



ABACE
SHANGHAI, CHINA
APRIL 17-19, 2018

EXHIBITOR SERVICE KIT



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WELCOME LETTER

Greetings, ABACE2018 Exhibitor.

Enclosed within this Exhibitor Service Kit are the necessary forms to support your exhibit, chalet and/or static display at ABACE2018. Please review this information carefully and forward required forms to ABACE management and designated official service partners outlined in this kit by the listed deadlines.

Also, please note the following changes for ABACE2018:

1. **SHANGHAI HAWKER PACIFIC BUSINESS AVIATION SERVICE CENTRE (SHPBASC) 2nd HANGAR:** SHPBASC is in the process of building a second hangar adjacent to the original hangar. The construction process should be finalized in late January 2018 and we will make a decision on using the second hangar for exhibits at that time. Should the SHPBASC 2nd hangar be complete and certified for occupancy, then exhibits will be located in both hangars and a pavilion. More information will be provided in January during the exhibit space placements.
2. **CATERING – NEW FOR 2018:** ABACE exhibitors will have the opportunity to select between two different official catering companies for exhibit and/or chalet display space. Hongqiao Jin Jiang Hotel (formerly the Sharaton) and Potel and Chabot have been selected as the official and exclusive catering providers and are the only caterers permitted to work on site. Menus and contact details are provided within this Exhibitor Service Kit.
3. **ELECTRICAL INSTALL AND INSPECTIONS:** A new on-site approval process has been instituted for electrical installations which should allow for a more timely turn-on for power to exhibitor stands. The approval process is outlined within the electrical regulations and will be strictly enforced.
4. **EXTENDED MOVE-IN HOURS:** Any exhibitor and/or approved EAC may request to work beyond the posted move-in hours. Request for extended work hours will be reviewed by ABACE management and are subject to a fee. The fees are outlined within this Exhibitor Service Kit and on the Target Floor Plan. All extended move-in hours must be approved by ABACE management.
5. **TRUCKS & MARSHALLING YARD:** During move-in, trucks without official truck passes will not be permitted on the freight access road (Yingbing 3) which leads into the ABACE event. Official truck passes are distributed from the marshalling yard only. All trucks, regardless of size, must report to the official marshalling yard prior to accessing the ABACE event site.
6. **CHINESE VISA REQUESTS:** Attendees from countries requiring Chinese visas to attend ABACE must have an invitation letter from authorities in China in order to obtain their visa. Attendees may request such a letter by using the [ABACE Invitation Letter Request Form](#), deadline of Friday, March 16.

If you have any questions regarding the Exhibitor Service Kit, upcoming deadlines or target floor plans, kindly use the contact list enclosed to contact the appropriate member of ABACE management.

We look forward to working with you on another successful event!

Kind regards,

ABACE Management



IMPORTANT DATES & DEADLINES

DATE	DEADLINE	DETAILS
Thursday, November 9	Exhibitor Application Priority Deadline	Deadline to submit exhibitor application with payment in full to be included in priority draw and priority placement.
February 2018	Live Placements	Exhibitors that applied by the priority deadline will be placed on the floor plan.
Friday, February 9	Co-exhibitor Registration Due	Exhibitors must register all companies that will be sharing exhibit space. Fill out the form here .
Friday, February 9	EAC Notification Deadline	Deadline for submitting Notification of Intent-to-Use Exhibitor-Appointed Contractor (EAC) form. Fill out the form here .
Friday, February 9	EAC Application and Insurance Information Due	Deadline for EACs to submit EAC application and proof of required insurance coverages.
Friday, February 16	Chinese New Year	
Tuesday, February 20	ABACE2018 Show Guide Advertising Insertion Order Deadline	Insertion orders due for exhibitors who wish to purchase ads in the <i>ABACE2018 Show Guide</i> .
Monday, February 26	Stand Drawings Due for "Raw" Exhibit Space Exhibitors	All exhibitors with raw space, including inline raw exhibit space, are required to submit stand drawings with front and side elevations for prior approval to show management via email. For more information, review the ABACE2018 rules .
Monday, February 26	Static Exhibitors Stand Drawings Due	All chalet exhibitors are required to submit stand drawings with front and side elevations for prior approval to show management via email. For more information, review the ABACE2018 rules . Fill out the form here .
Tuesday, February 27	ABACE2018 Show Guide Ad Art Deadline	Exhibitors who purchased ads in the <i>ABACE2018 Show Guide</i> must submit the art for their ads by this date.
Friday, March 9	Freeman Early-Bird Pricing Deadline	Deadline for discounted rates for orders for Freeman services. <i>Rates increase by 20% after this date.</i>
Saturday, March 10	APT Showfreight Deadline for Receiving Censorship Material	Deadline to send censorship material to APT for shipping.
Friday, March 9	Exhibitor Insurance Information Due	Deadline to submit exhibitor insurance to ABACE management.
Friday, March 9	Visa Invitation Letter Request Deadline	Deadline to submit visa invitation letter request form, along with all necessary documents. Fill out the form here .



DATE	DEADLINE	DETAILS												
Saturday, March 17	Translator/Hostess Order Deadline	Deadline to order translator/hostess services from Supreme Interpreting Services (Shanghai) LTD.												
Saturday, March 17	Internet Order Deadline	Deadline to order internet services from Media International.												
Tuesday, March 20	TWI Shipping Discount Pricing Deadline	Deadline for discounted rates for orders for TWI services.												
Wednesday, March 28	APT Showfreight Deadline for Sea Shipment	Deadline to submit documents for sea shipment of materials.												
Wednesday, April 11	Executive Transportation Order Deadline	Deadline to order transportation services from APAC Transportation Worldwide.												
Friday, March 23	Catering Order Deadline	Deadline to order catering through Hongqiao Jin Jiang Hotel (formerly Sheraton).												
Friday, March 23	Catering Order Deadline	Deadline to order catering through Potel and Chabot.												
Saturday, March 31	APT Showfreight Deadline for Air Shipment	Deadline to submit documents for air shipment of materials.												
Sunday, April 1	GPU, Air Conditioning and Detailing Order Deadline	Deadline for ordering GPUs, air conditioning and detailing from AEM International and AEM Logistics. Availability and price per unit is not guaranteed after this date.												
Monday, April 3	Static Display Aircraft Arrival Information Form Deadline	Aircraft Arrival Information form due to ABACE management. For more information, refer to the ABACE2018 static display rules .												
Monday, April 3	Static Display Aircraft Invitation Letter Requests	Aircraft Arrival Information form due to ABACE management. For more information, refer to the ABACE2018 static display rules .												
Wednesday, April 11 – Monday, April 16	Double- & Triple-Unit Custom Chalet Move-in	<p>Chalet exhibitors in double- and triple-unit custom chalets may move in.</p> <p>Double- & Triple-Unit Chalet Move-in Schedule:</p> <table><tr><td>Wednesday, April 11</td><td>12:00 – 20:00</td></tr><tr><td>Thursday, April 12</td><td>08:00 – 20:00</td></tr><tr><td>Friday, April 13</td><td>08:00 – 20:00</td></tr><tr><td>Saturday, April 14</td><td>08:00 – 20:00</td></tr><tr><td>Sunday, April 15*</td><td>08:00 – 20:00</td></tr><tr><td>Monday, April 16</td><td>08:00 – 15:00</td></tr></table> <p>Note: *Chalet set-up on Sunday, April 15 may be restricted due to static display aircraft arrivals.</p>	Wednesday, April 11	12:00 – 20:00	Thursday, April 12	08:00 – 20:00	Friday, April 13	08:00 – 20:00	Saturday, April 14	08:00 – 20:00	Sunday, April 15*	08:00 – 20:00	Monday, April 16	08:00 – 15:00
Wednesday, April 11	12:00 – 20:00													
Thursday, April 12	08:00 – 20:00													
Friday, April 13	08:00 – 20:00													
Saturday, April 14	08:00 – 20:00													
Sunday, April 15*	08:00 – 20:00													
Monday, April 16	08:00 – 15:00													



DATE	DEADLINE	DETAILS
Friday, April 13 – Monday April 16	Raw Exhibit Space Exhibitor Move-in*	Raw Exhibit Space Move-in Schedule: Thursday, April 12* 12:00 – 17:00 Friday, April 13 08:00 – 17:00 Saturday, April 14 08:00 – 17:00 Sunday, April 15 08:00 – 17:00 Monday, April 16 08:00 – 15:00 Note: *Exhibitor move-in occurs on a targeted basis. Exhibitors should refer to the target floor plan in the Exhibitor Service Kit. Exhibitors requiring additional time for indoor set up should contact NBAA's Maureen Cameron at mcameron@nbaa.org .
Friday, April 13 – Friday, April 20	Exhibitor Service Desk Open	Exhibitor Service Desk Schedule: Friday, April 13 08:00 – 17:00 Saturday, April 14 08:00 – 17:00 Sunday, April 15 08:00 – 17:00 Monday, April 16 08:00 – 19:00 Tuesday, April 17 08:00 – 18:00 Wednesday, April 18 09:00 – 18:00 Thursday, April 19 09:00 – 19:00 Friday, April 20 08:00 – 12:00
Friday, April 13 - Monday, April 16	Single-unit Chalet Move-in	Single-Unit Chalet Move-in Schedule Friday, April 13 08:00 – 17:00 Saturday, April 14 08:00 – 17:00 Sunday, April 15* 08:00 – 17:00 Monday, April 16 08:00 – 15:00 Note: Chalet set-up on Sunday, April 15 may be restricted due to static display aircraft arrivals.
Saturday, April 14 – Thursday, April 19	Registration Hours	Registration Schedule: Hours: Saturday, April 14 08:00 – 17:00 Sunday, April 15 08:00 – 17:00 Monday, April 16 08:00 – 18:00 Tuesday, April 17 08:00 – 17:00 Wednesday, April 18 09:00 – 17:00 Thursday, April 19 09:00 – 14:00
Sunday, April 15 – Monday April 16	Shell-Scheme Exhibitor Move-in	Shell-Scheme Exhibitor Move-in Schedule: Sunday, April 15 08:00 – 17:00 Monday, April 16 08:00 – 15:00



DATE	DEADLINE	DETAILS
Sunday, April 15	Static Display Aircraft Arrivals	<p>Sunday, April 15 06:00 – 22:00</p> <p>As Shanghai Hongqiao International Airport is in continuous operation, early move-ins are not permitted. For more information, refer to the ABACE2018 static display rules.</p>
Saturday, April 14 – Sunday, April 15	Static Display Piston Turboprop & Helicopter Arrivals	<p>Saturday, April 14 22:00 – 23:59</p> <p>Sunday, April 15 00:01 – 07:00</p>
Monday, April 16	Safety Inspection	Airport security and the local police will conduct a security inspection at 17:00 on this day.
Monday, April 16	ABACE Press Day	Monday, April 16 09:00 – 17:00
Monday, April 16	Exhibitor Set-Up Deadline	All exhibitors in the hangar and pavilion must be set up by 15:00 for aisle carpet to be set.
Tuesday, April 17	ABACE Opening General Session	<p>Tuesday, April 17 09:00 – 10:00</p> <p>ABACE management encourages all exhibitors and attendees to attend the Opening General Session and requests that exhibitors not schedule appointments that conflict with this event.</p>
Tuesday, April 17 – Thursday, April 19	Exhibit Hours	<p>Exhibit halls, chalets and static display open.</p> <p>Exhibit Hours:</p> <p>Tuesday, April 17 10:00 – 18:00</p> <p>Wednesday, April 18 10:00 – 18:00</p> <p>Thursday, April 19 10:00 – 15:00</p>
Thursday, April 19	Shell-Scheme Exhibitors Move Out	<p>Shell-Scheme Exhibitor Move-Out Schedule:</p> <p>Thursday, April 19 15:00 – 22:00 only</p> <p>Note: All shell-scheme exhibitors in the hangar and pavilion must be moved out by 22:00 on Thursday, April 19.</p>
Thursday, April 19	Single-Unit Chalet Move Out	<p>Single-Unit Chalet Move-Out Schedule:</p> <p>Thursday, April 19 15:00 – 20:00</p> <p>Note: Single-unit chalet move-out will begin on Thursday, April 19 at 15:00 after the show closes to attendees. All materials must be removed from the chalet by 20:00.</p>



DATE	DEADLINE	DETAILS
Thursday, April 19 – Friday, April 20	Double- & Triple-Unit Chalet Move Out	Double- and Triple-Unit Chalet Move Out Schedule: Thursday, April 19 15:00 – 20:00 Friday, April 20 08:00 – 16:00 Move out for double- and triple-unit chalets will begin at 16:00 on Thursday, April 19, 2018. All exhibit material and interior build outs must be removed from the chalet and ramp by Friday, April 20 at 16:00.
Thursday, April 19	Static Display Aircraft Departures	Aircraft Departure Schedule: Thursday, April 19 17:00 – 24:00
Friday, April 20	Raw Space Exhibitors Move Out	Raw Space Exhibitor Move-out Schedule: Friday, April 20 08:00 – 17:00 All raw space exhibitors in the pavilion & hangar must be completely dismantled, packed into crates and secured by Friday, April 20 at 17:00. Note: Inclement weather may delay this process.

EXHIBITS, CHALET & STATIC DISPLAY SCHEDULES

MOVE-IN SCHEDULE

RAW SPACE EXHIBITORS*:

Thursday, April 12	12:00 – 17:00
Friday, April 13	08:00 – 18:00
Saturday, April 14	08:00 – 18:00
Sunday, April 15	08:00 – 18:00
Monday, April 16	08:00 – 15:00

**Move-in is scheduled on a targeted basis*

SHELL-SCHEME EXHIBITORS:

Sunday, April 15	08:00 – 18:00
Monday, April 16	08:00 – 15:00

CHALET EXHIBITORS:

Single-Unit Chalet:

Friday, April 13	08:00 – 18:00
Saturday, April 14	08:00 – 18:00
Sunday, April 15*	08:00 – 18:00
Monday, April 16	08:00 – 18:00

**Chalet work may be restricted due to aircraft arrivals.*

Double- & Triple-Unit Custom Chalets:

Wednesday, April 11	12:00 – 18:00
Thursday, April 12	08:00 – 18:00
Friday, April 13	08:00 – 18:00
Saturday, April 14	08:00 – 18:00
Sunday, April 15*	08:00 – 18:00
Monday, April 16	08:00 – 17:00

**Chalet work may be restricted due to aircraft arrivals.*

STATIC DISPLAY EXHIBITORS:

Saturday, April 14*	22:00 – 23:59
Sunday, April 15	00:01 – 07:00*
	06:00 – 22:00
Monday, April 16	08:00 – 15:00

**Piston turboprop and helicopter arrivals*

MOVE-OUT SCHEDULE

RAW EXHIBIT SPACE EXHIBITORS:

Friday, April 13	08:00 – 17:00
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SHELL-SCHEME EXHIBITORS:

Thursday, April 19	08:00 – 22:00
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CHALET EXHIBITORS:

Single-Unit Chalet:

Thursday, April 19	15:00 – 18:00
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Double- & Triple-Unit Custom Chalets:

Thursday, April 19	15:00 – 20:00
Friday, April 20	08:00 – 16:00

**All materials and interior build outs must be removed from the chalet and ramp by Friday, April 20 at 16:00.*

STATIC DISPLAY AIRCRAFT DEPARTURES:

Thursday, April 19	17:00 – 24:00
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EXHIBITS, CHALET & STATIC DISPLAY SCHEDULES

SHOW HOURS

Monday, April 16	08:00 – 18:00	Press Day
Tuesday, April 17	09:00 – 10:00	Opening General Session
	10:00 – 18:00	Exhibits, Chalets & Static Display Open
Wednesday, April 18	10:00 – 18:00	Exhibits, Chalets & Static Display Open
Thursday, April 19	10:00 – 15:00	Exhibits, Chalets & Static Display Open

REGISTRATION HOURS

Saturday, April 14	08:00 – 17:00	Exhibitor Registration
Sunday, April 15	08:00 – 17:00	Exhibitor & Press Registration
Monday, April 16	08:00 – 17:00	Exhibitor & Press Registration
Tuesday, April 17	08:00 – 17:00	Exhibitor, Attendee & Press Registration
Wednesday, April 18	09:00 – 17:00	Exhibitor, Attendee & Press Registration
Thursday, April 19	09:00 – 14:00	Exhibitor, Attendee & Press Registration

EXHIBITOR SERVICE DESK HOURS

Thursday, April 12	12:00 – 17:00	Tuesday, April 17	08:00 – 18:00
Friday, April 13	08:00 – 17:00	Wednesday, April 18	09:00 – 18:00
Saturday, April 14	08:00 – 17:00	Thursday, April 19	09:00 – 19:00
Sunday, April 15	08:00 – 17:00	Friday, April 20	08:00 – 12:00
Monday, April 16	08:00 – 19:00		



KEY CONTACTS

ABACE U.S.A. OFFICE, NBAA

1200 G Street NW, Suite 1100
Washington, DC 20005, USA
Tel: +1 (202) 783-9000
Email: info@abace.aero
Website: www.abace.aero

HANGAR/PAVILION EXHIBITS

Maureen Cameron
Tel: +1 (202) 783-9453
Mobile: +1 (202) 203-0609
Email: mcameron@nbaa.org

Rachel Thomas
Tel: +1 (202) 478-7760
Mobile: +1 (202) 372-6684
Email: rthomas@nbaa.org

Sarah Driver
Tel: +1 (202) 783-9369
Mobile: +1 (202) 909-5941
Email: sdriver@nbaa.org

CHALETS

Linda Peters
Tel: +1 (202) 783-9368
Mobile: +1 (202) 415-1297
Email: lpeters@nbaa.org

STATIC DISPLAY EXHIBITS – AIRCRAFT

Tracy Tippet
Tel: +1 (202) 478-7767
Mobile: +1 (202) 415-1247
Email: ttippet@nbaa.org

Joe Hart
Tel: +1 (202) 783-9456
Mobile: +1 (202) 415-1219
Email: jhart@nbaa.org

SPONSORSHIPS & ADVERTISING

Rhonda Bowman
Tel: +1 (202) 478-7774
Mobile: +1 (202) 360-7528
Email: rbowman@nbaa.org

Amanda Dumont
Mobile: +1 (864) 373-1168
Email: adumont@idc.nbaa.org

Melissa Murphy
Tel: +1 (830) 608-9888
Mobile: +1 (816) 935-6010
Email: mmurphy@nbaa.org

PRESS CONFERENCES

Jessica Allston
Tel: +1 (202) 783-9252
Email: jallston@nbaa.org

PUBLICATION BINS

Courtney Oliveira
Tel: +1 (202) 783-9256
Mobile: +1 (202) 386-8676
Email: coliveira@nbaa.org

GENERAL INFORMATION

Coryn Alvarez
Tel: +1 (202) 737-4480
Mobile: +1 (202) 740-4769
Email: calvarez@nbaa.org

HOUSING/SHUTTLE BUSES

Cheryl Padilla
Tel: +1 (202) 737-4484
Mobile: +1 (202) 415-1208
Email: cpadilla@nbaa.org

VIP/SPECIAL EVENTS

Paige Kroner
Tel: +1 (202) 783-9364
Mobile: +1 (202) 361-6387
Email: pkroner@nbaa.org

MEETING ROOMS

Chris Cherkis
Tel: +1 (202) 748-7779
Mobile: +1 (202) 415-1269
Email: ccherkis@nbaa.org

PRESS INQUIRIES

Dan Hubbard
Tel: +1 (202) 783-9360
Mobile: +1 (202) 431-5970
Email: dhubbard@nbaa.org

REGISTRATION

Sierra Grimes
Tel: +1 (202) 783-9268
Mobile: +1 (202) 308-0793
Email: sgrimes@nbaa.org

Dina Green
Tel: +1 (202) 783-9357
Mobile: +1 (202) 415-1315
Email: dgreen@nbaa.org

VISA INVITATION REQUESTS

Sierra Grimes
Tel: +1 (202) 783-9268
Mobile: +1 (202) 308-0793
Email: sgrimes@nbaa.org

ABACE CHINA OFFICE

Evelyn Wu
Tel: +86 21 2234 1801
Email: evelynwxy@163.com

Stella Zhu
Tel: +86 21 5445 3125
Email: stella.zhu@megaexposhanghai.com

Cathy Wang
Tel: +86 21 5445 3126
Email: cathy.wang@megaexposhanghai.com



OFFICIAL SERVICE PARTNERS

NEW FOR 2018: OFFICIAL SERVICE PARTNER LOGO

Exhibitors should look for the official service partner logo on all service partner forms to ensure they are working with a show approved service partner.



GENERAL CONTRACTOR – FREEMAN

Freeman

Roxanne Ebbers
Vice President, Client Solutions
Mobile: +1 (702) 491-7796
Email: roxanne.ebbers@freemanco.com

CHALET EXHIBITOR CONTACT

John Reed
Business Development Director
Tel: +1 (214) 445-1261
Mobile: +1 (214) 876-7459
Email: John.reed@freemanxp.com

HANGAR & PAVILION EXHIBITORS

Amelia Rivera
Business Development Manager
Tel: +1 (214) 445-1482
Email: amelia.rivera@freemanxp.com

EXHIBITOR SERVICES

Order Confirmations/Inquires/Billing
Joanne Peau
Tel: +1 (714) 254-3594
Email: Joanne.Peau@freemanco.com

ELECTRICAL

Megan Parry
Tel: +1 (239) 494-8483
Email: megan.parry@freemanco.com

EXHIBITION VENUE

Shanghai Hawker Pacific Business Aviation Service Centre

No.99, Yingbin Road No.7
Hongqiao International Airport
Shanghai, 200335, China
Tel: +8621 5114 8728
Email: fbo@fboshanghai.com
Website: www.fboshanghai.com

GPUs AND AIRCON – AEM INTERNATIONAL

Ulrich Koch
Tel: +1 (514) 695-1331
Mobile: +1 (514) 887-0798
Email: ukoch@aeminternational.com

OFFICIAL FREIGHT FORWARDER – U.S. CUSTOMERS – TWI GROUP, INC

Bryce Larkin
Sales Manager
Tel: +1 (702) 691 9014
Email: blarkin@twigroup.com
Website: www.twiglobal.com

CUSTOMS – APT SHOWFREIGHT LOGISTICS

Tel: +86 21 6124 0090
Fax: +86 21 6124 0091

Janson Zhu
Tel: +86 21 6124 0090 Ext. 307
Email: Janson.zhu@aptshowfreight.com



INTERNET SERVICE – MEDIA INTERNATIONAL

WiFi service will be available in the hangar exhibit hall and exhibitor pavilion.

David Lee
Tel: (852) 2871 9754
Email: david@mediahk.com

EXECUTIVE TRANSPORTATION – APAC TRANSPORTATION WORLDWIDE

MJ
Tel: +86 (0)21 5221 5015
Email: mj.gu@apactransportation.com

FIRST AID

One First Aid station will be available inside the Shanghai Hawker Pacific Business Aviation Service Centre during move in and move out and on show days.

OFFICIAL CATERING PARTNERS

Hongqiao Jin Jiang Hotel
Jennifer Hu or David Sun
Tel: +86 21 6275 8888 ext 3413
Mobile: +86 138 1696 8695
Email: jennifer.hu@hongqiaojinjiang.com
davin.sun@hongqiaojinjiang.com

OFFICIAL CATERING PARTNERS

Potel and Chabot
Aurelie Baumann
Tel: +33 (0)1 53 23 15 83
+33 (0)7 86 14 99 05

Anais Cheung
Tel: +86 21 6408 5899

Email: abace@poteletchabot.com

FLORAL - FREEMAN

Joanne Peau
Tel: (714) 254-3594
Email: Joanne.Peau@freemanco.com

TRANSLATORS & HOSTESSES/TEMPORARY HELP – SUPREME INTERPRETING SERVICES (SHANGHAI) LTD

Alice Han
Tel: +86 2-64261376
Email: alice.han@interpretingchina.com
Website: www.interpretingchina.com

SECURITY – D'ANCHOR

Wang Yufei
Tel: +021 6526 2705 ext. 8003

DETAILING & GROOMING – AEM LOGISTICS

Tyler Harper
Tel: +1 (317) 850-6564
Email: tharper@aemlogistics.com

FREQUENTLY-ASKED QUESTIONS

1. WHAT IS THE MAXIMUM STAND HEIGHT?

	NON-PERIMETER ISLAND & PENINSULA STANDS	PERIMETER PENINSULA & ISLAND STANDS	INLINE RAW STANDS	PREMIUM SHELL-SCHEME STAND
Maximum Height	Hangar: 5.6 m (18 ft 4 in) Pavilion: 4.6m (15 ft) AC duct installed at 4.8m	Hangar: 5.6 m (18 ft 4 in) Pavilion: 4.6m (15 ft) AC duct installed at 4.8m	Exhibit elements: 2.5m (8 ft) Company header: 2.9m (9.5 ft)	Exhibit elements: 2.5m (8 ft) Company header: 2.9m (9.5 ft)
Floor Raising	Minimum of 762mm (3 in) in height	Minimum of 762mm (3 in) in height	Minimum of 762mm (3 in) in height	Minimum of 762mm (3 in) in height
Hard Walls	<ul style="list-style-type: none"> No more than 50% All exposed walls must be finished 	<ul style="list-style-type: none"> No more than 50% All exposed walls must be finished 	N/A <ul style="list-style-type: none"> All exposed walls must be finished 	N/A
Display Levels	May have one or more display levels	May have one or more display levels	N/A	N/A
Use of Space	Full use of the purchased exhibit space is permitted	Full use of the purchased exhibit space is permitted	Full use of purchased space is permitted	Full use of purchased space is permitted
Stand Drawings Required to be Approved in Advance	Yes Due by February 26, 2018	Yes Due by February 26, 2018	Yes Due by February 26, 2018	No

Please note: No hanging signs are permitted in the pavilion or the hangar.

2. DOES CARPET COME WITH MY STAND?

In the hangar and exhibitor pavilion, ABACE management carpets aisles only. The ABACE aisle carpet color is grey.

Shell Scheme Space Exhibitors: Carpet is included with only shell scheme spaces.

3. WHAT COMES WITH A SHELL-SCHEME STAND?

Each 3m-by-3m shell-scheme stand includes the following:

- 2.5m (8 ft high) partition walls – white panel on three sides of stand with silver aluminum uprights and crossbars
- Furniture – one front counter, one round table, three black meeting chairs and one wastebasket
- Fascia sign with your company's name
- Lighting – three 100W spotlights
- Carpet – uniform carpet for the entire exhibit space
- Daily cleaning service

Exhibitors may order a variety of shell scheme packages through Freeman that offer easy, convenient and cost-effective solutions for outfitting a stand. Different color options are available for the partition wall panels. Exhibitors may also choose carpet colors to create a more customized look for their stand. Please refer to premium shell scheme package information in the Exhibitor Service Kit for more details and use the order form to select desired preferences. Please note that electrical service is not included in shell scheme stands.



FREQUENTLY-ASKED QUESTIONS

4. ARE CHILDREN PERMITTED TO ATTEND?

Exhibitor acknowledges that children under 12 are prohibited from attending the event and that children ages 12 to 17 may attend the event only:

1. during official hours
2. if registered and paid appropriate fees and;
3. are accompanied by an adult at all time.

5. ARE HANGING SIGNS, MATERIAL AND COMPONENTS PERMITTED?

Hanging signs, lighting trusses, materials or components are **NOT** permitted in the exhibitor pavilion or hangar at ABACE2018.

6. HOW MANY BADGES DO I RECEIVE WITH MY STAND?

	Number of Badges Allocated
Premium Placement Exhibitors	11 per 3m-by-3m space reserved Maximum of 100 complimentary badges
Indoor Hangar/Exhibitor Pavilion Exhibitors	10 per 3m-by-3m space reserved Maximum of 100 complimentary badges
Chalet Exhibitors	<ul style="list-style-type: none">• 100 badges per single-unit chalet reserved• 150 badges per double-unit chalet reserved• 200 badges per triple-unit chalet reserved
<i>Exhibitors may purchase additional badges beyond their complimentary allotment online or on site at the discounted rate of 900 RMB (approximately 135 USD).</i>	
Static Display Exhibitors	1 per 9sqm space reserved No maximum number of complimentary badges

7. WHAT IS AN EXHIBITOR-APPOINTED CONTRACTOR (EAC)/STAND BUILDER?

Exhibitor-appointed contractors and/or stand builders are independent contractors hired by exhibiting companies, including the labor that builds stands, stand supervisors, stand designers, independent display companies, delivery personnel, technicians, non-official show audio-visual companies, etc. **See [EAC Rules & Regulations](#) for details.**

8. WHAT IS A TARGETED MOVE-IN AND CAN IT BE CHANGED?

Each exhibiting company is assigned a target move-in date, which is the date the exhibiting company's freight should be scheduled to be delivered to their stand. Each date is determined by Freeman, the official service contractor for ABACE, based on the stand size and location and the time allotted for access to the exhibit hall. Adhering to the target move-in date is vital to allow all exhibitors accessibility to their stands and to guarantee the show can open on schedule. The target floor plan is located on the Exhibitor Dashboard.



FREQUENTLY-ASKED QUESTIONS

9. WHERE IS THE PARKING AT THE SHOW?

With the exception of parking for chalet display exhibitors, there is no parking available on site at the Shanghai Hawker Pacific Business Aviation Service Centre. Pay lots are located four to five blocks away and ABACE provides complimentary shuttle bus services between the lots and the show.

There will be a limited number of “drop-off only” passes available for purchase in advance by exhibitors at the price of 800 RMB, including VAT. These passes permit convenient drop-off for passengers right outside the FBO security gate and are valid only on show days – Tuesday, April 17; Wednesday, April 18; and Thursday, April 19. These passes do not provide access to the FBO or into ABACE.

Exhibitors may purchase “drop-off only” passes through the online exhibitor badge registration located in the Exhibitor Dashboard, while supplies last. For more information, contact NBAA’s Maureen Cameron at mcameron@nbaa.org.

STAND CONFIGURATIONS & DRAWING APPROVAL

To ensure that ABACE is a valuable event for all exhibitors, there are limitations on the stand designs permitted in the hangar and exhibitor pavilion. For all raw space booked, including inline raw space, exhibitors must submit scaled floor plans for approval to ABACE management no later than **Monday, February 26, 2018**.

Please keep in mind the following when planning your indoor exhibit space at ABACE:

- Hanging signs, lighting trusses, materials or components are **NOT** permitted in the exhibitor pavilion or the hangar at ABACE2018.
- Perimeter hard walls occupying more than 50% of the stand space are **NOT** permitted in non-perimeter island spaces.
- Please try to avoid blocking small exhibits when planning your exhibit space.

SHELL-SCHEME EXHIBIT SPACE



Each 3m-by-3m premium shell-scheme stand includes the following:

- 2.5m (8ft high) partition walls – white panels on three sides of stand with silver aluminum uprights and crossbars
- Furniture – one front counter, one round table, three black meeting chairs and one wastebasket
- Fascia sign with company name
- Lighting – three 100W spotlights
- Carpet – uniform carpet for the entire exhibit space
- Daily cleaning service

Exhibit materials: Maximum height of 2.5m (8 ft)

Identification signs: Maximum height of 2.9m (9.5 ft)

RAW EXHIBIT SPACE

A minimum of 36 sqm of exhibit space is required in order to reserve raw exhibit space in either the hangar or exhibitor pavilion. Nearly all raw space will be sold as peninsula stand configurations and exhibitors must keep these design considerations in mind when selecting their space. There are a limited number of island configuration spaces available, and we will do our best to accommodate the requests on a first-come, first-served basis.

All raw space exhibits are required to have floor lining.

STAND CONFIGURATIONS & DRAWING APPROVAL

Inline Raw Exhibit Space

- Maximum height for exhibit materials: 2.5m (8 ft)
- Maximum height for identification signs: 2.9m (9.5 ft)
- Inline raw exhibit spaces are tailored for exhibitors building custom stands and have their own wall structures.
- Inline raw exhibit spaces may not have hanging signs, lighting trusses, materials or components above stand spaces.
- Stand drawings must be approved in advance by ABACE management.
- A back wall that adjoins another exhibitor must be finished, unless otherwise approved in advance by show management.
- No identification of any kind, including company logos, is allowed on a back wall that adjoins another exhibitor.

Non-Perimeter Island Stands

- Maximum height: Hangar exhibits: 5.6m (18 ft 4 in)
Exhibitor Pavilion exhibits: 4.6m (15 ft)
- Stand drawings must be approved in advance by ABACE management.
- Permitted to have more than one display level with approval by both ABACE management and HAH (Shanghai Fire Safety Authority).
- Hanging signs, lighting trusses, materials or components are not permitted in exhibitor pavilion or hangar exhibits.
- May have no more than 50% hard walls regardless of size. Glass counts as a hard wall.
- Certain stands may require fire watches, smoke detection devices, fire extinguishers and multiple exits as required by fire prevention officials.

NON-PERIMETER PENINSULA STANDS

- Maximum height: Hangar exhibits: 5.6m (18 ft 4 in)
Exhibitor pavilion exhibits: 4.6m (15 ft)
- A back or side wall that connects with or adjoins another exhibitor must be finished.
- Stand drawings must be approved in advance by ABACE management.
- Permitted to have more than one display level with approval by both ABACE management and HAH (Shanghai Fire Safety Authority).
- May have no more than 50% hard walls regardless of size. Glass counts as a hard wall.
- Hanging signs, lighting trusses, materials or components are not permitted in exhibitor pavilion or hangar exhibits.
- Certain stands may require fire watches, smoke detection devices, fire extinguishers and multiple exits as required by fire prevention officials.
- No identification of any kind, including company logos, is allowed on a back wall that adjoins another exhibitor.



STAND CONFIGURATIONS & DRAWING APPROVAL

PERIMETER PENINSULA STANDS

- Maximum Height: Hangar exhibits: 5.6m (18 ft 4 in)
Exhibitor pavilion exhibits: 4.6m (15 ft)
- May contain perimeter wall structures with approval by ABACE management.
- Stand drawings must be approved in advance by ABACE management.
- Perimeter wall structures may be unfinished on sides that face the exterior wall of the facility and that are not visible to attendees.
- Permitted to have more than one display level with approval by both ABACE management and HAH (Shanghai Fire Safety Authority).
- Hanging signs, lighting trusses, materials or components are not permitted in exhibitor pavilion or hangar exhibits.
- Certain stands may require fire watches, smoke detection devices, fire extinguishers and multiple exits as required by fire prevention officials.

STAND DRAWING APPROVALS

All raw space exhibitors, including those in inline raw exhibit space, must submit scaled floor plans for approval to ABACE management via [Stand Drawing Approval Request Form](#) no later than Monday, February 26, 2018.

Scaled floor plans must include:

- Event name and stand number
- Include front and back orientation
- Maximum number of occupants allowed
- Drawings with front and side elevations
- Structural engineer's stamp certifying that the platform can bear the maximum occupant load
- Copy of the fireproof materials license indicating the building materials used (carpet, wood and paint) are fire retardant. A copy of this license must also be available on-site during move-in.

Scaled floor plans must be submitted online to ABACE management via the [Stand Drawing Approval Request Form](#) no later than Monday, February 26, 2018, with copies forwarded to:

Mega Expo Shanghai

Attn: Cathy Wang

Email: cathywang@megaexposhanghai.com

Exhibitor stand designs consisting of double decks or containing elements greater than 3.7m (12 ft) are subject to approval by the local Shanghai Fire Safety Authority. Exhibitors and/or EACs are responsible for any additional fees associated with stand design approvals.



ABACE
SHANGHAI, CHINA
APRIL 17-19, 2018

HANGAR AND PAVILION STAND REGULATION VISUALS

Exhibit Stand Rules/Specifications:

Remember to check all of the fine print for lighting restrictions, flooring requirements, and set up regulations.

Including but not limited to:

- Target move-in schedule
- Marshalling yard and POVs (personally-operated vehicles)
- Access for those exhibitors setting up their own stands
- Set-up times
- Advance shipping vs shipping to show site
- Material handling
- Exclusive service providers

Please review the following visuals and read in detail the stand rules located in our Exhibitor Service Kit.

ABACE2018 Live Floor Plan

Submit Your Stand Drawing/Hanging Sign Request Here

***Deadline: February 26, 2018**

Scaled floor plans must include:

- Event name, exhibitor name and stand number.
- Maximum number of occupants allowed.
- Drawings with front and side elevations.
- Structural engineer's stamp certifying that the platform can bear the maximum occupant load Copy of the fireproof materials license indicating the building materials used (carpet, wood and paint) are fire retardant. A copy of this license must also be available on site during move-in.

Scaled floor plans must be submitted to ABACE management

Email: ABACEstanddrawings@abace.aero

&

Mega Expo Shanghai

Attn: Cathy Wang

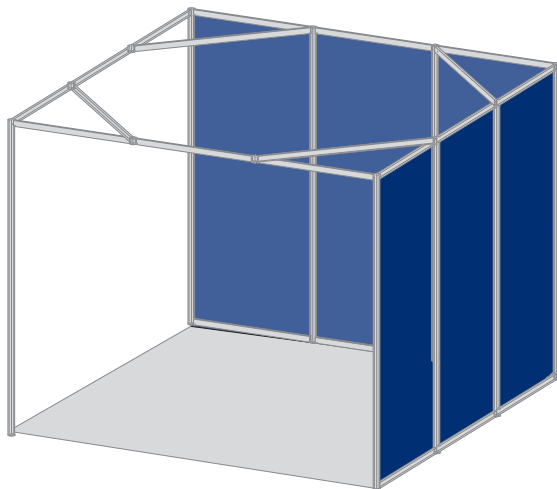
Email: cathy.wang@megaexposhanghai.com

Inline Stands - Shell Scheme Space

Shell scheme inline stands contain one or more 3m-by-3m units in a straight line with stands on either side and/or behind its back wall.

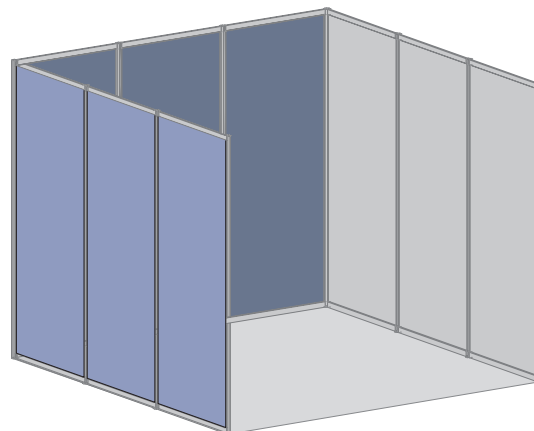
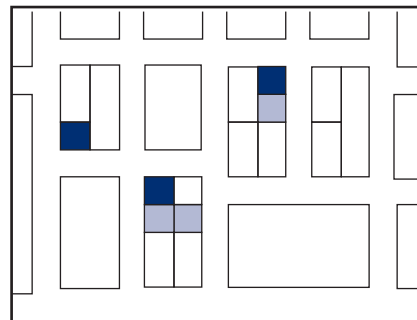
Each 3m-by-3m shell-scheme stand includes the following:

- 2.5m (8 ft high) partition walls – white panel on three sides of stand with silver aluminum uprights and crossbars.
- Furniture – one front counter, one round table, three black meeting chairs and one wastebasket.
- Fascia sign with your company's name, permitted to a maximum height of 2.9m (15 ft).
- Lighting – three 100W spotlights.
- Carpet – uniform carpet for the entire exhibit space.
- Daily cleaning service.
- Stand drawings do not need to be reviewed by show management.



Corner Shell Scheme Unit

FLOOR PLAN VIEW EXAMPLE



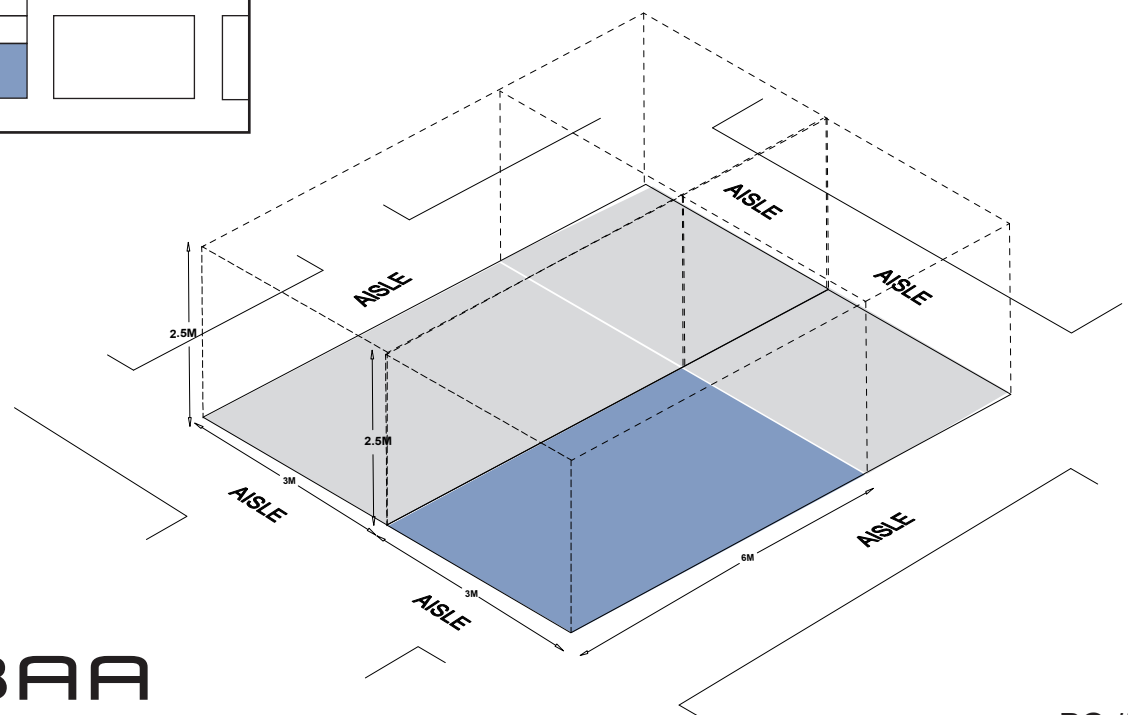
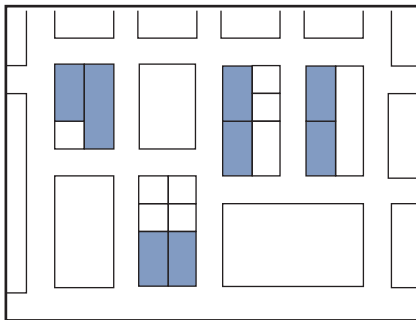
Interior Shell Scheme Unit

Inline Stands – Raw Space

Inline raw space exhibits are perfect for exhibitors who are building custom stands and have their own wall structures. Inline raw space is defined as a narrow booth space comprised of one or more 3m-by-3m units in a straight line.

- Inline raw exhibit spaces do not have shell-scheme hard walls.
- Inline raw exhibit spaces may not have any components above stand spaces.
- All ground-supported exhibit materials, components and identification signs will be permitted to a maximum height of 2.5m (8 ft.).
- A back wall that adjoins another exhibitor must be finished with a hard substrate that is clean and matches the rest of the stand materials.
- No identification of any kind is allowed on a back wall that adjoins another exhibitor. This includes company logos.
- Exhibitors are required to provide flooring for the entirety of their stand space.
- Stand drawings must be submitted in advance for approval.

FLOOR PLAN VIEW EXAMPLE

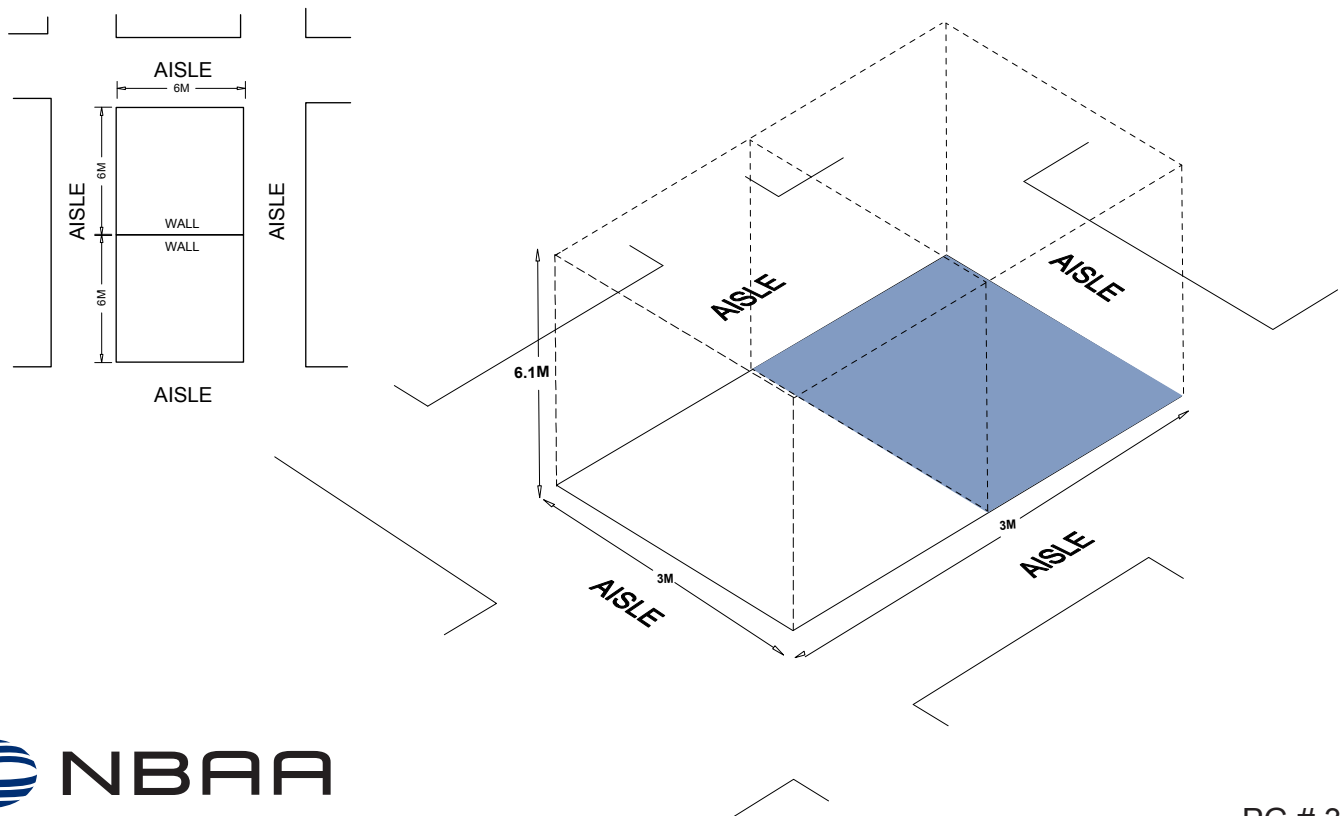


Non-perimeter Peninsula Stands

A non-perimeter peninsula stand is a stand that is a minimum of 6m-by-6m, exposed to aisles on three sides and shares a common back wall with another exhibitor.

- Maximum Height Restrictions: **Hangar exhibits = 5.6m (18 ft 4 in)**
Pavilion exhibits = 4.6m (15 ft)
 - Permitted to have more than one display level with approval by both ABACE management and HAH (Shanghai Fire Safety Authority).
 - A back wall that adjoins another exhibitor must be finished with a hard substrate that is clean and matches the rest of the stand materials.
 - No identification of any kind, including company logos is allowed on a back wall that adjoins another exhibitor.
 - May have no more than 50% hard walls regardless of size.
- NOTE:** Glass counts as a hard wall.
- Hanging signs, lighting trusses, materials or components are not permitted in exhibitor pavilion or hangar exhibits.
 - Stand drawings must be submitted in advance for approval.

FLOOR PLAN VIEW EXAMPLE



Perimeter Peninsula Stands

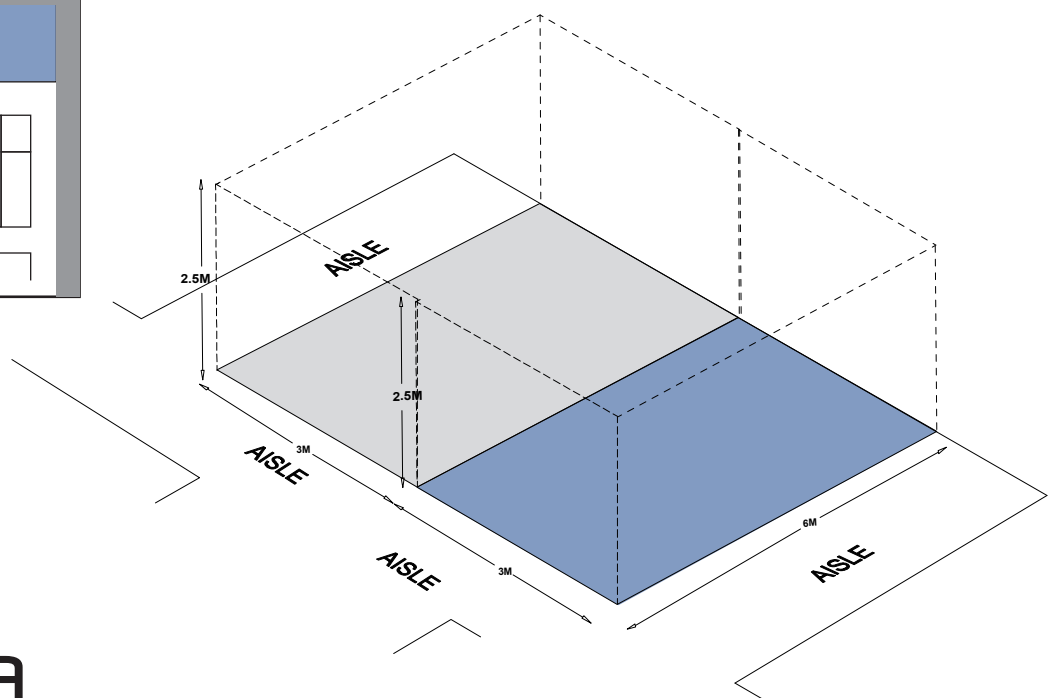
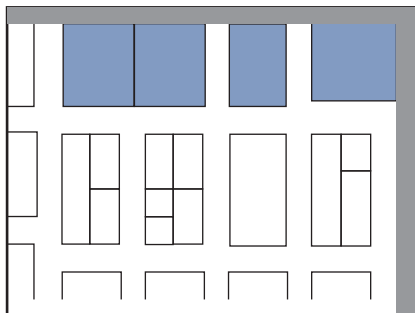
A Perimeter peninsula stand is a stand that is exposed to aisles on two sides and shares a common side wall with another exhibitor.

- Maximum Height Restrictions: **Hangar exhibits = 5.6m (18 ft 4 in)**
Pavilion exhibits = 4.6m (15 ft)
- Permitted to have more than one display level with approval by both ABACE management and HAH (Shanghai Fire Safety Authority).
- Perimeter wall structures may be unfinished **ONLY on sides that face the exterior wall of the facility and that are not visible to attendees.**

Scaled floor plans must include:

- Event name, exhibitor name and stand number.
- Maximum number of occupants allowed.
- Drawings with front and side elevations.
- Structural engineer's stamp certifying that the platform can bear the maximum occupant load.
- Copy of the fireproof materials license indicating the building materials used (carpet, wood and paint) are fire retardant. A copy of this license must also be available on site during move-in.
- Stand drawings must be submitted in advance for approval.

FLOOR PLAN VIEW EXAMPLE





TARGET FLOOR PLAN - AVAILABLE IN SERVICE KIT



HANGAR & PAVILION EXHIBITOR RULES & REGULATIONS

All ABACE hangar and pavilion exhibitors must review and abide by these rules & regulations, as well as the Exhibitor General Rules & Regulations.

BADGES

Exhibitor badges are required for exhibitor access to the exhibit halls, chalets and static display of aircraft.

Due to required security procedures, all exhibitor stand personnel that wish to access the show floor must provide their picture on site at ABACE registration to obtain their badge. Pictures will not be printed on individual badges, but will be electronically monitored by security personnel before entering the exhibit hall.

Exhibitors from mainland China will be required to provide their name and company in Chinese, as well as their Chinese identification card number. This information will be printed on the back of the exhibitor badges, as required by the public police.

All exhibitor stand personnel and attendees from countries outside of mainland China must include their passport number on their registration and be prepared to present their passport at registration to obtain their badge.

ABACE2018 badges are for the use of one individual for the duration of the show and are non-transferrable. Attendees and exhibitors will be assessed penalties for badge swapping. Random identification checks will be instituted.

Exhibitors will receive an allotment of complimentary badges based as follows:

	Number of Badges Allocated
Premium Placement Exhibitors	11 per 3m-by-3m space reserved Maximum of 100 complimentary badges
Indoor Hangar/Exhibitor Pavilion Exhibitors	10 per 3m-by-3m space reserved Maximum of 100 complimentary badges
Chalet Exhibitors	<ul style="list-style-type: none">• 100 badges per single-unit chalet reserved• 150 badges per double-unit chalet reserved• 200 badges per triple-unit chalet reserved
<i>Exhibitors may purchase additional badges beyond their complimentary allotment online or on site at the discounted rate of 900 RMB (approximately 135 USD).</i>	
Static Display Exhibitors	1 per 9sqm space reserved No maximum number of complimentary badges

Exhibitors may access exhibitor badge registration through the [ABACE2018 Exhibitor Dashboard](#) and are encouraged to register all stand and static display personnel online in advance to avoid waiting in lines on site. All badges will be held for on-site pickup. No badges will be mailed in advance of ABACE2018.

Be advised that all company guests will be required to submit payment to secure their badge if the exhibitor's badge allotment has been reached. To avoid this situation, please be sure to register all guests in advance through exhibitor registration.



HANGAR & PAVILION EXHIBITOR RULES & REGULATIONS

If an exhibitor uses the services of an exhibitor-appointed contractor (EAC) during official show hours, the exhibitor must provide exhibitor badges for those personnel. These badges can be ordered online as part of the exhibitor's total allotment of badges. During hours other than the official show hours, EACs are required to have EAC photo badges.

CARPETING

In the hangar and exhibitor pavilion, ABACE management carpets aisles only. The ABACE aisle carpet color is grey.

Raw and Inline Raw Space Exhibitors: Exhibitors occupying raw space or inline raw space are responsible for providing the carpeting or finished flooring for their entire stand space. Carpet may be ordered through the Exhibitor Service Kit.

Shell Scheme Space Exhibitors: Carpet is included with all shell scheme spaces.

CATERING

Exhibitors will have the opportunity to select between two different official catering companies for exhibit and/or chalet display space:

1. Hongqiao Jin Jiang Hotel (formerly the Sheraton)
2. Potel and Chabot

The above catering companies have been selected as the official and exclusive catering partners and are the only caterers permitted to work on site.

CLEANING

ABACE management will arrange to clean aisles and general/common areas after show hours and prior to opening each show day. Shell scheme spaces will be vacuumed and have trash removed each night. Exhibitors must keep their displays neatly organized. All exhibitors are responsible for the removal of all of their trash and booth elements at the conclusion of the show.

Please refer to exhibitor-appointed contractor rules and regulations regarding performance bonds and trash.

Order forms for additional cleaning services will be available in the Exhibitor Service Kit.

DAMAGING PROPERTY

- No part of an exhibit, or signs relating thereto, may be taped, nailed, tacked, stapled, pasted or otherwise fastened to ceilings, walls, floors, doors, windows, painted surfaces, columns, marble or fabric in any way.
- No holes may be drilled, cored or punched in the hangar and pavilion exhibit hall walls or floors.
- No application of paint on signs, displays or other objects is permitted in the hangar and pavilion exhibit halls. The use of adhesive-backed decals or similar items is also prohibited.
- Damages to the hangar and pavilion exhibit halls arising from failure to observe these rules will be billed to the exhibitor.
- Raw exhibit space exhibitors in the hangar are required to install appropriate protective floor covering prior to installing exhibit. No sticky-back materials permitted.



HANGAR & PAVILION EXHIBITOR RULES & REGULATIONS

DRAWING APPROVAL

Raw Space

For all raw space booked, including inline raw exhibit space, exhibitors must submit scaled floor plans for approval to ABACE management via the online [Stand Drawing Approval Request Form](#) no later than February 26, 2018.

Scaled floor plans must include:

- Event name, exhibitor name and stand number
- Maximum number of occupants allowed
- Drawings with front and side elevations
- Structural engineer's stamp certifying that the platform can bear the maximum occupant load
- Copy of the fireproof materials license indicating the building materials used (carpet, wood and paint) are fire retardant. A copy of this license must also be available on site during move-in.

Scaled floor plans must be submitted online to ABACE management at ABACEstanddrawings@abace.aero no later than February 26, 2018, with copies forwarded to:

Mega Expo Shanghai

Attn: Cathy Wang

Email: cathy.wang@megaexposhanghai.com

Custom stand designs consisting of a double deck or containing an element greater than 3.7m (12 ft) are subject to approval by the local Shanghai Fire Safety Authority. Exhibitor and/or the EAC is responsible for any additional fees associated with the stand design approval.

ELECTRICAL SERVICE

Freeman is the exclusive provider of electrical service for ABACE.

For exhibitor pavilion and hangar exhibits, electric current may be utilized for the operation of apparatus, provided it does not produce noises of an annoying nature.

Standard electrical service can be provided for equipment requiring 220VAC. Electrical installation is available at each stand location. Electricity, if required, must be ordered in advance. Information is provided in the Exhibitor Service Kit.

Only ABACE-authorized electricians may install electricity to stands. Electricians with valid work certificates are permitted to lay and install lines and electrical equipment, provided that proper EAC information and insurance documentation is provided to show management by the deadline date. For wire laying, insulation sheaths (conduit) must be used. **All electric connections and use of conduit will be inspected prior to electric service being turned on.** No colored wire can be used, except for bulb connections. Any company found to be in violation of the rules will not receive power to their stand.

On the static display and in chalets, standard electrical service can be provided for equipment needing 220 VAC and 400 VAC (50 or 60 Hz) service. Electrical service is billed directly from Freeman to the exhibitor based on KVA required. This billing is in addition to, and completely separate from, any charges from ABACE for exhibit space.



HANGAR & PAVILION EXHIBITOR RULES & REGULATIONS

New for ABACE2018: In order for electrical power to be turned on in a timely manner to exhibitor stands, all electrical install work performed on-site **must be** inspected and approved by HAH (local Shanghai Fire & Safety Authority) and ABACE management. No exceptions. Failure to have proper stand inspections for work performed during the move-in process will result in no electrical power supplied to the exhibitor stand. An on-site detailed stand electrical inspection process and form will be provided in mid-March 2018 and only to confirmed and qualified EAC's.

Electrical Inspection Fee

35 RMB per sqm of exhibit space (non-refundable)*

**Additional fees will apply for any failed inspection and the amount will be deducted from the performance bond*

EXHIBITOR-APPOINTED CONTRACTORS (EACs)/STAND BUILDERS/THIRD-PARTY CONTRACTORS FOR INDOOR HANGAR/PAVILION EXHIBITORS

Badges

If an exhibitor utilizes the services of an exhibitor-appointed contractor (EAC), stand builder or third-party contractor to set up or dismantle their stands, or to provide a service prior to the official show hours, the following items must be addressed:

- **EAC/stand builder insurance documentation:** All third-party stand contractors and EACs must submit insurance documentation to ABACE management. Proper documentation must be provided to ABACE management in order to receive the link for the online photo ID badging process, including EAC form and insurance documentation.
- **Photo ID badges:** All stand contractors and EACs must wear photo ID badges during set-up and dismantling of exhibits at ABACE.

If an exhibitor utilizes the services of an EAC during official show hours, the exhibiting company must provide exhibitor badges for those personnel. These badges can be ordered online as part of the exhibitor's total allotment of badges. During hours other than official show hours, EACs are required to wear set-up and teardown EAC photo ID badges.

Once ABACE management receives the completed EAC forms and supporting insurance documentation and information has been verified, a direct link to the online photo badge registration system will be forwarded via email. Contractors will be required to upload photographs for each badge requested. All photo ID badges will be held for on-site pickup at the "Contractors Badge and Performance Bond" service desk area located at the Shanghai Hawker Pacific Business Aviation Service Centre hangar. Exhibitors must submit a completed EAC form along with proof of the EAC's insurance in order to register for their photo identification badges.

Note: EAC badge orders will not be accepted until all required EAC information, including insurance certificates, have been submitted to ABACE management.

Performance Bonds

- **Targeted move-in floor plan:** All stand contractors and EACs are required to follow the targeted move-in floor plan in order to facilitate a smooth move-in for ABACE.
- **Performance bond deposit and management fee:** All stand contractors and EACs must pay a performance bond deposit and a non-refundable management fee prior to move-in. These fees are as follows:



HANGAR & PAVILION EXHIBITOR RULES & REGULATIONS

EAC Fees

Performance Bonds – Hangar/Pavilion Exhibits

Exhibitors with 21 sqm or less:	10,000	RMB
Exhibitors with 22 sqm – 36 sqm:	20,000	RMB
Exhibitors with 37 sqm or more:	30,000	RMB
Non-refundable Management fee:	2,000	RMB

- Exhibitors are responsible for any damage to the hangar, exhibitor pavilion and ramp space facilities caused by exhibitors, their agents, contractors or employees.
- Exhibitors who choose to rent stands or any components for their exhibit display shall be responsible for any damage to rented items caused by exhibitors, their agents, contractors or employees.
- Exhibitors and stand builders are required to pay their performance bond including a 2,000 RMB non-refundable management fee, prior to move-in.
- The performance bond and management fees must be paid in cash and on site at the “Contractor Badge and Performance Bond” service desk area located at the Shanghai Hawker Pacific Business Aviation Service Center Hangar.
- EACs shall dismantle their stand assemblies in the timeframe specified and confirmed by show management. The dismantling shall be quick and well organized, and must not obstruct or block exits or cargo doors. All stand structures, including all exhibit space debris (wood, nails, screws, etc.), must be removed from the indoor exhibit area and the freight yard.
- The performance bond will be returned at the completion of move-out, on Friday, April 13, 2018 after the tenancy, provided there is no claim indemnity caused by the exhibitor/stand builder’s behavior or negligence.

FIRE SAFETY

All exits and exit aisles in the hangar and pavilion exhibits must be kept clear and unobstructed. No furniture, signs, easels, chairs or displays may protrude into aisles. Fire hose cabinets, fire extinguishers, sprinklers or any other fire-safety device must not be hidden, obstructed or otherwise disturbed. All materials used in exhibit construction, decoration or as temporary cover must be certified as flame retardant. Flammable fluids, substances or materials of any nature may not be used. All materials and installations must comply with the Municipal Government fire prevention regulations.

HANGING SIGNS, MATERIALS AND COMPONENTS

Hanging signs, lighting trusses, materials or components are not permitted in the exhibitor pavilion or hangar at ABACE2018.

MARSHALING YARD FEE

In order to facilitate a smooth freight move-in for ABACE, a marshaling yard has been designated approximately 6 km away from the Shanghai Hawker Pacific Business Aviation Service Centre facility. A detailed map and truck move-in procedure are provided. Contractors will be assessed a small fee to access the marshaling yard.

MOVE-IN

Hangar/Pavilion Exhibits

Move-in for the hangar and exhibitor pavilion begins at 12:00 on Thursday, April 12, 2018, and will be on a targeted basis. The following schedule of move-in/set-up hours are permitted:



HANGAR & PAVILION EXHIBITOR RULES & REGULATIONS

Raw Exhibit Space Move-in Schedule

Thursday, April 12	12:00 – 17:00
Friday, April 13	08:00 – 17:00
Saturday, April 14	08:00 – 17:00
Sunday, April 15	08:00 – 17:00
Monday, April 16	08:00 – 15:00

Shell-Scheme Space Move-in Schedule

Sunday, April 15	08:00 – 20:00
Monday, April 16	08:00 – 15:00

Pavilion and hangar exhibitors requiring additional hours for indoor set up should contact abacesetup@nbaa.org.

Please note that hours required for set up beyond this schedule may be approved subject to a 2,000 RMB per day fee.

Note: All hangar and pavilion exhibits must be set and in place by 15:00 on Monday, April 16, 2018, so that aisle carpeting can be installed.

If the exhibit space is not occupied by this time, ABACE management will consider it canceled by the exhibitor and assumes the right to use such space as deemed appropriate.

MOVE-IN OVERTIME WORK HOURS

All EAC's/stand builders/exhibitors may request to work beyond the posted move-in hours. Requests must be sent to abacesetup@nbaa.org and appropriate fees paid.

Requests for extended work hours will be reviewed by ABACE management and are subject to the fees listed below on the days working late:

Application and payment in cash before 14:00

3,000 RMB

22:00 latest allowed time to work

Application and payment in cash after 14:00

5,000 RMB

22:00 latest allowed time to work

Please note these rates are daily overtime rates.

MOVE-OUT

Hangar/Pavilion Exhibits

All exhibits must remain staffed and in place until the show closes at 15:00 on Thursday, April 19, 2018, and exhibitors may not begin dismantling their exhibits before 15:00.

Exhibitors found in violation of this rule will be ineligible for the indoor priority draw for ABACE2018 and will be subject to an early tear-down penalty of US \$4,500.



HANGAR & PAVILION EXHIBITOR RULES & REGULATIONS

Note: All exhibitors should remove all valuables during tear-down. High value forms are available after 13:00 on Thursday, April 19 from the EAC badge office.

Move-out for the shell scheme exhibitors in the hangar and pavilion exhibit halls will begin at show closing at 16:00 on Thursday, April 19, 2018.

Move-out for raw exhibit space exhibitors in the hangar and pavilion exhibit halls will begin at 08:00 on Friday, April 19, 2018, and all materials must be removed by 17:00 on Friday, April 20, 2018.

ABACE management will direct the official freight forwarder for ABACE to ship (freight collect) packages, cartons, crates, etc. left in the exhibit hangar or pavilion beyond the days and times of dismantling. ABACE management will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor.

NOISE LEVELS

Noise levels within the exhibitor's stand space should not exceed 80 decibels and must not interfere with the conduct of business of neighboring exhibits. ABACE management reserves the right to enforce compliance of this rule.

PARKING

With the exception of parking for chalet display exhibitors, there is no parking available on site at the Shanghai Hawker Pacific Business Aviation Service Centre. Pay lots are located four to five blocks away and ABACE provides complimentary shuttle bus services between the lots and the show.

There will be a limited number of "drop-off only" passes available for purchase in advance by exhibitors at the price of 800 RMB, including VAT. These passes permit convenient drop-off for passengers right outside the FBO security gate and are valid only on show days – Tuesday, April 17; Wednesday, April 18; and Thursday, April 19. These passes **do not** provide access to the FBO or into ABACE.

Exhibitors may purchase "drop-off only" passes through the online exhibitor badge registration located in the Exhibitor Dashboard, while supplies last. For more information, contact NBAA's Maureen Cameron at mcameron@nbaa.org.

PERFORMANCE BOND

- Targeted move-in floor plan: All stand contractors and EACs are required to follow the targeted move-in floor plan in order to facilitate a smooth move-in for ABACE.
- Performance bond deposit and management fee: All stand contractors and EACs must pay a performance bond deposit and a non-refundable management fee prior to move-in. These fees are as follows:

EAC Fees

Performance Bonds – Hangar/Pavilion Exhibits

Exhibitors with 21 sqm or less:	10,000	RMB
Exhibitors with 22 sqm – 36 sqm:	20,000	RMB
Exhibitors with 37 sqm or more:	30,000	RMB
Non-refundable Management fee:	2,000	RMB



HANGAR & PAVILION EXHIBITOR RULES & REGULATIONS

- Exhibitors are responsible for any damage to the hangar, exhibitor pavilion and ramp space facilities caused by exhibitors, their agents, contractors or employees.
- Exhibitors who choose to rent stands or any components for their exhibit display shall be responsible for any damage to rented items caused by exhibitors, their agents, contractors or employees.
- Exhibitors and stand builders are required to pay a performance bond including a 2,000 RMB non-refundable management fee, prior to move-in.
- The performance bond and management fees must be paid in cash and on site at the “Contractor Badge and Performance Bond” service desk area located at the Shanghai Hawker Pacific Business Aviation Service Center Hangar.
- EACs shall dismantle their stand assemblies in the timeframe specified and confirmed by show management. The dismantling shall be quick and well organized, and must not obstruct or block exits or cargo doors. All stand structures, including all exhibit space debris (wood, nails, screws, etc.), must be removed from the indoor exhibit area and the freight yard. Further move-in and move-out details will be included in the Exhibitor Service Kit.
- The performance bond will be returned at the completion of move-out, on Friday, April 13, 2018 after the tenancy, provided there is no claim indemnity caused by the exhibitor/stand builder’s behavior or negligence.

RAISED FLOORING IN STANDS

Exhibitors requiring platform flooring for their stand must ensure the height of the flooring is a minimum of 762mm (3 in) in height. This is highly recommended. Electrical wiring underneath raised floors must be installed using approved conduit or sheathing.

Raw exhibit space exhibitors in the hangar are required to install appropriate protective floor covering prior to installing exhibit. No sticky-back materials permitted.

RAW EXHIBIT SPACE

A minimum of 36 square meters of exhibit space is required in order to reserve raw exhibit space in either the hangar or exhibitor pavilion. Raw space will be sold as peninsula or island stand configurations, and exhibitors must keep the following design considerations in mind when selecting their space. There are a very limited number of island configuration spaces available and we will do our best to accommodate the requests on a first-come, first-served basis.

Inline Raw Exhibit Space

Exhibit materials: maximum height of 2.5m (8 ft)

Identification signs: maximum height of 2.9m (9.5 ft)

Inline raw exhibit spaces are tailored for exhibitors building custom stands and have their own wall structures.

- Inline raw exhibit spaces may not have hanging signs, lighting trusses, materials or components above stand spaces.
- A back wall that adjoins another exhibitor must be finished and aesthetically pleasing.
- No identification of any kind, including company logos, is allowed on a back wall that adjoins another exhibitor.

Non-Perimeter Peninsula Stands

Hangar exhibits – maximum height: 5.6m (18 ft 4 in)

Exhibitor Pavilion exhibits – maximum height: 4.6m (15 ft)



HANGAR & PAVILION EXHIBITOR RULES & REGULATIONS

- A back or side wall that connects with or adjoins another exhibitor must be finished and stand plans must be approved by ABACE management.
- Permitted to have more than one display level with approval by both ABACE management and HAH (Shanghai Fire Safety Authority).
- Hanging signs, lighting trusses, materials or components are not permitted in exhibitor pavilion or hangar exhibits.
- May have no more than 50% hard walls regardless of size. Glass counts as a hard wall.
- Certain stands may require fire watches, smoke detection devices, fire extinguishers and multiple exits as required by fire prevention officials.
- No identification of any kind, including company logos, is allowed on a back wall that adjoins another exhibitor.

Perimeter Peninsula Stands

Hangar exhibits – maximum height: 5.6m (18 ft 4 in)

Exhibitor Pavilion exhibits – maximum height: 4.6m (15 ft)

- May contain perimeter wall structures with approval by ABACE management.
- Perimeter wall structures may be unfinished on sides that face the exterior wall of the facility and that are not visible to attendees.
- Permitted to have more than one display level with approval by both ABACE management and HAH (Shanghai Fire Safety Authority).
- Hanging signs, lighting trusses, materials or components are not permitted in exhibitor pavilion or hangar exhibits.
- Certain stands may require fire watches, smoke detection devices, fire extinguishers and multiple exits as required by fire prevention officials.

SAFETY REGULATIONS FOR STAND CONSTRUCTION

Materials, carpets and display items used for construction and publicity shall be of low flammability and with the fireproof reports issued by the fire department. Open flame and flammable, explosive, radioactive, poisonous or corrosive items are not permitted at ABACE.

Please note when laying electric wire, insulation sheaths (conduit) must be used. All electric connections and use of conduit will be inspected prior to electric service being turned on.

The use or display of electric arc, welding flame, high voltage electrical appliances, neon lights or similar items require advance approval from ABACE management.

When constructing exhibits, please be sure to refer to the stand configurations and drawing approval sections of the Exhibitor Service Kit to ensure that exhibits conform to height and dimension requirements based on the stand type and location.

For stand types that require drawing approvals, please ensure drawings are submitted online no later than February 26, 2018.

Note: Hanging signs are NOT permitted in either the exhibitor pavilion or hangar.

HANGAR & PAVILION EXHIBITOR RULES & REGULATIONS

Entrances, exits, fire emergency alarms and fire hoses must not be blocked, obstructed or hampered by any decoration, display items or equipment.

SECURITY

While ABACE2018 exhibits are open, a limited amount of perimeter security staff will be provided. ABACE security officers will be on duty for the static display area from 18:00 on Saturday, April 14, 2018, to 15:00 on Thursday, April 19, 2018.

New for 2018: Security Inspection Monday, April 16 at 17:00

The local police will conduct a security inspection of all exhibitors' stands. All exhibitors and stand builders must exit the show venue no later than 17:00. Once the venue is empty, the police will conduct their inspection which should be completed by 19:00. Once the inspection is complete, any exhibitors and stand builders who have made prior arrangements for overtime work hours may re-enter the venue.

Exhibitors are advised to obtain additional insurance coverage in advance to cover losses such as theft, fire and damage to property.

Note: All exhibitors should remove all valuables during tear-down. High value forms are available after 13:00 on Thursday, April 19 from the EAC badge office.

SHELL-SCHEME EXHIBIT SPACE

Inline stand spaces can be reserved as shell-scheme exhibit spaces.



Each 3m-by-3m shell-scheme stand includes the following:

- 2.5m (8 ft high) partition walls – white panel on three sides of stand with silver aluminum uprights and crossbars.
- Furniture – one front counter, one round table, three black meeting chairs and one wastebasket.
- Fascia sign with your company's name, permitted to a maximum height of 2.9m (9.5 ft).
- Lighting – three 100W spotlights.
- Carpet – uniform carpet for the entire exhibit space.
- Daily cleaning service.

Exhibit materials: maximum height of 2.5m (8 ft)

Identification signs: maximum height of 2.9m (9.5 ft)

Note: All stands must be staffed during show hours.



HANGAR & PAVILION EXHIBITOR RULES & REGULATIONS

SHIPPING/STORAGE

Official Freight Forwarder – U.S. Exhibitors

TWI Group, Inc.

Tel: +1 (702) 691-9000

Fax: +1 (702) 691-9045

Contact: Tyler Hunt

Tel: +1 (702) 691-9091

Email: thunt@twigroup.com

Customs

APT Showfreight Logistics

Tel: +86 21 6124 0090

Fax: +86 21 6124 0091

Contact: Janson Zhu

Tel: +86 21 6124 0090 Ext. 307

Email: janson.shu@aptshowfreight.com

STAFFING

Stand and static display areas must be fully staffed during official exhibit hours.

Exhibitors will be admitted at 08:00 each show day for early preparations of displays only. Stands must remain staffed and exhibits must remain in place through 15:00 on Thursday, April 19, 2018.

No activities, except stand preparations, are to be scheduled in the exhibit areas at any time other than official exhibit hours.

ABACE management reserves the right to make changes to the exhibit hours schedule with advance notice.

Exhibitors found to have dismantled their stands prior to 15:00 on Thursday, April 19, 2018, will be ineligible for the indoor priority lottery for ABACE2019 and will be subject to an early tear-down penalty of US \$4,500.

TERMS & CONDITIONS

All ABACE exhibitors must agree to and comply with the [Terms and Conditions](#) posted on the ABACE website and included within the exhibit application.

UNMANNED AIRCRAFT SYSTEMS (UAS)/DRONES, REMOTE-CONTROLLED AIRCRAFT AND HELIUM BALLOONS

For the safety of attendees, flying objects, including unmanned aircraft systems (UAS), remote-controlled aircraft and helium balloons, are not permitted in the hangar and pavilion exhibit hall areas. UAS may be displayed at exhibits provided they are stationary, fit within purchased exhibit space and comply with all relevant safety requirements.



HANGAR & PAVILION EXHIBITOR RULES & REGULATIONS

WASTE REMOVAL

Exhibitors and stand builders are responsible for removal of their waste during move-in and move-out at ABACE. In order to limit costs for waste removal, it is recommended that exhibitors and stand builders use recyclable materials for stand construction whenever practical.

Hangar and pavilion exhibitors and EACs found to be in violation of the rule requiring removal of all trash will forfeit all or a portion of their performance bond deposit.

SINGLE-UNIT TURNKEY CHALET FEATURES

	Single-Unit Turnkey Chalet
Discount price if application and payment received by November 9, 2017:	\$138,000 (Regular price: \$143,000)
	10m-by-10m (100 sqm) structure
FEATURES:	
Fascia header for branding on all four sides of chalet, to include graphics	X
Glass front and door panels	X
Wooden rear door	X
Heavyweight flooring system	X
High-grade carpeting	X
Finished ceiling	X
Interior perimeter surrounding walls with laminate finish	X
Conference room walls, storage room walls, doors and bar counter, all in laminate finish	X
3.5m buffet service area, 3.5m buffet counter and interior walls in laminate finish	X
Flag kit – flag poles, flag, string and base	2
Air conditioning and heating	X
RECEIVE POWER FOR:	
One 42-inch plasma screen monitor	1
One large refrigerator	1
Four wall-mounted air conditioners	X
24 halogen lights	X
Four 15-amp single phase 220V outlets	X
INDOOR FURNISHINGS:	
3m Reception counter	1
White, round dining tables	5
Dining chairs	20
Single-seat sofa	4
Double-seat sofa	2
Silver/glass rectangle coffee table	1
Silver glass tables	3
Lounge chairs	4
Wooden laminate conference table	1
Black conference chairs	8
White high bar tables	2
White bar stools	4
Refrigerator, large	1
Shelves for storage & kitchen	4
Tables for office & kitchen	3
3.5m Buffet counter	1
2m Bar counter	1
1m Reception counter	1
PATIO & PATIO FURNISHINGS:	3m-by-10m (30 sqm) patio with privacy fence & outdoor carpeting
Patio tables	3
Patio chairs	12
Market umbrellas	3
ADDITIONAL SERVICES:	
Day cleaning	X
Executive cars with drivers and parking at the Shanghai Hawker Pacific Business Aviation Service Centre (on exhibit days and during exhibit hours only)	2
Wireless Internet service on the three show days	X
Complimentary exhibitor guest badges	100
Complimentary company profiles	4
Catering	1. Hong Qiao Jinjiang 2. Potel and Chabot

DOUBLE- AND TRIPLE-UNIT CUSTOM CHALET FEATURES

	Double-Unit Custom Chalet	Triple-Unit Custom Chalet
Discount price if application and payment received by November 9, 2017:	\$187,000 (Regular price: \$194,000)	\$275,000 (Regular price: \$284,000)
FEATURES:		
Flat roof chalet structure	20m-by-10m (200 sqm)	30m-by-10m (300 sqm)
Plywood double flooring on timber frame	X	X
Fire retardant timber flooring	X	X
Ballast stones with vinyl covers for standard fascia headers	12	16
Glass front walls	X	X
Glass front double wing door	X	X
Cassette exterior walls	X	X
Rear door	X	X
ABC fire extinguishers for mandatory interior requirement	2	3
Flag kit – flag poles, flag, string, base	2	2
Fascia header – standard, 4-sided	X	X
Gable column wood encasing	3x	5x
Tent freight, setup/removal and machinery	X	X
PATIO & PATIO FURNISHINGS:	3m-by-20m (60 sqm) wood patio with aluminum skirting	3m-by-30m (90 sqm) wood patio with aluminum skirting
1m-high white picket patio fencing	X	X
Green astro turf patio floor covering	X	X
ADDITIONAL SERVICES:		
Parking passes at SHPBASC	3	4
Wireless internet service on three show days	X	X
Complimentary exhibitor guest badges	150	200
Complimentary company profiles	4	4
Catering	1. Hong Qiao Jinjiang 2. Potel and Chabot	1. Hong Qiao Jinjiang 2. Potel and Chabot



CHALET EXHIBITOR RULES & REGULATIONS

All ABACE chalet exhibitors must review and abide by these chalet exhibitor rules and regulations, as well as the Exhibitor General Rules & Regulations.

BADGES

Exhibitor badges are required for exhibitor access to the exhibit halls, chalets and static display of aircraft.

Due to required security procedures, all exhibitor booth personnel that wish to access the show floor must provide their picture on site at ABACE registration to obtain their badge. Pictures will not be printed on individual badges, but will be electronically monitored by security personnel before entering the exhibit hall.

Exhibitors from mainland China will be required to provide their name and company in Chinese, as well as their Chinese identification card number. This information will be printed on the back of the exhibitor badges, as required by the public police.

All exhibitor booth personnel and attendees from countries outside of mainland China must include their passport number on their registration and be prepared to present their passport at registration to obtain their badge.

ABACE2018 badges are for the use of one individual for the duration of the show and are non-transferrable. Attendees and exhibitors will be assessed penalties for badge swapping. Random identification checks will be instituted.

Exhibitors will receive an allotment of complimentary badges based as follows:

	Number of Badges Allocated
Premium Placement Exhibitors	11 per 3m-by-3m space reserved Maximum of 100 complimentary badges
Indoor Hangar/Exhibitor Pavilion Exhibitors	10 per 3m-by-3m space reserved Maximum of 100 complimentary badges
Chalet Exhibitors	<ul style="list-style-type: none">• 100 badges per single-unit chalet reserved• 150 badges per double-unit chalet reserved• 200 badges per triple-unit chalet reserved
<i>Exhibitors may purchase additional badges beyond their complimentary allotment online or on site at the discounted rate of 900 RMB (approximately 135 USD).</i>	
Static Display Exhibitors	1 per 9sqm space reserved No maximum number of complimentary badges

Exhibitors may access exhibitor badge registration through the [ABACE2018 Exhibitor Dashboard](#) and are encouraged to register all stand and static display personnel online in advance to avoid waiting in lines on site.

All badges will be held for on-site pickup. No badges will be mailed in advance of ABACE2018.

Be advised that all company guests will be required to submit payment to secure their badge if the exhibitor's badge allotment has been reached. To avoid this situation, please be sure to register all guests in advance through exhibitor registration.



CHALET EXHIBITOR RULES & REGULATIONS

If an exhibitor uses the services of an exhibitor-appointed contractor (EAC) during official show hours, the exhibitor must provide exhibitor badges for those personnel. These badges can be ordered online as part of the exhibitor's total allotment of badges. During hours other than the official show hours, EACs are required to have EAC photo badges.

CATERING

Exhibitors will have the opportunity to select between two different official catering companies for exhibit and/or chalet display space:

1. Hongqiao Jin Jiang Hotel (formerly the Sheraton)
2. Potel and Chabot

The above catering companies have been selected as the official and exclusive catering partners and are the only caterers permitted to work on site.

CLEANING – CHALETS

Single-Unit Chalets

ABACE management will arrange for daily cleaning and removal of trash after show hours and prior to opening each show day. A one-time dusting and wipe down of the interior is also provided prior to the start of the event. Additional cleaning requirements in order to maintain chalet are the exhibitor's responsibility.

Double-Unit and Triple-Unit Chalets

ABACE management does not provide cleaning and/or removal of trash for double- and triple-unit chalets. It is the exhibitor's or stand builder's responsibility to clean and remove all trash. If services are required, cleaning service and trash removal service forms can be found in this Exhibitor Service Kit under Freeman.

DAMAGING PROPERTY

- No part of an exhibit, or signs relating thereto, may be taped, nailed, tacked, stapled, pasted or otherwise fastened to ceilings, walls, floors, doors, windows, painted surfaces, columns, marble or fabric in any way.
- No holes may be drilled, cored or punched in the hangar and pavilion exhibit hall walls or floors.
- No application of paint on signs, displays or other objects is permitted in the hangar and pavilion exhibit halls. The use of adhesive-backed decals or similar items is also prohibited.
- Damages to the hangar and pavilion exhibit halls arising from failure to observe these rules will be billed to the exhibitor.

Raw exhibit space exhibitors in the hangar are required to install appropriate protective floor covering prior to installing exhibit. No sticky-back materials permitted.



CHALET EXHIBITOR RULES & REGULATIONS

EACs/EXHIBITOR-APPOINTED CONTRACTORS (EACs)/STAND BUILDERS FOR SINGLE-UNIT TURNKEY AND CUSTOM DOUBLE- AND TRIPLE-UNIT CHALETs

Chalet exhibitors using third-party companies to assist must adhere to the following rules & regulations:

Single-Unit Turnkey Chalets – EAC Supervisor Only

Single-unit turnkey chalet exhibitors are permitted to use an exhibitor-appointed contractor (EAC)/stand builder to supervise during move-in/move-out provided they abide by the following rules & regulations:

- A maximum of two supervisors are permitted.
- Exhibitors must notify ABACE management and Freeman of their intent to use an EAC for the interior design in writing no later than February 26, 2018.
- EAC supervisors must be qualified independent stand builders.
- EAC supervisors are permitted on site to provide supervisory help only, cannot perform work and are permitted beginning Friday, April 20 at 08:00.
- EAC supervisors must comply with all insurance and performance bond rules.
- EAC supervisors must follow the EAC badging process.
- **Photo ID badges:** All EACs must wear photo ID badges during set-up and dismantling of exhibits at ABACE. The cost per badge is 200 RMB (approximately U.S. \$29) and is payable only in cash on site.
- Exhibitor must submit on behalf of the EAC, notification on the exhibitor's letterhead of its intent to use an exhibitor-appointed stand builder or EAC on or before February 26, 2018.
- EAC/stand builder insurance documentation: All third-party stand contractors and EACs must submit insurance documentation to ABACE management. Proper documentation must be provided to ABACE management in order to receive the link for the online photo ID badging process, including EAC form and insurance documentation. Once ABACE management receives the completed EAC forms and supporting insurance documentation and information has been verified, a direct link to the online photo badge registration system will be forwarded via email. Contractors will be required to upload photographs for each badge requested.
- EAC supervisors must provide proof of the exhibitor-appointed contractor's workers' compensation insurance with the limit to be at least 1,000,000 RMB; employer's liability and general liability limit to be at least 1,000,000 RMB.
- **EAC badge orders will not be accepted until all required EAC information, including insurance certificates, have been submitted to ABACE management.**
- Exhibitors who reserved single-unit turnkey chalets are not permitted to use EACs for chalet design.
- All stand contractors and EACs must pay a performance bond deposit and a non-refundable management fee prior to move-in.
- Single-Unit Turnkey Chalet Performance Bond and Management Fee – **(A maximum of two supervisors are permitted)**

Performance bond deposit: 20,000 RMB

Non-refundable management fee: 2,000 RMB

- All photo ID badges will be held for on-site pickup at the "Contractors Badge and Performance Bond" service desk area located at the Shanghai Hawker Pacific Business Aviation Service Centre hangar. Exhibitors must submit a completed EAC form along with proof of the EAC's insurance in order to register for their photo identification badges.



CHALET EXHIBITOR RULES & REGULATIONS

Double- and Triple-Unit Custom Chalets

Exhibitors who reserved double- or triple-unit custom chalets are permitted to use an exhibitor-appointed contractor (EAC)/stand builder to design and build their chalet interiors, however Freeman is the exclusive provider of all chalet structures. Exhibitors using third-party companies must adhere to the following rules & regulations:

- Exhibitor-appointed contractor (EAC)/stand builder supervisors must be qualified independent stand builders.
- Exhibitors must notify ABACE management and Freeman of their intent to use an EAC for the interior design in writing no later than February 26, 2018.
- Exhibitor-appointed contractors must comply with all insurance and performance bond rules.
- EAC supervisors must follow the EAC badging process.
- Photo ID badges: All EACs must wear photo ID badges during set-up and dismantling of exhibits at ABACE. The cost per badge is 200 RMB (approximately U.S. \$29) and is payable only in cash on site.
- Exhibitor must submit on behalf of the EAC, notification on the exhibitor's letterhead of its intent to use an exhibitor-appointed stand builder or EAC on or before February 26, 2018.
- EAC/stand builder insurance documentation: All third-party stand contractors and EACs must submit insurance documentation to ABACE management. Proper documentation must be provided to ABACE management in order to receive the link for the online photo ID badging process, including EAC form and insurance documentation. Once ABACE management receives the completed EAC forms and supporting insurance documentation and information has been verified, a direct link to the online photo badge registration system will be forwarded via email. Contractors will be required to upload photographs for each badge requested. All photo ID badges will be held for on-site pickup at the "Contractors Badge and Performance Bond" service desk area located at the Shanghai Hawker Pacific Business Aviation Service Centre hangar. Exhibitors must submit a completed EAC form along with proof of the EAC's insurance in order to register for their photo identification badges.
- **EAC badge orders will not be accepted until all required EAC information, including insurance certificates, have been submitted to ABACE management.**
- EAC supervisors must provide proof of the exhibitor-appointed contractor's workers' compensation insurance with the limit to be at least 1,000,000 RMB; employer's liability and general liability limit to be at least 1,000,000 RMB.
- All stand contractors and EACs must pay a performance bond deposit and a non-refundable management fee prior to move-in.
- Double- and Triple-Unit Custom Chalet Performance Bond and Management Fee:

Performance bond deposit: 75,000 RMB

Non-refundable management fee: 10,000 RMB

ELECTRICITY

Single-Unit Turnkey Chalets

Single-unit turnkey chalets will receive power for:

- One 42-inch plasma
- One large refrigerator
- Four wall-mounted air conditioners
- 24 halogen lights
- Four 15-amp single phase 220V outlets



CHALET EXHIBITOR RULES & REGULATIONS

Any additional power needs will be the responsibility of the exhibitor.

Power will be turned on Monday, April 16 from 08:00 – 17:00.

On show days, power will be turned on one hour prior to show opening and turned off one hour after show closing.

If power is required outside of these hours, additional generator run time charges will apply and be billed to the exhibitor.

Double- and Triple-Unit Custom Chalets Electrical Needs

Exhibitors in double- and triple-unit custom chalets should contact Rick Halvorson with Freeman at rick.halvorson@freemanco.com to discuss your electrical requirements and to obtain a quote.

FIRE SAFETY

All exits and exit aisles in the chalets must be kept clear and unobstructed. No furniture, signs, easels, chairs or displays may protrude into aisles. Fire hose cabinets, fire extinguishers, sprinklers or any other fire-safety device must not be hidden, obstructed or otherwise disturbed. All materials used in exhibit construction, decoration or as temporary cover must be certified as flame retardant. Flammable fluids, substances or materials of any nature may not be used. All materials and installations must comply with the Municipal Government fire prevention regulations.

FIRST AID

First aid supplies can be found in the ABACE registration area during move-in, move out and on show days. In the event of a first aid emergency, ABACE management will contact Shanghai municipal emergency services.

FURNITURE PROCEDURES

Exhibitors who reserved double- or triple-unit custom chalets are permitted to source their own furniture and must adhere to the following rules:

- Third-party furniture suppliers are considered exhibitor-appointed contractors and all insurance and performance bond rules apply.
- Third-party furniture is considered freight and normal and customary material handling charges will apply.
- Furniture can only be delivered or picked up from outside the chalet. Freeman is responsible for moving the furniture into and out of the chalets. Normal and customary labor fees will apply.
- Furniture pick-up must occur between 08:00 and 10:00 on Friday, April 20. Late pick-ups will result in the loss of the EAC performance bond and additional charges for labor and storage.

Exhibitors who reserved single-unit turnkey chalets are not permitted to source their own furniture.

MARSHALING YARD FEE

In order to facilitate a smooth freight move-in for ABACE, a marshaling yard has been designated approximately 6 km away from the Shanghai Hawker Pacific Business Aviation Service Centre facility. A detailed map and truck move-in procedure will be included in the Exhibitor Service Kit. Contractors will be assessed to access the marshaling yard.



CHALET EXHIBITOR RULES & REGULATIONS

MOVE-IN

Single-unit Turnkey Chalet – Move-in begins on Friday, April 13, 2018 and the following schedule of move-in/set-up hours are permitted:

Single-unit Turnkey Chalet Move-In

Friday, April 13	08:00 – 18:00
Saturday, April 14	08:00 – 18:00
Sunday, April 15	08:00 – 18:00
Monday, April 16	08:00 – 17:00

Double- and Triple-unit Custom Chalets – Move-in begins at 12:00 on Wednesday, April 11, 2018. The following schedule of move-in/set-up hours are permitted:

Double & Triple-Unit Custom Chalet Move-In

Wednesday, April 11	12:00 – 18:00
Thursday, April 12	08:00 – 18:00
Friday, April 13	08:00 – 18:00
Saturday, April 14	08:00 – 18:00
Sunday, April 15	08:00 – 18:00
Monday, April 16	08:00 – 17:00

Chalet exhibitors requiring additional hours for set up should contact NBAA's Linda Peters at lpeters@nbaa.org or +1 (202) 415-1297.

MOVE-IN OVERTIME WORK HOURS

All EAC's/stand builders/exhibitors may request to work beyond the posted move-in hours. Requests must be sent to abacesetup@nbaa.org and appropriate fees paid.

Requests for extended work hours will be reviewed by ABACE management and are subject to the fees listed below on the days working late:

Application and payment in cash before 14:00

3,000 RMB

22:00 latest allowed time to work

Application and payment in cash after 14:00

5,000 RMB

22:00 latest allowed time to work

Please note these rates are daily overtime rates.

MOVE-OUT

All chalets must remain staffed and in place until the show closes at 15:00 on Thursday, April 19, 2018, and exhibitors may not begin dismantling their exhibits before 15:00.

Move out for all chalet exhibitors will begin at 15:00 on Thursday, April 19, 2018.



CHALET EXHIBITOR RULES & REGULATIONS

Note: All exhibitors should remove all valuables during tear-down. High value forms are available after 13:00 on Thursday, April 19 from the EAC badge office.

Single Turnkey – Move-out begins on Thursday, April 19, 2018 at 15:00. The following schedule for move out must be followed:

Single Turnkey Chalet Move-Out

Thursday, April 19	15:00 – 20:00	Exhibitor-owned materials removed from chalet
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Double & Triple-Unit Custom Chalet Move-Out

Thursday, April 19	15:00 – 20:00	Exhibitor move out from custom chalets
Friday, April 20	08:00 – 16:00	Exhibitor move out from custom chalets

ABACE management will direct the official freight forwarder for ABACE to ship (freight collect) packages, cartons, crates, etc. left in the Chalet beyond the days and times of dismantling. ABACE management will begin returning empty containers as soon aircraft are removed from the static display.

OFFICIAL SERVICE CONTRACTOR

To ensure orderly and efficient installation, operation and removal of displays, and to eliminate confusion, ABACE management has designated Freeman as the official service contractor. ABACE management holds these firms responsible for quality service and fair prices, and will intercede on behalf of an exhibitor in the event of faulty work or unfair charges. ABACE management encourages all exhibitors to place orders with these firms, unless a permanent arrangement has been established with a display house or outside contractor to set up and dismantle exhibits.

Freeman Contacts

Roxanne Ebbers
Vice President, Client Solutions
Email: roxanne.ebbers@freemanco.com
Tel: +1 (702) 491-7796

Chalet Exhibitor Contacts

John Reed
Business Development Director
Email: john.reed@freemanxp.com
Tel: +1 (214) 445-1261

PARKING

With the exception of chalet exhibitors, there is no parking available at the Shanghai Hawker Pacific Business Aviation Business Centre facility. Pay lots are located four to five blocks away and ABACE provides complimentary shuttle bus services between the lots and the show.



CHALET EXHIBITOR RULES & REGULATIONS

	Number of Parking Passes
Single-Unit Chalet	2 parking passes
Double-Unit Chalet	3 parking passes
Triple-Unit Chalet	4 parking passes

There will be a limited number of “drop-off only” passes available for purchase by exhibitors at the cost of 800 RMB. These passes permit convenient drop-off for passengers right outside the FBO security gate and are valid only on show days – Tuesday, April 17; Wednesday, April 18; and Thursday, April 19. These passes **do not** provide access to the FBO or into ABACE.

Drop-off passes will be available for purchase through the Exhibitor Badge Registration located within the Exhibitor Dashboard. Exhibitors may purchase “drop-off only” passes while supplies last.

SAFETY REGULATIONS FOR DOUBLE- AND TRIPLE-UNIT CUSTOM CHALETS

Materials, carpets and display items used for construction and publicity shall be of low flammability and with the fireproof reports issued by the fire department. Open flame and flammable, explosive, radioactive, poisonous or corrosive items are not permitted at ABACE.

The use or display of electric arc, welding flame, high voltage electrical appliances, neon lights or similar items require advance approval from ABACE management.

When designing double- and triple-unit custom chalet interiors, please be sure to refer to the stand configurations and drawing approval sections of the Exhibitor Service Kit to ensure that chalet designs conform to rules and regulations.

SECURITY

While ABACE2018 exhibits and chalets are open, a limited amount of perimeter security staff will be provided. ABACE security officers will be on duty for the static display area from 18:00 on Saturday, April 14, 2018, to 15:00 on Thursday, April 19, 2018.

New for 2018: Security Inspection Monday, April 16 at 17:00

The local police will conduct a security inspection of all exhibitors' stands. All exhibitors and stand builders must exit the show venue no later than 17:00. Once the venue is empty, the police will conduct their inspection which should be completed by 19:00. Once the inspection is complete, any exhibitors and stand builders who have made prior arrangements for overtime work hours may re-enter the venue.

Exhibitors are advised to obtain additional insurance coverage in advance to cover losses such as theft, fire and damage to property.

Note: All exhibitors should remove all valuables during tear-down. High value forms are available after 13:00 on Thursday, April 19 from the EAC badge office.



CHALET EXHIBITOR RULES & REGULATIONS

SHIPPING/STORAGE

Official Freight Forwarder – U.S. Exhibitors

TWI Group, Inc.

Tel: +1 (702) 691-9000

Fax: +1 (702) 691-9045

Contact: Tyler Hunt

Tel: +1 (702) 691-9091

Email: thunt@twigroup.com

Customs

APT Showfreight Logistics

Tel: +86 21 6124 0090

Fax: +86 21 6124 0091

Contact: Janson Zhu

Tel: +86 21 6124 0090 Ext. 307

Email: janson.shu@aptshowfreight.com

STAFFING

Chalet areas must be fully staffed during official exhibit hours.

Exhibitors will be admitted at 08:00 each show day for early preparations of displays only. Chalets must remain staffed and exhibits must remain in place through 15:00 on Thursday, April 19, 2018.

No activities, except stand preparations, are to be scheduled in the exhibit areas at any time other than official exhibit hours.

ABACE management reserves the right to make changes to the exhibit hours with advance notice.

TERMS & CONDITIONS

All ABACE exhibitors must agree to and comply with the [Terms and Conditions](#) posted on the ABACE website and included within the exhibit application.

UNMANNED AIRCRAFT SYSTEMS (UAS)/DRONES, REMOTE-CONTROLLED AIRCRAFT AND HELIUM BALLONS

For the safety of attendees, flying objects, including unmanned aircraft systems (UAS), remote-controlled aircraft and helium balloons, are not permitted in chalets or on the ramp. UAS may be displayed in chalets provided they are stationary, fit within purchased exhibit space and comply with all relevant safety requirements.

WASTE REMOVAL

Exhibitors and stand builders are responsible for removal of their waste during move-in and move-out at ABACE. In order to limit costs for waste removal, it is recommended that exhibitors and stand builders use recyclable materials for stand construction whenever practical.

Hangar and pavilion exhibitors and EACs found to be in violation of the rule requiring removal of all trash will forfeit all or a portion of their performance bond deposit.



STATIC DISPLAY EXHIBITOR RULES & REGULATIONS

All ABACE static display exhibitors must review and abide by these static display rules & regulations, as well as the Exhibitor General Rules & Regulations.

ACCESS TO THE STATIC DISPLAY

Access to the static display is limited to the hours listed below. Exhibitors requiring after-hours access must make prior arrangements with ABACE management and will be required to hire the appropriate security.

Monday, April 16	08:00 – 19:00
Tuesday, April 17	08:00 – 19:00
Wednesday, April 18	08:00 – 19:00
Thursday, April 19	08:00 – 15:00

ACCESS FOR DELIVERY TRUCKS

Deliveries of exhibit and other materials must be coordinated directly with official freight forwarder. Deliveries will only be accepted on Monday, April 16, 2018.

AIRCRAFT ARRIVALS & PLACEMENT

Aircraft arrival operations will be conducted between 06:00 and 20:00 on Sunday, April 15, 2018.

Shanghai Hongqiao International Airport has restrictions for aircraft with a maximum takeoff weight (MTOW) of less than seven tonnes. ABACE has been granted special arrival procedures for aircraft in this size category. Aircraft are required to arrive during non-airline hours from Saturday, April 14 at 23:00 to Sunday, April 15 at 07:00.

Aircraft arrival times will be assigned via a zone system, with the times designated for each zone used to estimate aircraft arrival times. Specific aircraft arrival times will be determined by the location of each aircraft in the static display. In some circumstances, assigned times may not correspond precisely with the zone system.

Arrival times assigned by ABACE management will be considered the deadline for aircraft arrivals. Aircraft that miss their assigned arrival deadlines may be denied placement on the ABACE static display.

Shanghai Hongqiao International Airport will use a prior permission required (PPR) slot program for all arriving and departing aircraft. Exhibitors will receive PPR assignments directly from Shanghai Hongqiao International Airport; it is the exhibitor's responsibility, however, to ensure the PPR is within the assigned arrival window.

Aircraft Arrival Deadline – Sunday, April 15, 2018

Helicopters and Turbo Props	Saturday, April 14	22:00 – 23:59
	Sunday, April 15	00:01 – 07:00
Zone 1		06:00 – 10:00
Zone 2		10:00 – 12:00
Zone 3		12:00 – 14:00
Zone 4		14:00 – 16:00
Zone 5		16:00 – 18:00
Zone 6		18:00 – 20:00



STATIC DISPLAY EXHIBITOR RULES & REGULATIONS

Shanghai Hongqiao International Airport Arrival Procedures

Normal Operating Hours:	06:00 – 22:00
Peak Operation Hours:	10:00 – 12:00 17:30 – 19:30

Arrivals and departures at Shanghai Hongqiao International Airport during peak hours may be difficult. It is suggested that aircraft plan to arrive and depart during non-peak hours. Please coordinate with your appointed FBO or ground-handling agent.

All aircraft must arrive before the assigned targeted deadline. In the interest of safety, ABACE management reserves the right to deny placement of aircraft not arriving by the required deadline. Aircraft on the static display are not permitted to leave before show closing on Thursday, April 19 at 15:00. ABACE will begin towing aircraft for departure at approximately 17:00.

To further assist in planning, exhibitors must complete the [Aircraft Information Request Form](#) no later than Monday, April 3, 2018. While some information, such as specific tail numbers or type of aircraft, may not be known by this date, it is important that ABACE management knows the scope of your display. If the specifics are not known, please provide general type of aircraft (light, mid, large jet, turboprop, etc.) and any known information.

AIRCRAFT DETAILING

Aircraft detailing and grooming can be ordered through AEM Logistics.

Contact:

Tyler Harper
Tel: +1 (317) 850-6564
Email: tharper@aemlogistics.com

AIRCRAFT GROUND POWER UNITS (GPUs) & AIR CONDITIONING UNITS (ACUs)

AEM International is the exclusive provider of GPUs and ACUs at ABACE. All GPUs and ACUs must be sourced directly and solely from AEM. AEM recognizes the right of exhibitors to provide their own GPUs and ACUs at any or all static displays subject to the following:

- Exhibitor-owned GPUs and ACUs must be the wholly-owned property of the exhibiting company and not the real property of the exhibitor's I&D contractor, display house, contracted third party or agent, or provided to the exhibiting company under loan, lease or rent, wherein full ownership of the equipment does not reside with the exhibiting company at all times.
- Exhibitor-owned GPUs and ACUs approved by AEM for use at the static displays will be subject to a management fee from AEM to the exhibitor equal to 15% of the equivalent equipment quote value for GPUs and ACUs supplied by AEM.

For further information or to obtain pricing, contact:

AEM International
Ulrich Koch
Email: ukoch@aeminternational.com
Phone: +1 (514) 695-1331



STATIC DISPLAY EXHIBITOR RULES & REGULATIONS

AIRCRAFT INVITATION LETTERS

All aircraft are required to obtain a letter of invitation prior to filing their flight plan. Details for applying for and receiving the letter of invitation will be sent to each static display exhibitor in March 2018.

ALLOCATION OF STATIC DISPLAY SPACE

Although it is ABACE management's intent to place static display exhibitors in their space of choice, this may not always be possible. ABACE layout and airport operational considerations take precedent.

Static display space will be allocated based on the following priority:

1. Applications received by November 9, 2017, with both chalet exhibits and static display aircraft.
2. Applications received by November 9, 2017, with only static display aircraft.
3. Applications received after November 9, 2017.

Note: All placements are subjects to space availability and are determined by the size of the aircraft being displayed.

The cost per static display space is payable to ABACE management, with no billing coming from the airport. Normal and customary aircraft landing and handling fees are the responsibility of the exhibitor or aircraft operator. These fees will be paid directly to the company providing the service.

ABACE2018 management has a policy of no refunds for transfer of funds for cancellations or downsizing at any time. Ancillary charges to support the static display exhibits will be billed directly by the vendors providing those services.

For the safe and efficient placement of equipment into the static display, a targeted layout will be used for this event.

All aircraft must arrive before the assigned targeted deadline. In the interest of safety, ABACE management reserves the right to deny placement of aircraft not arriving by the required deadline. Aircraft on the static display are not permitted to leave before show closing on Thursday, April 19, 2018, at 15:00. ABACE will begin towing aircraft for departure at approximately 17:00.

Important: If static display space is not occupied by 18:00 on April 15, 2018, it will be considered canceled by the exhibitor. At that time, ABACE management shall use space as deemed appropriate. This rule must be strictly enforced. Due to the size of the ABACE2018 static display, any late of setup or movement aircraft would cause difficulties with other exhibitors and would jeopardize the opening of the exhibits.

AUXILIARY POWER UNITS (APUs)

Aircraft auxiliary power units (APUs) are not permitted to run during show hours or 30 minutes after arrival to 30 minutes prior to departure.



STATIC DISPLAY EXHIBITOR RULES & REGULATIONS

CARPETING

On the static display, aircraft entry carpet and walkway carpets are permitted. Carpet cannot be affixed to the pavement with nails, screws or glue. Double-sided carpet tape is permissible.

Immediately after show closing on Thursday, April 19, 2018, at 15:00, exhibitors or their designees must remove all carpet from the static display. Any remaining carpet will be identified by ABACE management for removal by Freeman, with fees for removal services billed directly to the responsible exhibitor.

CATERING

Exhibitors will have the opportunity to select between two different official catering companies for exhibit and/or chalet display space:

3. Hongqiao Jin Jiang Hotel (formerly the Sheraton)
4. Potel and Chabot

The above catering companies have been selected as the official and exclusive catering partners and are the only caterers permitted to work on site.

CLEANING

ABACE management will arrange to clean aisles and general/common areas after show hours and prior to opening each show day.

Order forms for additional cleaning services are available in this Exhibitor Service Kit.

DAMAGING PROPERTY

- No part of an exhibit, or signs relating thereto, may be taped, nailed, tacked, stapled, pasted or otherwise fastened to ceilings, walls, floors, doors, windows, painted surfaces, columns, marble or fabric in any way.
- No holes may be drilled, cored or punched in the hangar and pavilion exhibit hall walls or floors.
- No application of paint on signs, displays or other objects is permitted in the hangar and pavilion exhibit halls. The use of adhesive-backed decals or similar items is also prohibited.
- Damages to the hangar and pavilion exhibit halls arising from failure to observe these rules will be billed to the exhibitor.
- Raw exhibit space exhibitors in the hangar are required to install appropriate protective floor covering prior to installing exhibit. No sticky-back materials permitted.

ELECTRICAL SERVICE

Freeman is the exclusive provider of electrical service for ABACE.

On the static display and in chalets, standard electrical service can be provided for equipment needing 220 VAC and 400 VAC (50 or 60 Hz) service. Electrical service is billed directly from Freeman to the exhibitor based on KVA required. This billing is in addition to, and completely separate from, any charges from ABACE for exhibit space.



STATIC DISPLAY EXHIBITOR RULES & REGULATIONS

Only ABACE-authorized electricians may install electricity to stands. Electricians with valid work certificates are permitted to lay and install lines and electrical equipment, provided that proper EAC information and insurance documentation is provided to show management by the deadline date. For wire laying, insulation sheaths (conduit) must be used. No color wire can be used except for bulb connections. Any company found to be in violation of the rules will not receive power to their stand.

EXHIBITOR-APPOINTED CONTRACTORS (EACs)/STAND BUILDERS/THIRD-PARTY CONTRACTORS FOR STATIC DISPLAY

Badges

If an exhibitor utilizes the services of an exhibitor-appointed contractor (EAC), stand builder or third-party contractor to set up or dismantle their stands, or to provide a service prior to the official show hours, the following items must be addressed:

- EAC/stand builder insurance documentation: All third-party stand contractors and EACs must submit insurance documentation to ABACE management. Proper documentation must be provided to ABACE management in order to receive the link for the online photo ID badging process, including EAC form and insurance documentation.

If an exhibitor utilizes the services of an EAC during official show hours, the exhibiting company must provide exhibitor badges for those personnel. These badges can be ordered online as part of the exhibitor's total allotment of badges. During hours other than official show hours, EACs are required to wear set-up and teardown EAC photo ID badges.

Once ABACE management receives the completed EAC forms and supporting insurance documentation and information has been verified, a direct link to the online photo badge registration system will be forwarded via email. Contractors will be required to upload photographs for each badge requested. All photo ID badges will be held for on-site pickup at the "Contractors Badge and Performance Bond" service desk area located at the Shanghai Hawker Pacific Business Aviation Service Centre hangar. Exhibitors must submit a completed EAC form along with proof of the EAC's insurance in order to register for their photo identification badges.

Note: EAC badge orders will not be accepted until all required EAC information, including insurance certificates, have been submitted to ABACE management.

Performance Bonds

- Targeted move-in floor plan: All stand contractors and EACs are required to follow the targeted move-in floor plan in order to facilitate a smooth move-in for ABACE.
- Performance bond deposit and management fee: All stand contractors and EACs must pay a performance bond deposit and a non-refundable management fee prior to move-in. These fees are as follows:

EAC Fees

Performance Bonds – Static Exhibits

Performance bond deposit:	20,000 RMB
Non-refundable management fee:	2,000 RMB



STATIC DISPLAY EXHIBITOR RULES & REGULATIONS

- Exhibitors are responsible for any damage to the hangar, exhibitor pavilion and ramp space facilities caused by exhibitors, their agents, contractors or employees.
- Exhibitors who choose to rent stands or any components for their exhibit display shall be responsible for any damage to rented items caused by exhibitors, their agents, contractors or employees.
- Exhibitors and stand builders who occupy static space are required to pay a performance bond of 20,000 RMB and a 2,000 RMB non-refundable management fee, prior to move-in.
- The performance bond and management fees must be paid in cash and on site at the “Contractor Badge and Performance Bond” service desk area located at the Shanghai Hawker Pacific Business Aviation Service Center Hangar.
- EACs shall dismantle their stand assemblies in the timeframe specified and confirmed by show management. The dismantling shall be quick and well organized, and must not obstruct or block exits or cargo doors. All stand structures, including all exhibit space debris (wood, nails, screws, etc.), must be removed from the indoor exhibit area and the freight yard. Further move-in and move-out details will be included in the Exhibitor Service Kit.
- The performance bond will be returned at the completion of move-out, on Friday, April 13, 2018 after the tenancy, provided there is no claim indemnity caused by the exhibitor/stand builder’s behavior or negligence.

FBO/GROUND HANDLING AGENT

The official ABACE2018 FBO and ground handling agent is Shanghai Hawker Pacific Business Aviation Service Centre. Many companies provide ground handling services at Shanghai Hongqiao International Airport. Exhibitors may use any of the approved ground handling agents upon their arrival for ABACE2018.

Shanghai Hawker Pacific Business Aviation Centre
No. 99, Yingbin Seven Road
Shanghai Hongqiao International Airport
Shanghai, 200335, China
Tel: +86 21 2234 1702

MARSHALING YARD FEE

In order to facilitate a smooth freight move-in for ABACE, a marshaling yard has been designated approximately 6 km away from the Shanghai Hawker Pacific Business Aviation Service Centre facility. A detailed map and truck move-in procedure will be included in the Exhibitor Service Kit. Contractors will be assessed to access the marshaling yard.

MOCK-UPS

Aircraft mock-ups are permitted on the static display.

MOVE-IN

See the aircraft arrival deadline for details regarding static display aircraft move-in procedures.

As Shanghai Hongqiao International Airport is in continuous operation with airline and business aircraft, early move-in is not permitted.



STATIC DISPLAY EXHIBITOR RULES & REGULATIONS

MOVE-OUT

All exhibits must remain staffed and in place until the show closes at 15:00 on Thursday, April 19, 2018, and exhibitors may not begin dismantling their exhibits before 15:00.

There will be no aircraft movements until approximately 17:00 on Thursday, April 19, 2018.

All aircraft and exhibit materials must be removed from the static display of aircraft by 21:00 on Thursday, April 19, 2018.

Exhibitors found in violation of this rule will be ineligible for the indoor priority draw for ABACE2018 and will be subject to an early tear-down penalty of US \$4,500.

ABACE management will direct the official freight forwarder for ABACE to ship (freight collect) packages, cartons, crates, etc. left in the exhibit hangar or pavilion beyond the days and times of dismantling. ABACE management will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor.

Detailed information on freight and material handling will be provided in the Exhibitor Service Kit. In order to facilitate a smooth move-out from the static display, exhibit personnel will observe the following schedule on Thursday, April 19, 2018:

Static Display Tear-down Schedule – April 19, 2018

15:00	Show closes to attendees
15:15 – 15:30	Security will escort attendees from static display
15:00 – 16:30	Exhibitors pack display materials
16:30	Security clears ramp of all personnel
16:45	Once ramp is cleared, airport begins removing security barricade
17:00	First aircraft movements begin

Due to the high level of security at Shanghai Hongqiao International Airport, only one and a half hours are allotted for exhibit move-out on the static display. Exhibitors must plan their static display move-out accordingly and plan to have all exhibit materials – including signs, flags, banners, carpet, fencing and furniture – packed and the forklift ready within this one-and-a-half-hour timeframe.

Aircraft will be moved out of the static display in the approximate reverse order they were moved into the static display.

All aircraft must either depart or be returned to transient parking by 23:00 on Thursday, April 19, 2018.

PARKING

With the exception of chalet display exhibitors, there is no parking available at the Shanghai Hawker Pacific Business Aviation Business Centre facility. Pay lots are located four to five blocks away and ABACE provides complimentary shuttle bus services between the lots and the show.



STATIC DISPLAY EXHIBITOR RULES & REGULATIONS

There will be a limited number of “drop-off only” passes available for purchase by exhibitors at the cost of 800 RMB. These passes permit convenient drop-off for passengers right outside the FBO security gate and are valid only on show days – Tuesday, April 17; Wednesday, April 18; and Thursday, April 19. These passes **do not** provide access to the FBO or into ABACE.

Drop-off passes will be available for purchase through the Exhibitor Badge Registration located in the Exhibitor Dashboard. Exhibitors may purchase “drop-off only” passes while supplies last.

SECURITY

While ABACE2018 exhibits are open, a limited amount of perimeter security staff will be provided. ABACE security officers will be on duty for the static display area from 18:00 on Saturday, April 15, 2018, to 15:00 on Thursday, April 19, 2018.

New for 2018: Security Inspection

Monday, April 16 at 17:00

The local police will conduct a security inspection of all exhibitors' stands. All exhibitors and stand builders must exit the show venue no later than 17:00. Once the venue is empty, the police will conduct their inspection which should be completed by 19:00. Once the inspection is complete, any exhibitors and stand builders who have made prior arrangements for overtime work hours may re-enter the venue.

Exhibitors are advised to obtain additional insurance coverage in advance to cover losses such as theft, fire and damage to property. Order forms for additional security will be available in the Exhibitor Service Kit.

Note: All exhibitors should remove all valuables during tear-down. High value forms are available after 13:00 on Thursday, April 19 from the EAC badge office.

SHIPPING/STORAGE

Official Freight Forwarder – U.S. Exhibitors

TWI Group, Inc.

Tel: +1 (702) 691-9000

Fax: +1 (702) 691-9045

Contact: Tyler Hunt

Tel: +1 (702) 691-9091

Email: thunt@twigroup.com

Customs

APT Showfreight Logistics

Tel: +86 21 6124 0090

Fax: +86 21 6124 0091

Contact: Janson Zhu

Tel: +86 21 6124 0090 Ext. 307

Email: janson.shu@aptshowfreight.com



STATIC DISPLAY EXHIBITOR RULES & REGULATIONS

STAFFING

Stand and static display areas must be fully staffed during official exhibit hours.

Exhibitors will be admitted at 08:00 each show day for early preparations of displays only. Stands must remain staffed and exhibits must remain in place through 15:00 on Thursday, April 19, 2018.

No activities, except stand preparations, are to be scheduled in the exhibit areas at any time other than official exhibit hours.

ABACE management reserves the right to make changes to the exhibit hours schedule with advance notice.

Exhibitors found to have dismantled their stands prior to 15:00 on Thursday, April 13, 2017, will be ineligible for the indoor priority lottery for ABACE2018 and will be subject to an early tear-down penalty of US \$4,500.

SUPPORT VEHICLES

No support vehicles of any kind are permitted on the static display.

TENTS, HOSPITALITY STRUCTURES, BANNERS & GRAPHICS

Tents and other structures are not permitted on the ABACE static display ramp, with the exception of ABACE chalets. Exhibitors are permitted to use market-style umbrellas/parasols in their static display. Small aircraft entrance units (canopies) and aircraft signage are also permitted, with the approval of ABACE management. Decisions made by ABACE management are final.

All items on the static display must be secured with weights. Absolutely no drilling will be permitted into the ramp. Structures that require assembly/construction using nails, screws, saws, drills or other power tools are strictly prohibited. The assembly of aircraft signs using basic hand tools and common hardware is permissible.

Banners, banner poles, flags and graphics on fabric must be weighted sufficiently to withstand the wind and elements. All exhibitors utilizing vertical banners, banner poles, horizontal banners or signage must take down these items whenever the display is unattended, when winds exceed 12 mph or when requested by show management. Exhibitors that fail to take down these items when notified or when exhibit is not attended will be billed for the takedown or removal services.

TERMS & CONDITIONS

All ABACE exhibitors must agree to and comply with the [Terms and Conditions](#) posted on the ABACE website and included within the exhibit application.



STATIC DISPLAY EXHIBITOR RULES & REGULATIONS

UNMANNED AIRCRAFT SYSTEMS (UAS)/DRONES, REMOTE-CONTROLLED AIRCRAFT AND HELIUM BALLOONS

For the safety of attendees, flying objects, including unmanned aircraft systems (UAS), remote-controlled aircraft and helium balloons, are not permitted on the static display.

VEHICLES

With prior approval from ABACE management, vehicles are permitted to be displayed on the static display. A vehicle fee of 50,000 RMB will apply to each vehicle. The exhibitor or exhibitor-appointed contractor must purchase an EAC performance bond. All vehicles must be removed from the show venue within 2 hours of show closing. Failure to remove the vehicle by the deadline will result in the loss of the performance bond.

WASTE REMOVAL

Exhibitors and stand builders are responsible for removal of their waste during move-in and move-out at ABACE. In order to limit costs for waste removal, it is recommended that exhibitors and stand builders use recyclable materials for stand construction whenever practical.



EXHIBITOR GENERAL RULES & REGULATIONS

All ABACE exhibitors must review and abide by these rules & regulations. In addition, specific rules are applicable to indoor exhibitors and static display and chalet exhibitors.

ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES

ABACE management will provide reasonable accommodations to individuals with disabilities who make their situation known to ABACE personnel. Reasonable accommodations are those that do not create an undue hardship on ABACE, change the nature of scheduled events or activities, or pose a safety or health threat to other attendees.

For safety reasons, only officially-approved vehicles are permitted to operate within the exhibit hall in the Hawker Pacific Business Aviation Service Centre hangar and on the static display. Only trained service animals with proper supervision are permitted at ABACE.

BADGES

Exhibitor badges are required for exhibitor access to the exhibit halls, chalets and static display of aircraft. ABACE2018 badges are for the use of one individual for the duration of the show and are non-transferrable. Attendees and exhibitors will be assessed a penalty for badge swapping. Random identification checks will be instituted.

Due to required security procedures, all exhibitor stand personnel that wish to access the show floor must provide their picture on site at ABACE registration to obtain their badge. Pictures will not be printed on individual badges, but will be electronically monitored by security personnel before entering the exhibit hall.

Exhibitors from mainland China will be required to provide their name and company in Chinese, as well as their Chinese identification card number. This information will be printed on the back of the exhibitor badges, as required by the public police.

All exhibitor stand personnel and attendees from countries outside of mainland China must include their passport number on their registration and be prepared to present their passport at registration to obtain their badge.

ABACE2018 badges are for the use of one individual for the duration of the show and are non-transferrable. Attendees and exhibitors will be assessed penalties for badge swapping. Random identification checks will be instituted.

Exhibitors will receive an allotment of complimentary badges based as follows:

	Number of Badges Allocated
Premium Placement Exhibitors	11 per 3m-by-3m space reserved Maximum of 100 complimentary badges
Indoor Hangar/Exhibitor Pavilion Exhibitors	10 per 3m-by-3m space reserved Maximum of 100 complimentary badges
Chalet Exhibitors	<ul style="list-style-type: none">• 100 badges per single-unit chalet reserved• 150 badges per double-unit chalet reserved• 200 badges per triple-unit chalet reserved
<i>Exhibitors may purchase additional badges beyond their complimentary allotment online or on site at the discounted rate of 900 RMB (approximately 135 USD).</i>	
Static Display Exhibitors	1 per 9sqm space reserved No maximum number of complimentary badges



EXHIBITOR GENERAL RULES & REGULATIONS

Exhibitors may access exhibitor badge registration through the [ABACE2018 Exhibitor Dashboard](#) and are encouraged to register all stand and static display personnel online in advance to avoid waiting in lines on site. All badges will be held for on-site pickup. No badges will be mailed in advance of ABACE2018.

Be advised that all company guests will be required to submit payment to secure their badge if the exhibitor's badge allotment has been reached. To avoid this situation, please be sure to register all guests in advance through exhibitor registration.

If an exhibitor uses the services of an exhibitor-appointed contractor (EAC) during official show hours, the exhibitor must provide exhibitor badges for those personnel. These badges can be ordered online as part of the exhibitor's total allotment of badges. During hours other than the official show hours, EACs are required to have EAC photo badges.

If you have questions regarding ABACE2018 registration or badges, please contact the ABACE registration team at registration@abace.aero.

CONTRACTOR BADGES (STAND BUILDERS/EACs)

If an exhibitor utilizes the services of an EAC during official show hours, the exhibiting company must provide exhibitor badges for those personnel. These badges can be ordered online as part of the exhibitor's total allotment of badges. During hours other than official show hours, EACs are required to wear set-up and teardown EAC photo ID badges..

Photo ID badges: All stand contractors and EACs must wear photo ID badges during set-up and dismantling of exhibits at ABACE. The cost per badge is 200 RMB (approximately U.S. \$29) and is payable only in cash on site.

Once ABACE management receives the completed EAC forms and supporting insurance documentation and information has been verified, a direct link to the online photo badge registration system will be forwarded via email. Contractors will be required to upload photographs for each badge requested. All photo ID badges will be held for on-site pickup at the "Contractors Badge and Performance Bond" service desk area located at the Shanghai Hawker Pacific Business Aviation Service Centre hangar. Exhibitors must submit a completed EAC form along with proof of the EAC's insurance in order to register for their photo identification badges.

Note: EAC badge orders will not be accepted until all required EAC information, including insurance certificates, have been submitted to ABACE management.

- Targeted move-in floor plan: All stand contractors and EACs are required to follow the targeted move-in floor plan in order to facilitate a smooth move-in for ABACE.
- Performance bond deposit and management fee: All stand contractors and EACs must pay a performance bond deposit and a non-refundable management fee prior to move-in.



EXHIBITOR GENERAL RULES & REGULATIONS

CATERING

Exhibitors will have the opportunity to select between two different official catering companies for exhibit and/or chalet display space:

5. Hongqiao Jin Jiang Hotel (formerly the Sheraton)
6. Potel and Chabot

The above catering companies have been selected as the official and exclusive catering partners and are the only caterers permitted to work on site.

CO-EXHIBITORS

Co-Exhibitors/Companies Sharing Exhibit Space

ABACE management must be advised in advance of any and all co-exhibitors/companies sharing exhibit space.

Please note the following rules regarding co-exhibitors:

- Chalet exhibitors are provided three complimentary co-exhibitor company profiles.
- Co-exhibitors must have an existing corporate relationship between themselves and the contracted primary exhibitor.
- Exhibitors must register all co-exhibitors online by February 9, 2018. This includes any exhibitor displaying the advertising or products/services of another company.
- Failure to advise ABACE management of shared exhibit space in advance – including displaying the advertising of another company's products or services – may result in a minimum additional charge of \$4,500 per company, per stand and/or a minimum of \$4,500 per company, per static display space.
- All co-exhibitors must be members in good standing of AsBAA or NBAA.
- All co-exhibitors must submit the [ABACE2018 Co-Exhibitor Registration Form](#) and payment of U.S. \$500 to appear in the online exhibitor directory and the mobile app.
- Co-exhibitors, like exhibitors, will need to log in to the Exhibitor Dashboard to update their company information online for the mobile app and online exhibitor directory.
- Co-exhibitors are not allotted badges and should work through their primary exhibitors to secure badges.

DIRECT SELLING

No exhibitor is to distribute materials outside of their assigned exhibit space, including areas outside of Shanghai Hawker Pacific Business Aviation Service Centre, without written approval from ABACE management.

Direct selling on the exhibit floor and at the static display of aircraft is prohibited. This includes, but is not limited to monetary transactions or exchanges of funds.

Advertising material of any description may be displayed and distributed only within the display space assigned to the exhibitor presenting such material. Canvassing by exhibitors outside their assigned exhibit is prohibited.

Distribution of publications and marketing materials outside of assigned exhibit space, including all stand-to-stand distribution, is also prohibited.

Canvassing and solicitation, except by exhibiting companies, are prohibited within 80km (50 miles) of ABACE at Shanghai Hawker Pacific Business Aviation Service Centre and the static display of aircraft on Shanghai Hongqiao International Airport.



EXHIBITOR GENERAL RULES & REGULATIONS

Exhibitors found in violation of these rules against direct selling are subject to a penalty equivalent to the cost of an additional 3m-by-3m exhibit space or \$4,350 USD.

DRESS

ABACE is a business event. Dress for ABACE is business attire. This applies to all attendees and exhibitors, as well as to personnel working on behalf of exhibitors in their stands.

EXHIBIT HOURS – HANGAR, EXHIBIT PAVILION, CHALETs & STATIC DISPLAY

Tuesday, April 17	10:00 – 18:00
Wednesday, April 18	10:00 – 18:00
Thursday, April 19	10:00 – 15:00

EXHIBITOR SERVICE DESK

ABACE management provides a designated on site area where exhibitors can order supporting items and services for their exhibits from ABACE-preferred and exclusive service suppliers. The Exhibitor Service Desk will be conveniently located in a tent near the Shanghai Hawker Pacific Business Aviation Centre and open as follows:

Friday, April 13	08:00 – 17:00	Tuesday, April 17	08:00 – 18:00
Saturday, April 14	08:00 – 17:00	Wednesday, April 18	08:00 – 18:00
Sunday, April 15	08:00 – 17:00	Thursday, April 19	08:00 – 19:00
Monday, April 16	08:00 – 19:00	Friday, April 20	08:00 – 12:00

EXHIBITS CONTAINED WITHIN PURCHASED SPACE

All display material and demonstrations must be confined within the limits of the exhibitor's purchased space. Please reserve appropriate stand and static display space size. If many people are expected to congregate at one time, in one place, demonstration areas should not be placed on the aisle side of the exhibit. Normal aisle traffic cannot be interfered with at any time. ABACE management reserves the right to restrict exhibits that because of noise, method of operation or any other reason become objectionable.

FAPIAO

Exhibitors requiring fapiaos should advise ABACE exhibits team in advance so that billing information can be provided in RMBs.

ABACE management must submit tax applications to the Chinese tax bureau subsequent to ABACE for approval to issue a fapiao. The approval and issuing process has taken about four months based prior experience. Thank you for your patience. If you have additional questions, please feel free to contact Evelyn Wu at evelynwxy@163.com or call +86 21 2234 1801.

FIRST AID

A first aid station will be available near registration inside the Shanghai Hawker Pacific Business Aviation Service Centre during move-in and move-out, and on show days. In the event of a first aid emergency, ABACE management will contact Shanghai municipal emergency services.



EXHIBITOR GENERAL RULES & REGULATIONS

MAILING LIST UPDATES

Contact the ABACE U.S.A. office to correct your mailing address, or if you no longer wish to receive ABACE materials. Please send the address panel with corrections noted to:

Contact

ABACE U.S.A. Office
Attn: Courtney Oliveira
1200 G Street NW, Suite 1100
Washington, DC, 20005, USA
Email: coliveira@nbaa.org

OFFICIAL SERVICE CONTRACTOR

To ensure orderly and efficient installation, operation and removal of displays, and to eliminate confusion, ABACE management has designated Freeman as the official service contractor.

Freeman Contacts

Roxanne Ebbers
Vice President, National Sales Group
Tel: +1 (702) 491-7796
Email: roxanne.ebbers@freemanco.com

Hangar & Pavilion Exhibitor Contact

Amelia Rivera
Business Development Manager
Tel: +1 (214) 455-1482
Email: amelia.rivera@freemanxp.com

Chalet Exhibitor Contact

John Reed
Business Development Director
Tel: +1 (214) 445-1261
Email: john.reed@freemanco.com

ABACE management holds these firms responsible for quality service and fair prices, and will intercede on behalf of an exhibitor in the event of faulty work or unfair charges. ABACE management encourages all exhibitors to place orders with these firms, unless a permanent arrangement has been established with a display house or outside contractor to set up and dismantle exhibits.

PARKING

With the exception of chalet display exhibitors, there is no parking available at the Shanghai Hawker Pacific Business Aviation Service Centre facility. Pay lots are located four to five blocks away and ABACE provides complimentary shuttle bus services between the lots and the show.

There will be a limited number of "drop-off only" passes available for purchase in advance by exhibitors at the price of 800 RMB, including VAT. These passes permit convenient drop-off for passengers right outside the FBO security gate and are valid only on show days – Tuesday, April 17; Wednesday, April 18; and Thursday, April 19. These passes do not provide access to the FBO or into ABACE.



EXHIBITOR GENERAL RULES & REGULATIONS

Exhibitors may purchase “drop-off only” passes through the online exhibitor badge registration located in the Exhibitor Dashboard, while supplies last. For more information, contact NBAA’s Maureen Cameron at mcameron@nbaa.org.

PETS

For liability reasons, and to maintain the professional appearance of the event, no pets, with the exception of service animals, will be permitted at ABACE.

SMOKING

ABACE is a non-smoking event. Smoking in exhibit halls, chalets or at the static display of aircraft is strictly prohibited.

STAFFING

Stand and static display areas must be fully staffed during official exhibit hours.

Exhibitors will be admitted at 08:00 each show day for early preparations of displays only. Stands must remain staffed and exhibits must remain in place through 15:00 on Thursday, April 19, 2018.

No activities, except stand preparations, are to be scheduled in the exhibit areas at any time other than official exhibit hours.

ABACE management reserves the right to make changes to the exhibit hours schedule with advance notice.

Exhibitors found to have dismantled their stands prior to 15:00 on Thursday, April 19, 2018, will be ineligible for the indoor priority draw for ABACE2018 and will be subject to an early tear-down penalty of \$4,500 USD.

VALUE ADDED TAX (VAT)

The Chinese Tax Authority requires that ABACE collect and remit Value Added Tax (VAT) on all ABACE prices. The VAT rate is 6.45% and will be added to your invoice for exhibit space. In some cases, you may be able to deduct the VAT paid to ABACE from your VAT remittance to the Chinese Tax Authority. Please consult your tax advisor for further guidance.

VISA INVITATION LETTERS

Attendees from countries requiring Chinese visas to attend ABACE must have an invitation letter from authorities in China in order to obtain their visa. Attendees may request such a letter by using the [ABACE Invitation Letter Request Form](#), deadline of Friday, March 16. The National Business Aviation Association (NBAA) will forward requests to the appropriate Chinese Authorities, who will then issue the ABACE invitation letter. Please be advised that it will take approximately 4 weeks to process requests. The invitation letter will then be sent to you via email for download.

The processing fee to obtain an invitation letter from the Chinese authorities is U.S. \$35 including 6.45% VAT per person. A credit card number should be provided when requesting the visa invitation letter and, upon receipt of the invitation letter, your credit card will be charged for this fee.

Note: Passports must be valid for at least six months after the date of your arrival in China.

Only registered attendees for ABACE2018 are eligible to request ABACE invitation letters.



EXHIBITOR GENERAL RULES & REGULATIONS

The information provided is meant to facilitate the visa application procedure. NBAA will not be in a position to intervene in any decision made by the Chinese authorities. In addition, please be advised that all ABACE attendees must comply with Chinese laws and regulations during their stay in China and may not engage in activities which might damage China's national security or public interests. Attendees from foreign countries must be responsible for all their own costs while in China, and must be willing to bear the corresponding legal and economic responsibilities should any problems arise.

ABACE Media Registration – J2 Visas for Foreign Journalists

The Chinese Government has provided a legal framework governing foreign journalists and their work in China. Foreign journalists who intend to go to China for short-term news coverage with an intended duration of stay in China of no more than 180 days, are expected to apply for a J2 visa. In addition to the normal visa requirements, foreign journalists must have a Visa Notification Letter issued by the Information Department of the Ministry of Foreign Affairs of China and an official letter issued by the media organization for which the journalist works. The Visa Notification Letter and the official media letter may be in the form of fax, photocopy or computer printout. An applicant may be required to submit an original invitation, provide other supporting documents, or schedule an interview with the consular officer. Applicants should contact the press office of the Chinese Embassy/Consulate General in advance and complete relevant formalities.

For security reasons, the local police enforced this requirement at ABACE2018. Foreign journalists who do not secure a J2 visa may be prevented from covering ABACE by the local police.

For more information:

- Chinese Embassy J2 Visa Explanation:
 - <http://www.china-embassy.org/eng/visas/hrsq/#J2>
- Guide for Foreign Journalists in China:
 - http://www.china-embassy.org/eng/ywzn/mtyw/press_1/
- Procedures for Foreign Reporters to Apply for Short-term News Coverage in or Resident Accreditation to China:
 - http://www.china-embassy.org/eng/ywzn/mtyw/press_1/t946562.htm



ELECTRICAL INSTALLATION AND APPROVALS

NOTE: This notice is for raw stand exhibitors only.

- Freeman is the exclusive provider of electrical service for ABACE. Electrical installation is available at each stand location. Electricity, if required, must be ordered in advance.
- Exhibitors located in the hangar or pavilion exhibit area, may use electric for the operation of apparatus, provided it does not produce noises of an annoying nature.
- Standard electrical service can be provided for equipment requiring 220VAC.
- Only ABACE authorized electricians may install electricity to stands. Electricians with valid work certificates are permitted to lay and install lines and electrical equipment, provided that proper EAC information and insurance documentation is provided to show management by **February 26, 2018**.
- **For all wire laying, insulation sheaths (conduit) must be used and will be inspected prior to electrical service being turned on.**
- No colored wire can be used, except for bulb connections.
- Any company found to be in violation of the install rules listed below will not receive power to their stand.

New for ABACE2018: All electrical work performed onsite **must** be inspected by HAH/ABACE throughout the onsite install process as outlined below:

- **1st Inspection:** Once all the electrical wires have been laid and properly insulated – work must be inspected prior to adding flooring, etc.
- **2nd Inspection:** Once all additional hidden work for wall sockets has been installed.
- **3rd and Final Inspection:** Structural stand integrity inspection.

Failure to have proper stand inspections performed during the move-in process will result in no electrical power for the stand.

A detailed stand electrical inspection form will be available onsite.

INSPECTION FEE TYPE	FEE
Electrical Inspection Fee (non-refundable)	RMB 30/spm
Fee is in addition to the bond deposit and payable onsite when you first arrive	RMB 200 per re-inspection
Re-inspection fee (failure to adhere to install process)	RMB 200 per re-inspection



EXHIBITOR-APPOINTED CONTRACTOR (EAC)/STAND BUILDER RULES & REGULATIONS

Please note that exhibitors are responsible for any damage to chalets, the hangar or exhibitor pavilion facilities caused by exhibitors, their agents, contractors or employees. Exhibitors who choose to rent stands or any exhibit components for their stand shall be responsible for the damage to rented items caused by the exhibitor, their agents, contractors or employees.

SAFETY REGULATIONS FOR STAND CONSTRUCTION

- Raw exhibit space exhibitors in the hangar are required to install appropriate protective floor covering prior to installing exhibit. No sticky-back materials permitted.
- Materials, carpets and display items used for construction and publicity shall be of low flammability and with the fireproof test reports issued by the fire department.
- Open and flammable, explosive, radioactive, poisonous or corrosive items are not permitted at ABACE2018.
- The use or display of electric arc, welding flame, high voltage electrical appliances, neon lights or similar items require advanced approval by ABACE management, or they will not be allowed.
- Hanging promotional items, such as flags or signs, are prohibited without specific permission from ABACE management. Hanging signs are **NOT** permitted in the pavilion or hangar at ABACE2018.
- Refer to the Hangar & Pavilion Exhibit Booth Configurations & Drawing Approval information to make sure stand structures conform to height and dimension requirements based on the type and location of the stands.
- For all raw exhibitors, including inline raw space, stand drawings must be submitted for approval in advance by February 26, 2018, online using the Stand Drawing Approval Request Form, with a copy sent to MegaExpo, Attn: Cathy Wang at cathywang@megaexposhanghai.com. Chalet exhibitors must also submit copies to John Reed at Freeman at john.reed@freemanxp.com.
- Entrances, exits, fire emergency alarms or fire hoses must not be blocked, obstructed or hampered by any decoration, display items or equipment.
- Construction companies shall dismantle their stand assemblies in the time frame specified and confirmed by show management. The dismantling shall be quick and well-organized and must not obstruct or block exits and cargo doors. All booth structures shall be removed from the indoor exhibit area and the freight yard.

EAC RULES & REGULATIONS

If an exhibitor utilizes the services of an exhibitor-appointed contractor (EAC), stand builder or third-party contractor to set up or dismantle their stands, or to provide a service prior to the official show hours, the following items must be addressed:

- EAC/stand builder insurance documentation: All third-party stand contractors and EACs must submit insurance documentation to ABACE management. Proper documentation must be provided to ABACE management in order to receive the link for the online photo ID badging process, including EAC form and insurance documentation.

Once ABACE management receives the completed EAC forms and supporting insurance documentation and information has been verified, a direct link to the online photo badge registration system will be forwarded via email. Contractors will be required to upload photographs for each badge requested. All photo ID badges will be held for on-site pickup at the "Contractors Badge and Performance Bond" service desk area located at the Shanghai Hawker Pacific Business Aviation Service Centre hangar. Exhibitors must submit a completed EAC form along with proof of the EAC's insurance in order to register for their photo identification badges.



EXHIBITOR-APPOINTED CONTRACTOR (EAC)/STAND BUILDER RULES & REGULATIONS

Note: EAC badge orders will not be accepted until all required EAC information, including insurance certificates, have been submitted to ABACE management.

- Targeted move-in floor plan: All stand contractors and EACs are required to follow the targeted move-in floor plan in order to facilitate a smooth move-in for ABACE.
- Performance bond deposit and management fee: All stand contractors and EACs must pay a performance bond deposit and a non-refundable management fee prior to move-in. These fees are as follows:

EAC Fees

Performance Bonds – Hangar/Pavilion Exhibits

Exhibitors with 21 sqm or less:	10,000 RMB
Exhibitors with 22 sqm – 36 sqm:	20,000 RMB
Exhibitors with 37 sqm or more:	30,000 RMB
Non-refundable Management fee:	2,000 RMB

Single-Unit Turnkey Chalets

(A maximum of two supervisors are permitted)

Performance bond deposit:	20,000 RMB
Non-refundable management fee:	2,000 RMB

Custom Double- and Triple-Unit Chalets

Performance bond deposit:	75,000 RMB
Non-refundable management fee:	10,000 RMB

Static Display

Performance bond deposit – Static Display:	20,000 RMB
Non-refundable management fee:	2,000 RMB

- Exhibitors are responsible for any damage to the hangar, exhibitor pavilion and ramp space facilities caused by exhibitors, their agents, contractors or employees.
- Exhibitors who choose to rent stands or any components for their exhibit display shall be responsible for any damage to rented items caused by exhibitors, their agents, contractors or employees.
- Exhibitors and stand builders are required to pay their performance bond including a 2,000 RMB non-refundable management fee, prior to move-in.
- Exhibitors and stand builders who occupy single-unit turnkey chalets are required to pay a performance bond of 20,000 RMB and a 2,000 RMB non-refundable management fee prior to move-in.
- Exhibitors and stand builders who occupy double- or triple-unit custom chalets are required to pay a performance bond of 75,000 RMB and a 10,000 RMB non-refundable management fee prior to move-in.
- Static display exhibitors and stand builders are required to pay a 20,000 RMB performance bond and a 2,000 RMB non-refundable management fee prior to move-in.
- The performance bond and management fees must be paid in cash and on site at the “Contractor Badge and Performance Bond” service desk area located at the Shanghai Hawker Pacific Business Aviation Service Center Hangar.



EXHIBITOR-APPOINTED CONTRACTOR (EAC)/STAND BUILDER RULES & REGULATIONS

- EACs shall dismantle their stand assemblies in the timeframe specified and confirmed by show management. The dismantling shall be quick and well organized, and must not obstruct or block exits or cargo doors. All stand structures, including all exhibit space debris (wood, nails, screws, etc.), must be removed from the indoor exhibit area and the freight yard. Further move-in and move-out details will be included in the Exhibitor Service Kit.
- The performance bond will be returned at the completion of move-out, on Friday, April 20, 2018 after the tenancy, provided there is no claim indemnity caused by the exhibitor/stand builder's behavior or negligence.

EAC BADGES

Photo ID badges: All stand contractors and EACs must wear photo ID badges during set-up and dismantling of exhibits at ABACE. The cost per badge is 200 RMB (approximately U.S. \$29) and is payable only in cash on site.

If an exhibitor utilizes the services of an EAC during official show hours, the exhibiting company must provide exhibitor badges for those personnel. These badges can be ordered online as part of the exhibitor's total allotment of badges. During hours other than official show hours, EACs are required to wear set-up and teardown EAC photo ID badges.

ELECTRICAL SERVICE

Freeman is the exclusive provider of electrical service for ABACE.

For exhibitor pavilion and hangar exhibits, electric current may be utilized for the operation of apparatus, provided it does not produce noises of an annoying nature.

Standard electrical service can be provided for equipment requiring 220VAC. Electrical installation is available at each stand location. Electricity, if required, must be ordered in advance.

Only ABACE-authorized electricians may install electricity to stands. Electricians with valid work certificates are permitted to lay and install lines and electrical equipment, provided that proper EAC information and insurance documentation is provided to show management by the deadline date. For wire laying, insulation sheaths (conduit) must be used. All electric connections and use of conduit will be inspected prior to electric service being turned on. No colored wire can be used, except for bulb connections. Any company found to be in violation of the rules will not receive power to their stand.

On the static display and in chalets, standard electrical service can be provided for equipment needing 220 VAC and 400 VAC (50 or 60 Hz) service. Electrical service is billed directly from Freeman to the exhibitor based on KVA required. This billing is in addition to, and completely separate from, any charges from ABACE for exhibit space.



INSURANCE GUIDELINES – EXHIBITORS & EACs/STAND BUILDERS

EXHIBITORS

Prior to show set up, all exhibitors must comply with ABACE insurance requirements. While ABACE management will not be responsible for collecting evidence of insurance documentation, it will be the responsibility of the exhibitor to maintain coverage that satisfies the requirements for insurance. ABACE management reserves the right to request proof of satisfactory insurance coverage as it deems appropriate.

Exhibitor Insurance Requirements – Exhibitor Without Aircraft

Exhibitor shall maintain the following during the entire event, including move-in and move-out periods:

- comprehensive general liability insurance, including broad form contractual liability coverage, with limits of at least \$1,000,000 USD combined single limit, per occurrence, for personal and advertising injury, bodily injury and property damage;
- workers' compensation and employers' liability insurance in accordance with statutory limits; and
- if Exhibitor will own or operate any motor vehicles at Facility, automobile liability insurance with limits in an amount adequate to cover all of Exhibitor's motor vehicles at Facility but not less than \$500,000 USD.

All insurance must be primary and non-contributory to any other insurance coverage and Exhibitor shall obtain a waiver of subrogation on each policy in favor of the additional insured parties. National Business Aviation Association, Inc., NBAA-ABACE China Limited, Shanghai Hawker Pacific Business Aviation Service Centre and Shanghai Airport Authority must each be named as additional insured on the comprehensive general liability and automobile liability insurance.

Evidence of insurance meeting the requirements of this section must be furnished to show management upon request and must be available at the Facility during the Event. Exhibitor acknowledges that the requirements of this section in no way limit the liability of Exhibitor.

Exhibitor Insurance Requirements – Exhibitor With Aircraft

Exhibitor shall maintain the following during the entire Event, including move-in and move-out periods:

- comprehensive general liability insurance, including broad form contractual liability coverage, with limits of at least \$5,000,000 USD combined single limit, per occurrence, for bodily injury and property damage, at least \$1,000,000 USD for products-completed operations aggregate, at least US \$1,000,000 for personal and advertising injuries and at least \$50,000 USD for fire damage;
- aircraft liability insurance, including premises liability, with limits of at least \$5,000,000 USD combined single limit, per occurrence, for bodily injury and property damage including passengers;
- aircraft hull (all risk) insurance for the full replacement value of the aircraft;
- workers' compensation insurance in accordance with statutory limits and employers' liability with limits of at least \$1,000,000 USD per accident; and
- if Exhibitor will own or operate any motor vehicles at Facility, automobile liability insurance with limits in an amount adequate to cover all of Exhibitor's motor vehicles at Facility but not less than \$1,000,000 USD.



INSURANCE GUIDELINES – EXHIBITORS & EACs/STAND BUILDERS

All insurance must be primary and non-contributory to any other insurance coverage and Exhibitor shall obtain a waiver of subrogation on each policy in favor of the additional insured parties. National Business Aviation Association, Inc., NBAA-ABACE China Limited, Shanghai Hawker Pacific Business Aviation Service Centre and Shanghai Airport Authority must each be named as additional insured on the liability insurance policies to the limits of each policy, even if those limits are in excess of the requirements of this section.

Exhibitor shall furnish evidence of insurance coverage meeting the requirements of this section as requested by Show Management. Exhibitor acknowledges that the requirements of this section in no way limit the liability of Exhibitor.

EXHIBITOR-APPOINTED CONTRACTOR (EAC)

Exhibitors have the option of using Freeman (the official service contractor), a qualified independent stand builder, an exhibitor-appointed contractor (EAC) or full-time personnel from their own company to install and dismantle displays.

Any exhibitor using a non-official, exhibitor-appointed stand builder for installation and dismantling must provide ABACE management with the following by **February 9, 2018**:

- Intent to use [Exhibitor-Appointed Contractor \(EAC\)/Stand Builder form](#).
- Signed Exhibitor-Appointed Contractor (EAC)/Stand Builder application/contract.

Exhibitors who fail to provide notification of workers' compensation insurance information for the exhibitor-appointed stand builder or EAC by the **February 9, 2018**, deadline will be required to hire the services of the ABACE official service contractor (Freeman) for installation and dismantling of their stand. Exhibitors utilizing the services of an installation and dismantling company/EAC during official show hours must provide exhibitor badges for those individuals.

EAC INSURANCE REQUIREMENTS

EAC shall maintain the following during the entire event, including move-in and move-out periods:

1. WORKERS' COMPENSATION & EMPLOYERS' LIABILITY INSURANCE

Workers Compensation

Statutory as per the respective state or country

Employers Liability

Bodily injury by accident (\$100,000 USD each accident); Bodily injury by disease (\$100,000 USD each employee & \$500,000 USD policy limit). Employers liability coverage must include coverage territory provisions to include the territories for which the event will take place.

2. COMMERCIAL GENERAL LIABILITY AND UMBRELLA/EXCESS LIABILITY INSURANCE

EAC must maintain comprehensive general liability insurance, including broad form contractual liability coverage, with limits of at least \$1,000,000 combined single limit, per occurrence, for personal and advertising injury, bodily injury and property damage.

3. AUTOMOBILE LIABILITY INSURANCE

EAC that owns or operates any vehicle at ABACE must maintain automobile liability insurance with limits in an amount adequate to cover all of their motor vehicles at ABACE, but not less than \$1,000,000 (USD).



INSURANCE GUIDELINES – EXHIBITORS & EACs/STAND BUILDERS

All insurance must be primary and non-contributory to any other insurance coverage and Exhibitor shall obtain a waiver of subrogation on each policy in favor of the additional insured parties. National Business Aviation Association, Inc., NBAA-ABACE China Limited, Shanghai Hawker Pacific Business Aviation Service Centre and Shanghai Airport Authority must each be named as additional insured on the liability insurance policies to the limits of each policy, even if those limits are in excess of the requirements of this section.

IDEMNIFICATION; ASSUMPTION OF RISK

EAC shall indemnify Show Management and each Facility, and their parent and subsidiary companies, shareholders, officers, employees, agents and contractors, against all losses, damages, claims, demands, actions, penalties, judgments and liabilities (including court costs and reasonable attorneys' fees) that arise from any acts or omissions of EAC related to ABACE2018, including, without limitation, any activities they may be conducting at the Event, or from any breach by EAC of any term of this contract. Exhibitor acknowledges that it assumes full responsibility for any risk of bodily injury, death or property damage or loss arising out of or related to the Event, whether caused by the negligence of Show Management or otherwise. The parties intend that this indemnification and assumption of risk be construed as broadly as permitted by law.

WAIVER OF LIABILITY

Under no circumstances will Show Management be liable for any lost profits or any incidental, special, indirect, punitive or consequential damages of EAC, regardless of whether such losses or damages were foreseeable or Show Management was informed of the possibility of such losses or damages. The maximum liability of Show Management under any circumstances will not exceed the exhibit fee actually paid by Exhibitor to Show Management.



NOTIFICATION OF INTENT TO USE EXHIBITOR-APPOINTED CONTRACTOR (EAC)/STAND BUILDER

Exhibitors who plan to use an exhibitor-appointed contractor (EAC) or stand builder must complete the online [Notification of Intent to Use Exhibitor-Appointed Contractor \(EAC\)/Stand Builder form](#).

DEADLINE DATE: February 9, 2018

EACs/STAND BUILDERS

An exhibitor-appointed contractor is any individual (or company) that is not an employee of an exhibitor hired to install/dismantle/provide service your booth (i.e., installation/dismantle contractors, booth designers/builders, non-official florists, furniture suppliers, laborers, etc.).

Notification of Intent to Use Exhibitor-Appointed Contractor form must be submitted by the exhibitor for each company contracted to work on your stand.*

Note: It is the exhibitor's responsibility to ensure that all representatives of the exhibitor-appointed contractor (EAC) abide by ABACE2018 Rules & Regulations and have proper badges.

PLEASE NOTE:

- Exhibitors with "raw" space may use either the official show contractor (Freeman) or an exhibitor-appointed contractor of their choice.
- All exhibitor-appointed contractors (EACs)/stand builders must provide insurance for their employees working on show premises.
- Technical drawings of stand designs for double- and triple-unit custom chalets and static display exhibits must be submitted to ABACE management for approval before the February 9, 2018 deadline. Exhibitors without approval will not be permitted to begin construction.
- For security purposes, exhibitors and their contractors must wear exhibitor/contractor badges at all times while on show premises during set-up and tear-down. Construction workers without badges will not be permitted to enter.
- A back wall that adjoins another exhibitor must be finished and aesthetically pleasing.
- No identification of any kind, including company logos, is allowed on a back wall that adjoins another exhibitor.



EXHIBITOR-APPOINTED CONTRACTORS APPLICATION/CONTRACT

Deadline: 9 February 2018

EAC INSURANCE REQUIREMENTS

EAC agrees to maintain the insurance coverages listed below at all times during ABACE2018, including move-in and move-out periods. **Evidence of insurance coverage must be available for inspection at the Shanghai Hongqiao International Airport and the Shanghai Hawker Pacific Business Aviation Service Centre.** ABACE management reserves the right to request evidence of insurance coverage at any time. These requirements in no way limit the liability of the EAC.

WORKERS' COMPENSATION & EMPLOYERS' LIABILITY INSURANCE

WORKERS COMPENSATION

Statutory as per the respective state or country

EMPLOYERS LIABILITY

Bodily injury by accident (\$100,000 USD each accident); Bodily injury by disease (\$100,000 USD each employee & \$500,000 USD policy limit). Employers liability coverage must include coverage territory provisions to include the territories for which the event will take place.

COMMERCIAL GENERAL LIABILITY AND UMBRELLA/EXCESS LIABILITY INSURANCE

EAC must maintain comprehensive general liability insurance, including broad form contractual liability coverage, with limits of at least \$1,000,000 combined single limit, per occurrence, for personal and advertising injury, bodily injury and property damage. This insurance must be primary and non-contributory to any other insurance coverage and EAC must obtain a waiver of subrogation on each policy in favor of the additional insured parties. National Business Aviation Association, Inc.; Shanghai Hongqiao International Airport and the Shanghai Hawker Pacific Business Aviation Service Centre and Freeman must each be named as additional insured.

AUTOMOBILE LIABILITY INSURANCE

EAC that owns or operates any vehicle at Shanghai Hongqiao International Airport and the Shanghai Hawker Pacific Business Aviation Service Centre must maintain automobile liability insurance with limits in an amount adequate to cover all of their motor vehicles, but not less than \$1,000,000 (USD). This insurance must be primary and non-contributory to any other insurance coverage and EAC must obtain a waiver of subrogation on each policy in favor of the additional insured parties. National Business Aviation Association, Inc.; Shanghai Hongqiao International Airport and the Shanghai Hawker Pacific Business Aviation Service Centre and Freeman must each be named as additional insured.

IDEMNIFICATION; ASSUMPTION OF RISK

EAC shall indemnify Show Management and each Facility, and their parent and subsidiary companies, shareholders, officers, employees, agents and contractors, against all losses, damages, claims, demands, actions, penalties, judgments and liabilities (including court costs and reasonable attorneys' fees) that arise from any acts or omissions of EAC related to ABACE201, including, without limitation, any activities they may be conducting at the Event, or from any breach by EAC of any term of this contract.

Exhibitor acknowledges that it assumes full responsibility for any risk of bodily injury, death or property damage or loss arising out of or related to the Event, whether caused by the negligence of Show Management or otherwise. The parties intend that this indemnification and assumption of risk be construed as broadly as permitted by law.



WAIVER OF LIABILITY

Under no circumstances will Show Management be liable for any lost profits or any incidental, special, indirect, punitive or consequential damages of EAC, regardless of whether such losses or damages were foreseeable or Show Management was informed of the possibility of such losses or damages. The maximum liability of Show Management under any circumstances will not exceed the exhibit fee actually paid by Exhibitor to Show Management.

AGREEMENT WITH RULES

EAC agrees to comply with all ABACE2018 rules and regulations, including those found in the Exhibitor Service Kit, and shall ensure that its actions do not cause an exhibitor to violate the ABACE2018 rules and regulations or the ABACE2018 Exhibitor Contract Terms & Conditions.

VIOLATIONS

ABACE Management may deny the EAC access to ABACE2018 if EAC fails to comply with the terms of this contract or the ABACE2018 rules and regulations. ABACE Management will not be liable to any exhibitor or EAC for any losses that result from an EAC's failure to comply.

AGREEMENT

By signing the ABACE2018 Exhibitor-Appointed Contractors (EAC) Application/Contract, company agrees to comply with all terms and conditions of ABACE management, as stated within this document, the ABACE2018 rules and regulations and on the ABACE2018 website.

Please complete this form in English.

EXHIBITING COMPANY: _____

STAND NUMBER: _____

EAC COMPANY: _____

EAC ADDRESS: _____

EAC ON-SITE CONTACT NAME: _____

ON-SITE CONTACT MOBILE NUMBER: _____

ON-SITE CONTACT EMAIL ADDRESS: _____

SERVICES TO BE PERFORMED: _____

SIGNATURE: _____

PRINTED NAME: _____

DATE: _____

ABACE MANAGEMENT CONTACT

Rachel Thomas

Email: rthomas@nbaa.org



ABACE SHUTTLE BUS SERVICE

SHUTTLE BUSES – HOTEL SHUTTLE BUSES

Shuttle buses will run between the following hotels:

- Hilton Shanghai Hongqiao
- Shanghai Marriott Hotel City Centre

Schedule

Monday, April 16 (Press Day)	07:45 – 19:00
Tuesday, April 17	07:45 – 19:00
Wednesday, April 18	08:45 – 19:00
Thursday, April 19	08:45 – 17:00



MEDIA & MARKETING OPPORTUNITIES

ABACE management works year round to promote ABACE across Asia and around the world. As a result, many members of the media come from news outlets from all continents to report on the most important business aviation event in Asia. Additionally, ABACE makes available a number of resources to help exhibitors promote their participation and get the greatest value from their investment in the show.

ABACE PRESS HEADQUARTERS

- The ABACE Press Headquarters is open to credentialed members of the press, and provides a working area for them to report on ABACE.
- Use of the ABACE Press Headquarters, including all beverages and food, is reserved for registered and credentialed members of the press only.
- ABACE Press Headquarters opens on ABACE Press Day, Monday, April 16, at 08:00 – one day before ABACE opens.
- Shelf space is available in the ABACE Press Headquarters for exhibitors to distribute their press materials.

PRESS CONFERENCE SCHEDULING

Exhibitors may host a press conference at the show to let the industry know about their company's latest news. ABACE management provides exhibitors with dedicated press conference rooms, which include audio-visual equipment and a translation booth for a nominal fee. Press conferences are held in the ABACE meeting rooms located immediately outside the hangar and adjacent to the exhibitor pavilion. Only exhibitors at ABACE may hold press briefings.

A schedule of press conferences will be listed online at ABACE.aero, and a final listing will be available in the ABACE press headquarters on ABACE press day, April 16.

Press conferences are scheduled to provide maximum press coverage without conflicts. We encourage use of official ABACE press facilities to avoid conflicting events whenever possible. Exhibitors may, however, schedule invitation-only press events at their stands or at other locations. Please alert ABACE management to where and when your press conferences will be held so that we can provide proper notice to the media and attendees.

To reserve a press conference room, exhibitors must fill out an ABACE [Press Conference Room Reservation Request Form](#).

Press conferences may be scheduled for Monday, April 16 (Press Day) and Tuesday, April 17.

Press conferences are scheduled in 45-minute time slots that begin on the hour. The last 15 minutes before the next hour are set aside to prepare for the next hour's press conferences. For instance, if a press conference is scheduled for 10:00, the exhibitor may begin setting up at 09:45. The press conference must end by 10:45 so that set up can begin for press conferences taking place in the next hour.

Note: Exhibitors are responsible for removing any extra marketing materials or trash left behind after their conference.

ABACE management must receive payment by March 26 - three weeks before ABACE2018 Press Day. If submitted after the deadline, payment must be received within 3 days of submitting the request. If payment is not received, your press conference room request will be cancelled.

For more information on reserving press conference rooms, please contact Jessica Allston at jallston@nbaa.org or +1 (202) 783-9252.



MEDIA & MARKETING OPPORTUNITIES

PRESS CONFERENCE ROOM CHARGES

There is a \$1,000 fee per time slot for use of the press conference rooms.

This fee includes:

- A raised dais at the front of each room
- Three table microphones on the dais
- One skirted table
- Five chairs
- Room equipped for audio/visual presentations
- LCD projector, monitor and screen with dress kit

Note: Translation is not included and must be arranged in advance.

Press conference fees must be paid upon request of ABACE management. All exhibitors and co-exhibitors must be paid in full, and current on all accounts with AsBAA and NBAA to maintain their press conference slot. We do not recommend that you serve food during press conferences, due to their brevity and because food is provided throughout the day in the ABACE press headquarters for the convenience of credentialed members of the press.

INVITING PRESS TO THE PRESS CONFERENCE

Exhibitors are responsible for inviting the press to attend their events. ABACE management will post a list of press conferences on the ABACE website shortly before ABACE, and an updated press conference schedule will be posted in the ABACE press headquarters.

ABACE management will post a list of all press registered for ABACE to the Exhibitor Dashboard.

Note: Exhibitors inviting press delegations must have all press register and hold the necessary visas in order to have the proper credentials and admission to ABACE. Given the tightened restrictions, exhibitors must notify ABACE management of all press invitations.

PRESS CONFERENCE SIGNAGE

Signs provided by ABACE management will direct press and attendees to the ABACE press headquarters and press conference rooms. A sign posted outside each press conference room will list all companies that have scheduled press conferences on a given day. In addition, an easel will be available outside each press conference room should an exhibitor wish to provide a sign during their scheduled press conference time. The ABACE logo will appear on the front of the podium. If an exhibitor requires any signage hung behind the dais, they must coordinate with Freeman, as the official service contractor for ABACE.

PRESS KITS

ABACE management provides shelf space in the ABACE press headquarters for exhibitors' press materials on a first-come, first-served basis. Exhibitors are responsible for the shipment of press materials, as well as the maintenance of shelf space. Please do not ship materials directly to the ABACE press headquarters; instead, kindly hand-deliver them on site. Kits may be placed on shelves any time after 08:00 on Monday, April 16, 2018. We anticipate many members of the media will be registered at ABACE. Please remove any press materials you wish to keep by Thursday, April 19, 2018 at 15:00, since those left in the press headquarters after that time will be discarded.



MEDIA & MARKETING OPPORTUNITIES

ABACE PRESS INQUIRIES

NBAA: Dan Hubbard
Tel: +1 (202) 783-9360
Email: dhubbard@nbaa.org

SHOW DAILIES

ABACE management does not produce a show daily, however, two publications – B/CA Show News and ABACE Convention News – are published and distributed on site daily at ABACE. Both publications have editorial offices at ABACE. Exhibitors are encouraged to submit news and press releases to the daily show publications in advance.

ABACE CONVENTION NEWS

Editorial Contact: Ian Sheppard
Email: isheppard@ainonline.com
Tel: +44 (0) 775-945-5770

Advertising Contact: Nancy O'Brien
Email: nobrien@ainonline.com
Tel: +1 (530) 949-1075

AINAlerts

Editorial Contact: Chad Trautvetter
Email: ctrautvetter@ainonline.com
Tel: + 1 (201) 874-7104

Advertising Contact: Nancy O'Brien
Email: nobrien@ainonline.com
Tel: +1 (530) 949-1075

BUSINESS & COMMERCIAL AVIATION (BCA)

1166 Avenue of the Americas
10th Floor
New York, NY 10036

Editorial Contact: William Garvey
Email: william.garvey@aviationweek.com
Tel: + 1 (203) 244-5096

Advertising Contact: Elizabeth Zlitni, CEM
Email: Elizabeth.zlitni@penton.com
Tel: + 1 (913) 967-1348

BCA ShowNews

Editorial Contact: John Morris
Email: morrisoff@aol.com
Tel: + 1 (860) 365-0445

Advertising Contact: Elizabeth Zlitni, CEM
Email: Elizabeth.zlitni@penton.com
Tel: + 1 (913) 967-1348