



APRIL 21-23, 2009  
GAYLORD TEXAN RESORT & CONVENTION CENTER  
GRAPEVINE, TX

**ONE VENUE TO FIND SOLUTIONS AND EXCHANGE IDEAS AT THE COMMERCIAL AND MILITARY MRO CONFERENCES**

**ONE EXHIBITION HALL SHOWCASING COMPANIES INVOLVED IN ALL ASPECTS OF COMMERCIAL AND MILITARY MRO**

**AND INTRODUCING CONFERENCE TRACKS TO ASSIST YOUR DAY-TO-DAY PROJECT MANAGEMENT BY ADDRESSING SPECIFIC CATEGORIES ACCORDING TO JOB FUNCTION!**

Monday, April 20	MRO Golf Tournament
Tuesday, April 21	MRO Americas / Exhibit Hall Opens
Wednesday, April 22	MRO Americas / MRO Military/ Exhibit Hall Opens
Thursday, April 23	MRO Americas / MRO Military/ Exhibit Hall Opens

Please visit our website for up-to-date information on this event  
[www.aviationweek.com/conferences](http://www.aviationweek.com/conferences)

# GENERAL INFORMATION

Baggage/Coat Room:

Booth Designations

Children

Conference Agenda

Conference Proceedings

Conference Rooms

Contact Information

Contractor

Customs Broker

Electricity

Erecting/Tea-down Schedule

Event Attire

Exhibitor Badge Allotment

Exhibition Official Hours

Exhibition Set-Up and Move-Out Times

Food & Beverage

Furniture Hire

Hanging Signs: (for island booths only)

Hospitality Suites (Hotels & Convention Centers)

Hosts & Hostesses

Hotel Information

Liability

Parking

Parking – Service/Contractor Vehicles

Press Room

Public Transportation

Registration Codes for Badges & Registration

Registration Information

Rigging

Safety & Security

Shipping

Smoking

Sound/Music

Stand Cleaning

Telecommunications

Venue

Water, Waste, Compressed Air and Plumbing

WiFi

Work Passes

# GENERAL INFORMATION ON MRO AMERICAS/MILITARY CONFERENCE & EXHIBITION

## Baggage/Coat Room:

For an easier and more comfortable visit, baggage and cloakroom services are available at Bell Services of the Gaylord Hotel.

## Balloons

Prior authorization must be requested from the Gaylord Texan Resort & Convention Center regarding balloons inside the exhibition hall. Please provide the following data: size, material, type of rising agent (air, gas, helium, etc.) and the type of anchorage to be used as this is required for balloons in the halls.

## Booth Benefits (included)

Included with a booth are the following:

For each 10x10 purchased – 2 complimentary booth personnel (access to show floor only)

Program book listing (to be included must meet deadline provided)

## Booth Designations

**Linear (Standard In-Line) Booths:** one or more booths (35m/10ft wide x 3m/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 Booths:** 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 Booths:** 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 ben@saxondesign.co.uk)

**Double Floor Booths:** floor plans must be submitted to the Gaylord Texan Resort & Convention Center eight (8) weeks prior to set up. Contact William Hawthorne at +1.817.778-3680 or whawthorne@gaylordhotels.com.

## 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 teardown. 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](http://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 the Gaylord Texan Resort & Convention Center. All General Sessions and breakouts will take place on the 3<sup>rd</sup> level; the Exhibition Hall will be on main level of the property

## Contact Information

TOLL FREE # +1.800.240.7645

DEPT. FAX: =1.212.904.3334

MRO Americas topics/speakers

Patricia Weil Coates

(301) 682-6614

[pwcoates@aol.com](mailto:pwcoates@aol.com)

MRO Military topics/speakers

Carole Rickard Hedden

(480)48804087

[chedden1@cox.net](mailto:chedden1@cox.net)

Exhibition Sales (US/Canada/Asia)

Beth Eddy  
Mimi Smith

+1.561.862.0005  
+1.561.862.0005

[betheddy@aviationexhibits.com](mailto:betheddy@aviationexhibits.com)  
[mimismith@aviationexhibits.com](mailto:mimismith@aviationexhibits.com)

Exhibition Sales (Europe/Africa)	Michael Elmes	+44 255 871070	mike.elmes@aerospacemedia.co.uk
General Information	Lydia Janow, CMP	+1.212.904.3225	ljanow@aviationweek.com
<b>Golf</b>	Brad Fielding	+1.888. 205.4616	bradfielding@aviationexhibits.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
<b>Official Show Contractors:</b>			
The Freeman Decorating Co.	Customer Service	+1.888.508.5054	
Official Customs Broker:			
TWI,	Leann O'Malley	+1.702.691.9087	lomalley@twiglobal.com
Official Caterer:			
The Gaylord Texan Resort & Convention Center	Michael Chapman	+1 817-778-3317	mchapman@gaylordhotels.com

#### Contractor

The Freeman Decorating Company @ +1 888.508.5054. All information on renting equipment, electrical, labor, booth design, etc. may be found at AVIATION WEEK'S MRO America's Resource Center at [www.aviationnow.com/conferences](http://www.aviationnow.com/conferences)

#### Customs Broker

TWI will be the event's official custom broker. Contact: LeAnn O'Malley (lomalley@twiglobal.com) or +1.702.691.9087

#### Electricity

Electrical forms may be found at AVIATION WEEK'S MRO America's Resource Center at [www.aviationnow.com/conferences](http://www.aviationnow.com/conferences)

#### Empty Containers (regardless of size)

It is prohibited to store empty containers of any kind on the stand. Storage of empty boxes, containers, materials may be arranged with TWI. HMC has the right to request any exhibitor to store empties if they see any exhibitor not abiding by this rule.

#### Event Attire

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

#### Event Reception Information

#### REGISTRATION IS MANDATORY

This year's event will be a "Texan style" barbeque!! There will be no reserved seating. In case of inclement weather, we will still host this event...as it is under cover!!

Venue:	Circle R Ranch, 5901 Cross Timbers Road, Flower Mound, TX	Day:	Tuesday, April 21
Cost:	Per Person: \$125.00 by March 27; \$150 thereafter	Time:	7:30 p.m. – 9:30 p.m.
Attire:	Open – jeans, sneakers are acceptable.		

For directions, please go to <http://www.circlerranch.org/directions.cfm>.

#### Exhibitor Badge Allotment

All exhibitors will receive the following badge allotment. Badges may be picked up onsite at HMC.

Each 10x10 booth: 2 complimentary booth only badges (per 9sqm/100sft booth)

Additional badges may be purchased at \$65 per badge when your company has exceeded its allotment. Please visit [www.aviationnow.com/conferences](http://www.aviationnow.com/conferences) to register online

## Exhibition Hall Passes

All exhibiting companies are provided the opportunity to invite colleagues and prospects (unlimited) to attend the exhibition Hall on a complimentary basis provided they are registered prior to March 27<sup>th</sup>. A link to the form will be provided to all exhibitors to send this invitation out to your colleagues and prospects.

## Exhibition Information

**EXPOSITION DATES: APRIL 21-22-23**

**Location:** Exhibition Halls A – F

The hotel will not accept any materials sent to them in association with this event. Please ensure that any materials you are sending go through Freeman.

### Move-in:

Sunday, April 19, 2009

12:00 p.m.- 6:00 p.m.

< 20x20 booths only

Note: overtime fees will apply as it is a Sunday set-up

Monday, April 20, 2009

9:00 a.m. - 6:00 p.m.

Tuesday, April 21, 2009

8:00 a.m. - 10:00 a.m.

All booths must be set up by 10:00 a.m.

### Official Exhibition Hours:

Tuesday, April 21, 2009

1:00 p.m. - 5:00 p.m. (\*ending time may change)

Wednesday, April 22, 2009

10:30 a.m. - 5:30 p.m.

Thursday, April 23, 2009

9:30 a.m. - 3:00 p.m.

### Tear-down:

Thursday, April 23, 2009

3:30 p.m. - 7:00 p.m.

Friday, April 24, 2009

8:00 a.m. - 12:00 p.m. (all booths must be removed at this time)

### Conference Dates:

MRO Military

Wednesday, April 22 & Thursday, April 23

MRO Americas

Tuesday, April 21 – Thursday, April 23

## Exhibition Official Hours

Official Exhibition Hours:	Tuesday	1:00pm – 5:00pm
	Wednesday	10:30 p.m. - 5:30 p.m.
	Thursday	9:30 a.m. - 3:00 p.m.

## Exhibition Set-Up and Move-Out Times

The Gaylord Texan Resort & Convention Center 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: April 21-22-23

Erecting and/or dismantling of all booths will be carried out at the specified times.

Set-up:

- 36sqm booths and larger (only): Sunday April 19 from 12:00pm – 6:00pm
- All booths: Monday, April 20 from 9:00am – 6:00pm
- All booths: Tuesday, April 21 from 8:00am – 10:00am

Tear-down:

- All booths: Thursday from 3:30pm – 7:00pm
- All booths: Friday from 8:00 a.m. until 12:00 p.m.

## Food & Beverage

Please note that no company is allowed to bring any F&B inside the hotel from any outside vendor. If you would like any catering at your booth, please contact Michael Chapman, Catering Manager at 817.778.3317 or mchapman@gaylordhotels.com. Any and all Exhibitors offering food or beverage sampling must have approval by the hotel's F&B Department.

### Golf Information

- Venue:** Bear Creek Golf Course, 3500 Bear Creek Court, Dallas TX 76039 (located by DFW Airport)
- Date:** Monday, April 20, 2009
- Schedule:** 10:00 a.m. - 12:15 p.m.: Player Registration and Lunch  
1:00 p.m.: Shotgun Start; Cocktail Reception & Awards to follow
- Cost:** US\$200 per person (rental clubs and shoes are available at the player's expense)
- Rentals:** Please contact Bear Creek Golf Course directly for club rentals, shoes, etc.
- Note:** Handicaps are mandatory for pairings; transportation will not be provided.
- Note:** Please Contact Brad Fielding at +1.888.205.4616. (or +1.561.862.0005); Fax: +1.561.998.3090  
bradfielding@aviationexhibits.com for reservations (mandatory).

### Furniture Hire

The Freeman Decorating forms for additional furniture may be found at AVIATION WEEK'S MRO Americas Resource Center at [www.aviationnow.com/conferences](http://www.aviationnow.com/conferences).

### Ground Transportation

#### Driving Directions to the Gaylord Texan Resort

- ❖ Interstate 635 West from North Dallas  
Exit 121 N/Bass Pro Drive (#36B). Keep right at the fork in the ramp. Turn left onto Bass Pro. Turn left on to Hwy 26, go thru next light (Fairway Drive) -- go approximately .3 mile to the next light, turn right into the hotel entrance on Gaylord Trail.
- ❖ Interstate 114 toward DFW Airport from Dallas  
Take DFW Airport/121 exit right lane toward Coppell, take the Bass Pro exit. Turn left on to Bass Pro. Go straight past Embassy Suites (on your right) at the light go left on Hwy 26 West. Continue through the stop light on Fairway Drive. Turn right at the next light into the hotel entrance on Gaylord Trail.
- ❖ Interstate 183 toward DFW Airport from Dallas  
Just past Airport, take 360 North. 360 merges with 121 North which merges with 114 East (going towards DFW Airport) in Grapevine, take the Business 114 to 26 exit (Freight area), turn left at ramp's stop sign, crossover highway. After crossover, go 1.1 mile to third light, turn right onto Hwy 26 (N.W. Hwy). Approximately .4 mile to light, turn left into the hotel entrance on Gaylord Trail.
- ❖ Interstate 360 North from Arlington  
360 merges with 121 North which merges with 114 East in Grapevine going towards DFW Airport, take the Business 114 to 26 exit (Freight area), (this is the first exit off 114 East), turn left at ramp's stop sign, crossover highway. After crossover, go 1.1 mile to third light, turn right onto Hwy 26 (N.W. Hwy). Approximately .4 mile to light, turn left into the hotel entrance on Gaylord Trail.
- ❖ Interstate 121 South from Lewisville  
Exit Grapevine Mills Blvd., stay straight to get onto 26W. Go through light at Bass Pro. Go thru next light at Fairway Drive, go approximately .3 mile to next light, turn right into the hotel entrance on Gaylord Trail.
- ❖ Interstate 183 toward DFW Airport from Fort Worth  
In Bedford, take 121 North to Grapevine. 121 North merges with 114 East in Grapevine going towards DFW Airport, take the 635 121 North exit, stay on 121, exit Bass Pro, turn left at ramp's stop light onto Bass Pro, crossover highway, continuing straight. Go thru light at Big Buck Drive, next light dead ends into Hwy 26, turn left. Turn right at second light, into the hotel entrance on Gaylord Trail.
- ❖ Interstate 114 toward DFW Airport from Fort Worth  
In Grapevine, take the 635 121 North exit, stay on 121, exit Bass Pro, turn left at ramp's stop light onto Bass Pro, crossover highway, continuing straight. Go thru light at Big Buck Drive, next light dead ends into Hwy 26, turn left. Turn right at second light, into the hotel entrance on Gaylord Trail.
- ❖ **Directions from the Airport:**  
Take the north exit out of the airport towards highways 635/121. Continue north on 121 and take the Bass Pro exit.

Turn left onto Bass Pro. Go Straight past Embassy Suites (on your right) at the light go left on Hwy. 26 West. Continue through the stop light on Fairway Drive. Turn right into the hotel entrance on Gaylord Trail.

Gaylord Texan Resort & Convention Center offers first-class transportation services with an emphasis on service. Whether you need a ride to DFW Airport, are going out for the evening, or have a stop to make anywhere in the metroplex—Gaylord Texan Transportation department is available 24 hours a day, 7 days a week for individuals and groups. No need to worry about directions or traffic, our courteous and knowledgeable staff know just how to get you there in style and comfort.

Pricing for Gaylord Texan Transportation

- Arrivals from DFW Airport: \$52\*
- Departure to DFW Airport: \$38\*
- Arrivals from Love Field: \$67\*
- Departure to Love Field: \$57\*

\*Pricing is for the first two passengers, plus just \$5 for each additional passenger.

For additional rates, information or reservations please call the resort at (817) 778-2277 or schedule your direct, private transportation online.

### Super Shuttle

Gaylord Texan Resort also has partnered with Super Shuttle to provide an economical choice for airport transportation services in their familiar blue vans. Super Shuttle saves you money by sharing the ride with other passengers with a direct trip to the airport, with stops at each terminal being utilized by Gaylord Texan guests.

When taking Super Shuttle, please plan for a one-hour trip each way between the resort and the airport. Upon arrival to the airport you must use the phones in Baggage Claim to call Super Shuttle for pickup.

Pricing for Super Shuttle Shared Rides

- DFW Airport: \$12 per person
- Love Field: \$22 per person

For additional information or to make a reservation, call Super Shuttle at 1-800-258-3826 or book your shared van ride online. Shuttles depart the front drive of the hotel daily between 5:00 a.m. and 6:00 p.m. The DFW shuttle departs every 20 minutes, and the Love Field shuttle departs on the hour during this time.

For more information on transportation options, call us at (817) 778-2277.

### 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 20ft/6.1m including signage. Sketches and stand design must be approved by Show Management (ljanow@aviationweek.com) and Freeman Decorating (heather.chapman@freemanco.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.) Order form may be found at AVIATION WEEK'S MRO America's Resource Center at [www.aviationnow.com/conferences](http://www.aviationnow.com/conferences) under PSAV.

### Hospitality Suites/Meeting Rooms

Please note that Show Management requests that no meetings be held during any of the Event's official food & beverage periods. All hotels have been appraised of this requirement when booking suites and/or meeting rooms. You may contact Michael Chapman +1 817-778-3317; [mchapman@gaylordhotels.com](mailto:mchapman@gaylordhotels.com) directly to book a meeting room, based on show management's approval.

### Hosts & Hostesses

The Grapevine Convention & Visitors has a professional and uniformed team to help you. Please contact Betty Torres at 817.410.3538 or [BTorres@GrapevineTexasUSA.com](mailto:BTorres@GrapevineTexasUSA.com) for scheduling and fees. Please submit your request at least 21 days before the exhibits open to allow ample time to staff your request.

### Hotel Information

### CUT-OFF DATE FOR ROOM BLOCKS: 4 WEEKS PRIOR TO THE EVENT

Please visit our website at <http://www.AviationWeek.com/conferences> to secure hotel reservations through the Grapevine, TX Housing Bureau. You will have a selection of properties to choose from (partial listing below).

**How to make a Reservation:** Please note: **RESERVATIONS ARE NOT ACCEPTED VIA THE TELEPHONE.**

Online: [www.aviationweek.com/conferences](http://www.aviationweek.com/conferences)

Fax: (817) 410-3036

E-mail: [MROHousing@GrapevineTexasUSA.com](mailto:MROHousing@GrapevineTexasUSA.com)

Phone: FOR QUESTIONS ONLY: (800) 457-6338 ext. 3531 or (817) 410-3531. Calls are returned within 24 business hours.

Mail to:

MRO Housing Bureau

C/O Grapevine CVB  
 One Liberty Park Plaza  
 Grapevine, TX 76051

**Hotel Reservation Availability:**

Rooms are assigned on a first come, first-serve basis. Indicate at least four (4) choices, shown in preference order, i.e. 1st, 2nd, etc. If your first hotel choice is not available, you will be assigned to the next available hotel in preference order. The majority of the hotels are smoke-free and exceptions are marked with an asterisk (\*). Smoking rooms are on a request basis only and not guaranteed. **Contact the MRO Housing Bureau to block 10 or more rooms.**

**Acknowledgements:**

The MRO Housing Bureau will acknowledge your reservation by e-mail only. To ensure receipt, be sure that your server recognizes MROHousing@GrapevineTexasUSA.com. Review the acknowledgement for accuracy and print a copy for your records. If you do not receive an acknowledgement within **7 business days**, please contact the MRO Housing Bureau. You will not receive a separate confirmation from your hotel and **please do not contact your selected hotel.**

**Cancellations:**

All cancellations must be made through the MRO Housing Bureau. All cancellations must be made online at [www.aviationweek.com/conferences](http://www.aviationweek.com/conferences) or received in writing (e-mail, fax or mail). Cancellations made **after February 18, 2009** will result in a **\$100.00 non-refundable penalty**. Cancellations made after March 20, 2009 will result in a **\$200.00 non-refundable penalty**. This penalty is in addition to the hotel's cancellation policy. Hotel deposit and cancellation policies vary. Be sure to understand the hotel's cancellation/deposit policy, for this conference, **before** making your reservation.

**Reservation Changes:**

Reference your housing system I.D. number and last name when making a reservation change. Access your reservation online at [www.aviationweek.com/conferences](http://www.aviationweek.com/conferences) or contact the MRO Housing Bureau, [MROHousing@GrapevineTexasUSA.com](mailto:MROHousing@GrapevineTexasUSA.com), by **noon CST on April 17, 2009**. After this date and time, please contact your hotel directly.

Official Hotels (Room rates do not include tax per night. Tax is 12% unless otherwise stated).	Distance to Convention Center	Single (1-Bed)	Double/Double (2 beds)
Gaylord Texan – Host hotel; standard room: <b>SOLD-OUT</b>	0	\$199 + \$10 resort fee	\$199 + \$10 resort fee
Gaylord Texan – Host hotel; Lone Star Tower: <b>SOLD-OUT</b>	0	\$219 + \$10 resort fee	\$219 + \$10 resort fee
Great Wolf Lodge	.9 mi/3 min	\$199	\$199
Residence Inn DFW Airport North/Grapevine	2.0 mi/4 min	\$189	N/A
Hyatt Place Grapevine	2.3 mi/4 min	\$149	\$149
SpringHill Suites DFW Airport North/Grapevine	2.3 mi/4 min	\$164	\$164
Comfort Suites DFW Airport North/Grapevine	2.4 mi/5 min	\$159	\$159
Fairfield Inn by Marriott Grapevine	2.6 mi/6 min	\$139	\$139
Baymont Inn & Suites DFW Airport/Grapevine*	3.3 mi/7 min	\$119	\$119
Hilton Garden Inn Grapevine: <b>SOLD-OUT</b>	3.7 mi/8 min	\$149	\$149
Grand Hyatt DFW	6.5 mi/10 min	\$239	\$239
Hyatt Regency DFW*	6.5 mi/10 min	\$199	\$199
Sheraton Grand DFW- 15% tax – standard room	6.3 mi/10 min	\$189	\$199
Sheraton Grand DFW - 15% tax – club level room	6.3 mi/10 min	\$229	\$239
Westin DFW Airport – 15% tax	6.3 mi/10 min	\$189	\$189
Wyndham DFW Airport North – 15% tax	6.3 mi/10 min	\$149	\$149
Hilton Southlake Town Square – 13% tax	6.1 mi/13 min	\$199	\$199
Marriott Solana Westlake – 13% tax	8.5 mi/15 min	\$189	\$189

**Liability**

The Exhibitor is solely responsible for the safeguarding of materials, equipment and displays at all times. The Gaylord Texan Resort & Convention Center and Show Management provide general security when the Hall is closed. Show Management, The Gaylord Texan Resort & Convention Center, TWI and Freeman Decorating 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. Each exhibitor should provide ample insurance for their booth. Forms for insurance may be found at AVIATION WEEK'S MRO Americas Resource Center at [www.aviationnow.com/conferences](http://www.aviationnow.com/conferences).

### Meeting Rooms/Hospitality Suites

Please note that Show Management requests that no meetings be held during any of the Event's official food & beverage periods. All hotels have been appraised of this requirement when booking suites and/or meeting rooms. You may contact Michael Chapman +1 817-778-3317; [mchapman@gaylordhotels.com](mailto:mchapman@gaylordhotels.com) directly to book a meeting room, based on show management's approval.

### Parking

Limited parking is available at the Gaylord Texan Resort & Convention Center and there is a fee. Show Management does not provide any complimentary parking.

### Parking - Service/Contractor Vehicles

The Loading Dock of the Gaylord Texan is to be utilized for unloading and loading only. Vehicles/trucks will not be allowed to remain on dock during set-up.

### Press

We invite all companies to invite press to attend this event and to visit your booth. Press may register for complimentary Conference attendance online at [www.aviationweek.com/conferences](http://www.aviationweek.com/conferences). Please contact Lisa Jaycox at [lisa\\_jaycox@mcgraw-hill.com](mailto:lisa_jaycox@mcgraw-hill.com) or +1.212.512.3272

### Registration Codes for Badges & Registration

You may register directly on line at [www.aviationweek.com/conferences](http://www.aviationweek.com/conferences) and click on the MRO Europe logo. Please register under one of the following codes:

Single Registration/3 or More Registrations:	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.
Military/Government	Must show proper identification on site
Press	Must work for a publication or media company and show ID
Sponsors	Separate Forms to be sent
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
3 <sup>rd</sup> Party Maintenance Provider	Must be Manager, Director, VP (or higher) of Purchasing, Maintenance, Overhaul, Engineering or Technology at a 3 <sup>rd</sup> party airline company to qualify.
Trade Floor Only:	To attend the Exhibition Hall only

Registration will take place at the Gaylord Texan Resort & Convention Center during the hours listed below.

### Registration Fee

To Register: [www.AviationWeek.com/conferences](http://www.AviationWeek.com/conferences)

	By March 27	After March 27
All Pass (includes admission to MRO Americas + MRO Military conferences. All prices are per person)		
Press/Airline Personnel*	Complimentary	Complimentary
Single Registration	US\$1295.00	US\$1595.00
3+ from same company/sponsors/exhibitor rate/ 3 <sup>rd</sup> Party Maintenance**	US\$1195.00	US\$1595.00
Active Military/Government***	US\$295.00	US\$695
MRO Americas ONLY (All prices are per person)		
Press/Airline Personnel*	Complimentary	Complimentary
Single Registration	US\$895.00	US\$1095.00
3+ from same company/sponsors/exhibitor rate/ 3 <sup>rd</sup> Party Maintenance**	US\$795.00	US\$1095.00
Active Military/Government***	US\$195.00	US\$395

MRO Military ONLY (All prices are per person)

Press/Airline Personnel*	Complimentary	Complimentary
Single Registration	US\$695.00	US\$895.00
3+ from same company/sponsors/exhibitor rate/ 3 <sup>rd</sup> Party Maintenance**	US\$595.00	US\$895.00
Active Military/Government***	US\$195.00	US\$395

MRO Americas Reception		
Standard Registration	US\$125.00	US\$150

Exhibition Hall ONLY	Complimentary	US\$60
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**\*Airline Personnel:** *must be employed directly with an airline (cargo or passenger) in Purchasing, Maintenance, Overhaul, Engineering or Technology to qualify. Sales, marketing and business development positions to not qualify. Does not include Third Party Maintenance affiliates.*

**\*\*3<sup>rd</sup> Party Maintenance:** *must be employed directly with a 3<sup>rd</sup> party airline company to qualify in Purchasing, Maintenance, Overhaul, Engineering or Technology.*

**\*\*\*Active Military/Government:** *Government ID required. Must hold active rank in any of the services to apply. Unfortunately industry and/or retired personnel are not included.*

### Registration Information

To Register: [www.AviationWeek.com/conferences](http://www.AviationWeek.com/conferences)

Registration materials will not be mailed. All information will be available at the registration area (exhibition hall foyer) of the Hotel. Easy Registration Process: go to [www.AviationWeek.com/conferences](http://www.AviationWeek.com/conferences), click on MRO and click on "Register Now." Go to ONLINE registration. Fill out all the information and you will receive an email confirming your registration. **Please note**

### Conference Dates:

MRO Military	Wednesday, April 22 & Thursday, April 23
MRO America	Tuesday, April 21 – Thursday, April 23

### Location:

**All badges and materials may be picked up at the AVIATION WEEK Registration Desks located in the foyer area of the Exhibition hall of the hotel.**

<b>Registration Hours:</b>	Tuesday, April 21	8:00 a.m. – 5:00 p.m.
	Wednesday, April 22	7:00 a.m. – 5:30 p.m.
	Thursday, April 23	7:00 a.m. – 3:00 p.m.

**Self-Serve Counters:** Will be located in the foyer for those who are pre-registered. PLEASE REMEMBER TO BRING YOUR CONFIRMATION FOR FASTER REGISTRATION.

### Rigging

Please contact the directly to arrange for rigging.

### Safety & Security

The Gaylord Texan Resort & Convention Center provides overall security as well as fire extinguishers and emergency signage in all rooms. The Gaylord Texan Resort & Convention Center is also responsible for handling exceptional emergency and/or evacuation situations, in the framework of The Gaylord Texan Resort & Convention Center's Emergency Plan.

### Shipping

The Gaylord Texan Resort & Convention Center will not and cannot accept or store shipments in advance of this Event. Any shipment that arrives at The Gaylord Texan Resort & Convention Center will be refused. TWI is the official international customs broker for this event. Information on shipping and forms may be found at AVIATION WEEK'S MRO Americas Resource Center at [www.aviationnow.com/conferences](http://www.aviationnow.com/conferences)

**Official Customs Broker:** TWI will be the event's official custom broker. Contact: LeAnn O'Malley at [lomalley@twiglobal.com](mailto:lomalley@twiglobal.com) or +1.702.691.9087

### Smoking

There is no smoking inside the Gaylord Texan Resort & Convention Center. Smoking is permitted at applicable areas on the outside grounds of the property.

## 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, SGAE and SESAC are the four authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music. Under the provisions of the Performing Rights Act, Art. 15, Copyright Act, permission from the Society for Musical Performance & Mechanical Preproduction Rights (GEMA) is required for sound reproduction in any form. Any music reproduction not registered may lead to claims for damages from GEMA under Act 97 of the Copyright Act. An application for GEMA permission should be made in advance of the event.

## Stand Cleaning

AVIATION WEEK is not responsible for cleaning of booths. We will clean peripheral space. Forms may be found at the Freeman OnLine site at AVIATION WEEK'S MRO Americas Resource Center at [www.aviationweek.com/conferences](http://www.aviationweek.com/conferences)

## Telecommunications & WiFi Forms

The Gaylord Texan Resort & Convention Center supplies this directly. Forms may be found at the AVIATION WEEK'S MRO Americas Resource Center at [www.aviationweek.com/conferences](http://www.aviationweek.com/conferences).

## Venue

The Gaylord Texan Resort & Convention Center  
1501 Gaylord Trail  
Grapevine, TX 76051

## Water, Waste, Compressed Air and Plumbing

The Gaylord Texan Resort & Convention Center provides this service which is comprised of laying to the point requested on the stand. Under no circumstances does it include connection to any other element (washbin, sink, etc.). If this service should be needed, it may be contracted in the plumbing section. Forms may be found AVIATION WEEK'S MRO Americas Resource Center at [www.aviationweek.com/conferences](http://www.aviationweek.com/conferences).

## Work Passes

Work passes – in the form of wrist bracelets - will be made available on Sunday for contractors to enter the exhibition hall. Passes may be picked up at the Registration Desk located in the foyer area of The Gaylord Texan Resort & Convention Center. All contractors must check-in and out through Gaylord Security located near the dock entrance.

## Media Opportunities for all MRO Attendees

**Overhaul & Maintenance (The Official Publication of the MRO Series)** provides advertisers with total coverage of every vertical segment of the MRO market. *O&M* has 100% requested circulation in over 150 countries. Subscribers are executives and managers at airlines, third party maintenance centers, military/government aircraft operations, manufacturers and distributors/suppliers. For more information on sponsorship opportunities, contact Matt Holdreith, Sales Director, at [matt\\_holdreith@aviationweek.com](mailto:matt_holdreith@aviationweek.com).

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