

EXHIBITOR RESERVATION FORM



MRO Asia 2009

www.aviationweek.com/conferences

ASIAWORLD-EXPO HONG KONG

Hong Kong Airport • Hall 5

Set-Up: December 8, 2009

Exhibition Dates: December 9-10, 2009

COMPANY NAME *(As it will appear in program book)*

ADDRESS

CITY

STATE

POSTAL CODE

COUNTRY

CONTACT NAME *(To receive exhibitor information)*

POSITION/TITLE

CONTACT ADDRESS *(If different from above)*

PHONE

FAX

EMAIL *(Mandatory for confirmation)*

SIGNATURE *(I have read and agreed to abide by the MRO Asia 2009) exhibitor guidelines.)*

FORM SUBMISSION *Application must be completed in full*

Please return with payment to:

MRO Asia 2009

AVIATION WEEK

3269 NW 60th Street

Boca Raton, FL 33496 USA

Phone: +1.561.862.0005 Fax: +1.561.862.0006

Email: betheddy@aviationexhibits.com or

mimismith@aviationexhibits.com

www.aviationweek.com/conferences

CANCELLATION AND CREDIT CARD AUTHORIZATION POLICY

Written cancellations received on or before May 18, 2009 will receive a refund less a processing fee of \$550 per booth. If no monies are received, companies are still responsible for the processing fee. **VERBAL CANCELLATIONS ARE NOT ACCEPTABLE.** Please fax your written cancellation to Beth Eddy at (561) 862-0006. No refunds will be given after May 18, 2009. By submitting this contract, you authorize McGraw-Hill to invoice you for any unpaid portion of your exhibit fees. By signing this contract it is understood that you have read and will abide by our cancellation policy.

Please do not send me any further information from AVIATION WEEK Conferences & Exhibitions, a division of The McGraw-Hill Companies mail e-mail

Please do not share my information with other units of The McGraw-Hill Companies mail e-mail

Please do not share my information with companies outside of The McGraw-Hill Companies mail e-mail

BOOTH DISPLAY

Minimum deposit of 50% is required; full balance due by May 18, 2009. If reserving after May 18, 2009, full payment must accompany reservation.

Booth(s) # preference(s)

1ST

2ND

3RD

AVIATION WEEK will assign booths on a first-come, first-served basis.

Shell Scheme Package (9SQM)

- Western Companies— US\$4900.00
Includes: 3 booth personnel (per 9sqm) • 1 complimentary conference registration per contract
- Chinese Companies — US\$2300.00
(Applicable to mainland China ONLY)
Includes: 2 booth personnel (per 9sqm) • 1 complimentary conference registration per contract

METHOD OF PAYMENT

- Company Check in US Dollars *(payable to AVIATION WEEK)*
- American Express
- Visa/Mastercard

TOTAL \$ ENCLOSED

BALANCE \$ DUE

CARD #

EXPIRATION DATE

NAME ON CARD

SIGNATURE *(Required for process of payment)*

PROGRAM BOOK ADS

Don't miss this opportunity for additional exposure in the program book.

- Back Cover (4-color) US\$4,000
- Inside Front Cover (4-color) US\$3,750
- Inside Back Cover (4-Color) US\$3,500
- Full Page (B&W) US\$2,650

SPECS

Trim: 8-3/8" w x 10-7/8" h; Bleed: 8-3/4" w x 11-9/16" h;

Live Area: 7-5/16" w x 9-1/2" h

SHOW FACTS AND GUIDELINES

TERMS AND CONDITIONS FOR EXHIBITORS

- 1. HOURS OF EXHIBITION.** The exhibit portion of MRO will be held December 9-10, 2009 at the ASIAWORLD-Expo and will have the following exhibiting hours: Wednesday, December 9 from 10:30 a.m. – 6:00 p.m. and Thursday, December 10 from 9:30 a.m. – 2:00 p.m. (*Please note that no exhibitors will be allowed to tear-down prior to this time). AVIATION WEEK (hereafter "Show Management") reserves the right to change exhibit hours and/or to change the number of days or dates of the exhibit as it may seem desirable. The Exhibitor shall not, during this 2-day event, conduct, sponsor, or be affiliated with, any event which is similar to, competitive with or complementary to any function, exhibit or event.
- 2. MOVE-IN AND MOVE-OUT.** Exhibitor move-in is Tuesday, December 8, from 9:00 a.m. – 6:00 p.m. The aisles must be clear of all crates/cartons by 6:00 p.m. Tuesday, so that aisle carpet may be installed. Move-out is Thursday, from 2:00 p.m. – 8:00 p.m. (The aisles must be clear of all crates/cartons so that aisle carpet may be dismantled) No other times are allowed. Under no circumstances will children under 16 be admitted in the Exhibit Hall during installation or dismantling hours.
- 3. EXHIBITOR SERVICES MANUAL.** Show Management will furnish information on the web prior to the exhibition which will include specifications for drayage, labor, electricity, signage, carpeting, furniture, telephones, etc.
- 4. FLOOR PLAN:** Show Management reserves the right to rearrange the floor plan at any time and to relocate exhibitors if it becomes necessary for causes beyond the control of Show Management or if it is advisable in the best judgment of Show Management.
- 5. EXHIBITOR USAGE.** The Exhibitor shall provide adequate staff for maintenance and operation of its exhibit during all exhibit hours. The Exhibitor that contracts basic space shall provide carpet or other suitable flooring for its entire exhibit space during the exhibit dates. All demonstrations or other promotional activities, including distribution of promotional material, shall be confined to the limits of the exhibit space, unless permission has been granted by Show Management. The Exhibitor is responsible for keeping the aisles near their exhibit space free of congestion caused by demonstrations or other promotions. The Exhibitor shall not assign, sublet or share the exhibit space without the express written consent of Show Management. No in-line or perimeter exhibit may exceed 2.4M in height or exceed three (3) feet in height along the side dividers; island booths cannot exceed 4.87M in height without written consent from Show Management. Show Management will adhere to IAEM rules and regulations regarding booth structure. Exhibitor's booth and/or exhibit shall not intrude or interfere with any adjacent area that is not contracted to said exhibitor. Show Management reserves the right to restrict, segregate or relocate exhibits, which, because of noise, method of operation, materials or any other reason, become objectionable. In the event of such restriction or removal, the Exhibitor shall have no claim against Show Management based upon any such restriction or removal.
- 6. BOOTH SHARING.** Companies are allowed to share booth space as long as there is at least one (1) 10' x 10'/3M booth per company (i.e. 2 companies cannot share one 10' x 10' booth, but can share a 10' x 20'/18M booth or larger). Separate program listings for companies will be provided to the primary exhibiting company after Show Management has been notified that exhibitor will be sharing booth space for an additional fee.
- 7. INDEMNITY.** The Exhibitor agrees to protect, indemnify and hold harmless Show Management, its officers, directors, employees and agents from any and all losses, costs, damages, liability or expenses (including legal fees) arising from or by reason of any accident, bodily injury, property damage or other claims or occurrences to any person, including other Exhibitors, its employees and agents, or any visitors or attendees, arising out of or related to Exhibitor's construction, removal, maintenance, occupancy or use of the exhibition venue including storage and parking or adjacent areas.
- 8. INSURANCE.** The Exhibitor shall obtain, at its own expense, adequate insurance and such insurance shall name Show Management, the Hotel and Decorating Firm and its officers, directors and employees as additional insured. The Exhibitor shall furnish, upon request, at or prior to the Exhibition, certificate of insurance evidencing said coverage.
- 9. SECURITY AND PROPERTY INSURANCE.** Show Management shall provide perimeter guard service during the hours the exhibit area is closed. The Exhibitor is solely responsible for the security of its own exhibit materials and undertakes to obtain appropriate casualty insurance covering same. All property of an Exhibitor is understood to remain in its sole care, custody and control in transit to or from within the confines of the exhibit hall. The Exhibitor agrees to waive all rights of subrogation against Show Management, its officers, directors and employees.
- 10. SHOW MANAGEMENT'S LIABILITY.** Neither Show Management nor any of its affiliates, agents or representatives shall have any liability whatsoever to the Exhibitor for any loss, expense or damage to the Exhibitor, staff, guests, invitees or any of their property relating to or arising out of the acts of any participant, visitor or other invitee of Show Management, other than for Show Management's failure to perform its obligations hereunder. Under no circumstances shall Show Management have any liability for lost profits or other special, incidental or consequential damages and Show Management's total liability hereunder shall in no case exceed the amount of the total rent actually received by the Organizer from the Exhibitor. Show Management shall have no liability for any failure to perform its obligations hereunder where such failure to perform was due to any riot, strike, civil disorder, act of war, act of God or any other cause of any kind whatsoever not within Show Management's reasonable control.
- 11. CARE OF BUILDING & EQUIPMENT.** Neither the Exhibitor nor its representatives or agents, shall injure or deface the walls, floors or fittings of the building, the exhibit spaces or the equipment in the exhibit space. All materials used by the Exhibitor shall comply in all respects with all applicable laws, rules and regulations respecting fire safety and electrical equipment. Combustible materials or explosives are not permitted in the exhibit hall. Fire regulations require all display materials used to be flame proof. Compliance with this regulation is the sole responsibility of the exhibitor. The Exhibitor shall also comply with all requests of officials of the hosting property and Show Management with respect to the installation, conduct and disassembly of its exhibits.
- 12. DISTRIBUTION.** All products or service demonstrations, interviews, instructional activities and distribution of any literature/magazines must be confined to the assigned exhibit space. Any persons soliciting business or distributing material outside their exhibit booth will be asked to leave the building.
- 13. MUSIC.** Recorded music of any kind must be covered by ASCAP or BMI by the exhibitor. No equipment or voice-reproducing machines may be operated in such a manner as to cause annoyance to other exhibitors. Show Management reserves the right to determine when sound is interfering with another exhibit.
- 14. CANCELLATION POLICY.** (a) in the event the Exhibitor cancels all or part of the exhibit space contracted for hereunder, the following provisions shall apply: (i) if written notice of cancellation is received by Show Management on or before May 18, 2009, the Exhibitor shall pay to Show Management \$550 per 10' x 10'/3M booth. (ii) if written notice of cancellation is received by Show Management on or after May 18, 2009, the Exhibitor is liable for 100% of total booth space contracted. If the cancellation fee payable hereunder shall exceed the total payments already made to Show Management hereunder, the Exhibitor shall promptly pay Show Management the balance of such fee. If the payments already made by the Exhibitor to Show Management hereunder shall exceed the cancellation fee payable, Show Management shall refund such excess to the Exhibitor. Except for such excess, all payments made to Show Management under this contract shall be deemed fully earned and non-refundable when made in consideration for expenses incurred by Show Management, Show Management's lost or deferred opportunity to provide exhibit space to others and the potential effect of the cancellation of the exhibit as a whole and all cancellations fees that may become due hereunder are acknowledged by the Exhibitor to constitute liquidated damages. (b) if the Exhibitor fails to make full payment when due under the terms of the contract, Show Management may terminate this contract and the Exhibitor shall be responsible for payment to Show Management of all amounts which would have been due Show Management under the terms of subsection (a) above as if the Exhibitor had canceled this contract as of the date of such failure of payments. (c) if the exhibit space is not occupied by the Exhibitor by 8:30 a.m. on the official date the show opens, the Exhibitor shall be deemed to have canceled the exhibit space contracted for, and Show Management shall the right to use such space as it deems appropriate. Exhibitor shall pay to Show Management all amounts which would have been due, under the terms of subsection (a) above as if the Exhibitor had canceled the contract as of such date. (d) Except as the Exhibitor's obligations to pay rent may be reduced in accordance with the terms set forth in subsection (a) above, the Exhibitor shall be responsible for payment of the exhibit space total rent whether the Exhibition is canceled, delayed or relocated, in whole or in part as a result of a riot, strike, civil disorder, act of war, act of God, or any other cause of any kind whatsoever not within Show Management's reasonable control. After space has been confirmed and accepted a reduction in space will be considered a cancellation and will be governed by the same policies outlined in the cancellation policy above. Reduction of space can result in relocation of exhibit space at the discretion of Show Management.
- 15. PAYMENT.** Show Management must receive full payment for total exhibit space rental on or before May 18, 2009. If full payment is not received by May 18, 2009, Show Management shall charge the Exhibitor's credit card (as provided) for outstanding amounts. If no credit card is provided, Show Management reserves the right to cancel this booth space and keep any and all fees paid to Show Management as liquidated damages. Exhibitors signing up after May 18, 2009 will provide full payment with their contract.
- 16. MISCELLANEOUS.** This contract contains the entire understanding of the parties with respect to the subject matter hereof and there are no other agreements, understandings, representations or warranties except as expressly set forth herein. This contract cannot be assigned, transferred or sold by an Exhibitor. The rights of Show Management under this contract shall not be deemed waived except as specifically stated in writing signed by an authorized officer of Show Management. This contract and the rights of the parties hereunder shall be governed by and construed in accordance with the laws of The United States without regard to the United States' choice of law rules. Any actions brought to enforce the terms of this contract may be brought only in a court having a status within the U.S. and the Exhibitor hereby expressly consents to the jurisdiction of any such court. Show Management shall be entitled to recover the costs, including reasonable attorney's fees and/or collection fees, in any action brought to enforce this contract or its rights hereunder. Show Management shall also be entitled to recover all accrued finance charges through the date of payment of the full amount of this contract.
- 17. ELIGIBILITY TO EXHIBIT.** Show Management reserves the right to control all aspects of the Exhibit Hall. Show Management specifically reserves the right to determine the acceptability of applications for exhibit space. Applications to exhibit will be accepted or rejected based on criteria including, but not limited to, the product/services, professional or educational benefits, consistency with Show Management's mission or goals, and spatial constraints in the Exhibit Hall. Show Management reserves the right at its sole discretion to refuse any applications on the basis of Show Management's policies and guidelines.
- 18. CONTRACTUAL AGREEMENT.** As a condition of exhibiting, and when applying for space, the exhibitor agrees to adhere to all conditions and regulations outlined, warnings may be issued so that exhibitors may take corrective actions before a violation is incurred, Exhibitors or their representatives who conduct themselves in an unprofessional manner may be dismissed from the exhibit hall without refund or appeal. Show Management reserves the right to amend any and all rules and regulations at any time.