruction or anyone's property or the property of its agents or employees, by or from any cause whatsoever

Registration Codes for Badges & Registration**To Register: www.aviationweek.com/conferences**

You may register directly on line at www.aviationweek.com/conferences and click on the MRO Asia logo. Please register under one of the following codes:

Conference Registration :	Paid conference attendee
Booth Personnel	For staff who are manning the booth only
Exhibitor/Conf Registration	For staff who wish to attend the conference & man the booth as well.
Airline Only	Must be a Manager, Director, VP (or higher) of Purchasing, Maintenance, Overhaul, Engineering or Technology at an Airline to qualify. Sales, Marketing and Business Development positions do not qualify. Must be employed by an Airline (cargo or passenger). Does not include Third Party Maintenance affiliates. (This will be checked daily)
Trade Floor Only:	To attend the Exhibition Hall only

Registration materials will not be mailed. All information will be available at AsiaWorld-Expo in the foyer area of Hall 5. Easy Registration Process: go to www.aviationweek.com/conferences, click on MRO Asia and click on "Register Now." Go to ONLINE registration. Fill out all the information and you will receive an email confirming your registration.

Registration Hours:	Tuesday:	9:00 a.m. – 5:00 p.m.
	Wednesday:	7:30 a.m. – 5:30 p.m.
	Thursday:	8:00 a.m. – 3:00 p.m.

All badges and program information may be picked up from the registration desk located on the main level upon entering AsiaWorld-Expo – either from the Marriott or from the Train Station (by the Orange Wall)

Rigging

All rigging must go through Kingsmen and be approved by AVIATION WEEK and AsiaWorld-Expo as well. Please refer to our exhibitor resource center for the proper forms.

Safety & Security

AsiaWorld-Expo provides maintains a twenty-four (24) hour facility security surveillance team for the Centre's perimeter, common and public area security only, as well as fire extinguishers and emergency signage in all rooms. AsiaWorld-Expo is also responsible for handling exceptional emergency and/or evacuation situations, established by AsiaWorld-Expo's emergency plan.

Shipping

AsiaWorld-Expo cannot nor will not accept or store shipments in advance of this Event. Any shipment that arrives at AsiaWorld-Expo will be refused. TWI is the official customs broker for this event. Information on shipping and forms may be found at AVIATION WEEK'S MRO Asia Resource Center at www.aviationnow.com/conferences
TWI will be the event's official custom broker. Contact: LeAnn O'Malley, Project Manager, Aerospace & Defense, TWI Group. USA Desk Phone: +1.702.691.9087 USA Fax: +1.702.691.9065. UK Desk Phone +44 (0)1675 467761; UK Mobile +44 (0)7853 975614. E-mail:LOmalley@twiglobal.com

Smoking

Smoking is not allowed inside AsiaWorld-Expo.

Sound/Music

Exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle.

Rule of Thumb: Sound and noise should not exceed 8.5 decibels

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI and SESAC are the three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music.

Stand Cleaning

AVIATION WEEK will vacuum stands only for display on Wednesday & Thursday. Additional cleaning services may request this service through AsiaWorld-Expo. Quotes may be requested by contacting the venue directly.

Telecommunications

AsiaWorld-Expo supplies this directly and forms 3A and 3B may be found at the AVIATION WEEK resource center. All information may be found at AVIATION WEEK'S MRO Asia Resource Center at www.aviationnow.com/conferences

Venue

Exhibition Hall 5

AsiaWorld-Expo

AsiaWorld-Expo Hong Kong International Airport Lantau Hong Kong China email: helpdesk@asiaworld-expo.com

www.asiaworld-expo.com

information: +(852) 3606-8000

Work Passes

Work passes are mandatory and may be picked up from Kingsmen who will be located on site.