



# MAINTENANCE CONFERENCE

## MAY 3-5, 2022 | SAN ANTONIO, TX



### 2022 NBAA MAINTENANCE CONFERENCE EXHIBITOR RULES & REGULATIONS

To make the 2022 NBAA Maintenance Conference a successful event for all participants, exhibitors must review and abide by the exhibitor rules below, the [Exhibitor Contract Terms & Conditions](#) and any additional rules published in the Exhibitor Service Kit.

#### **Getting Together, Safely**

NBAA's highest priority is the health and safety of all event participants. We encourage all exhibitors/EACs to refer to the [Health & Safety updates on our website](#), where we detail the current recommendations for all participants and the steps taken by NBAA and the Henry B. Gonzalez Convention Center to ensure a safe, interactive and successful event for all attendees and exhibitors. Additional details will be provided by email in advance of the event.

#### **Accommodations for Attendees with Disabilities**

NBAA will provide reasonable accommodations to individuals with disabilities who make their situations known to NBAA personnel. Reasonable accommodations are those that do not create an undue hardship on NBAA, 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 halls at the HGCC. Individuals with disabilities who wish to use power-driven mobility devices must contact NBAA at [exhibits@nbaa.org](mailto:exhibits@nbaa.org) for prior approval. It is the policy of NBAA that these vehicles be specifically used for handicapped individuals and exhibit the stability required to operate around exhibits and aircraft.

Only trained service animals with proper supervision are permitted.

#### **Badge Registration**

Exhibitor badges are required for exhibitor access to the exhibit halls and meeting rooms. Exhibitors may use their badge allotment for exhibit staff, exhibitor guests and EACs as they choose.

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.

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Exhibitors are allotted complementary exhibitor badges based upon the size of their booth purchase. Exhibitor badges are required for all booth staff. Exhibitor badges provide access to education sessions in addition to the exhibit hall.

BOOTH SIZE	STANDARD PLACEMENT	PREMIUM PLACEMENT
5 feet x 10 feet	1 badge – a \$510 value	Not Available
10 feet x 10 feet	1 badge – a \$510 value	2 badges – a \$1,020 value
10 feet x 20 feet	2 badges – a \$1,020 value	3 badges – a \$1,530 value
10 feet x 30 feet	3 badges – a \$1,530 value	4 badges – a \$2,040 value
10 feet x 40 feet	4 badges – a \$2,040 value	5 badges – a \$2,550 value
20 feet x 20 feet	4 badges – a \$2,040 value	5 badges – a \$2,550 value
Ground Equipment Display	1 badge – a \$510 value	Not Available

- All badges will be held for onsite pickup.
- No badges will be mailed in advance of the event.
- If an exhibitor utilizes the services of an exhibitor-appointed contractor (EAC) or third-party contractor 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 official show hours, EACs are required to wear setup and teardown security wristbands.
- Co-exhibitors are not allotted badges and should arrange with their primary exhibitor to obtain badges.
- Attendee badges allow access only during show hours.
- Exhibitors should not schedule meetings in their booths with attendees without exhibitor badges before or after show hours.

### Additional Exhibitor Badges

Additional exhibitor badges for booth staff or guests may be purchased for \$510 each through the registration portal in the exhibitor dashboard.

### Bag/Coat Check

Bag and coat checks are available in the Henry B. Gonzalez Convention Center, for a nominal fee.



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### Booth Rules

Each booth includes the following:

5-Foot by 10-Foot Booth	
<b>Maximum height:</b>	8 feet
<b>Carpet:</b>	Gray
<b>Electrical Package:</b>	Basic electrical package with one 500-watt outlet
<b>Additional Included Items:</b>	<ul style="list-style-type: none"><li>● 8-foot high back drape, black</li><li>● 3-foot high side rail, black</li><li>● One 6-foot draped table, gray</li><li>● One wastebasket</li><li>● Two plastic side chairs</li><li>● One 7-inch by 44-inch, one-line booth sign with company name and booth number</li></ul>

10-Foot by 10-Foot Booth	
<b>Maximum height:</b>	8 feet
<b>Carpet:</b>	Gray carpet
<b>Electrical Package:</b>	Basic electrical package with one 500-watt outlet
<b>Additional Included Items:</b>	<ul style="list-style-type: none"><li>● 8-foot high back drape, black</li><li>● 3-foot high side rail, black</li><li>● One 6-foot draped table, gray</li><li>● One wastebasket</li><li>● Two plastic side chairs</li><li>● One 7-inch by 44-inch, one-line booth sign with company name and booth number</li></ul>



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<b>10-Foot by 20-Foot Booth</b>	
<b>Maximum height:</b>	8 feet
<b>Carpet:</b>	Gray carpet
<b>Electrical Package:</b>	Basic electrical package with two 500-watt outlets
<b>Additional Included Items:</b>	<ul style="list-style-type: none"><li>● 8-foot high back drape, black</li><li>● 3-foot high side rail, black</li><li>● One 6-foot draped table, gray</li><li>● One wastebasket</li><li>● Four plastic side chairs</li><li>● One 7-inch by 44-inch, one-line booth sign with company name and booth number</li></ul>

<b>10-Foot by 30-Foot Booth</b>	
<b>Maximum height:</b>	8 feet
<b>Carpet:</b>	Gray carpet
<b>Electrical Package:</b>	Basic electrical package with three 500-watt outlets
<b>Additional Included Items:</b>	<ul style="list-style-type: none"><li>● 8-foot high back drape, black</li><li>● 3-foot high side rail, black</li><li>● One 6-foot draped table, gray</li><li>● One wastebasket</li><li>● Six plastic side chairs</li><li>● One 7-inch by 44-inch, one-line booth identification sign with company name and booth number</li></ul>



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10-Foot by 40-Foot Booth	
<b>Maximum height:</b>	8 feet
<b>Carpet:</b>	Gray carpet
<b>Electrical Package:</b>	Basic electrical package with four 500-watt outlets
<b>Additional Included Items:</b>	<ul style="list-style-type: none"><li>● 8-foot high back drape, black</li><li>● 3-foot high side rail, black</li><li>● One 6-foot draped table, gray</li><li>● One wastebasket</li><li>● Eight plastic side chairs</li><li>● One 7-inch by 44-inch, one-line booth identification sign with company name and booth number</li></ul>

20-Foot by 20-Foot Booth	
<b>Maximum height:</b>	12 feet
<b>Stand Drawings:</b>	Required to be submitted to <a href="mailto:exhibits@nbaa.org">exhibits@nbaa.org</a> for prior approval by April 15, 2022.
<b>Carpet:</b>	Gray carpet
<b>Electrical Package:</b>	Basic electrical package with four 500-watt outlets

Exposed parts of displays, including backs, must be completely finished so that they are not objectionable to other exhibitors, attendees and NBAA management. Masking drape may be ordered through Freeman to finish off sides/back of booth displays.

The following booth rules apply to all booths:

- Exhibit materials, components and identification signs will be permitted to a maximum of 8 feet, except in the 20 x 20 booths where the maximum height is 12 feet.
- All display material higher than 5 feet must not extend farther out than 5 feet from the back wall of the booth to permit a clear view from booth to booth. 20 x 20 booths may use full exhibit space.
- All exhibit material, including banner stands and other signage, higher than the 3-foot side drape must not extend farther out than 5 feet from the back wall of the booth to permit a clear view from booth to booth.



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- Exhibitors with wooden or other material structure booths must send stand drawings to [exhibits@nbaa.org](mailto:exhibits@nbaa.org) for approval by April 15, 2022.
- Ceilings are not permitted.
- No storage of materials of any kind is allowed behind booths or near electrical service. Materials necessary to supply the exhibit must be stored neatly within the purchased space.
- All booths must be set by 11 a.m. on Tuesday, May 3, 2022..
- Exhibitors may not tear down exhibits prior to 1:30 p.m. on Thursday, May 5, 2022.
- All side rails must remain up and in place at all times, unless NBAA has approved removal.
- Drape must remain in place at all times.
- Flammable materials (e.g., bunting, tissue paper, crepe paper) are not permitted within the exhibit booth.
- No helium balloons, remote-controlled vehicles or piñatas of any type are allowed in booths.
- Alcohol is permitted to be served in booths. All food and beverage must be ordered through the official service provider- The RK Culinary Group.
- Live animals are not permitted on the show floor (with the exception of service animals).
- No giveaways or props may be flown or tossed around in the exhibit hall (e.g. paper airplanes, balls, etc.).
- Exhibitor booth photos may not be taken from ladders or stop the flow of aisle traffic. All exhibitor photographers must check in with the NBAA exhibits team if they were not registered to attend the conference.
- Exhibitors may not distribute materials booth-to-booth or outside of their assigned exhibit space.
- Exhibitors must ensure their booth personnel are not blocking aisles when talking with attendees, and must staff their booth at all times.
- Exhibitors using an EAC for move-in/move-out must submit a request and complete the EAC Contract with proof of Insurance. All EACs must sign in onsite daily at registration.

### **Carpeting**

- All aisles will be carpeted in latte (brown and black tweed) carpet and booths will be carpeted in gray.
- Exhibitors will be permitted to install different color carpet at their expense. Carpet must be ordered through Freeman.

### **Catering**

- The RK Culinary Group is the exclusive catering provider in the Henry B Gonzalez Convention Center.
- Exhibitors may not dispense food or beverages of any kind, including bottled water, without written permission from the HGCC and The RK Culinary Group.



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- Food or beverages purchased outside of the HGCC may not be brought indoors and consumed within the building.
- Exhibitors planning events that will include catering must plan their events to ensure that all elements of their events, including catering and guests, are contained within their purchased exhibit space.
- Alcohol must be purchased and dispensed by The RK Culinary Group.
- No outside alcohol may be brought into the facility. This includes product owned or donated products.
- Food and beverage menus and order forms are included in the Exhibitor Service Kit.

### Children

- Children less than 12 years old are not permitted on the exhibit floor under any circumstances.
- Children 12 years old and older are permitted in exhibit areas during exhibit hours with a badge. Children will not be permitted in exhibit areas during installation and teardown.

### Cleaning

- NBAA will arrange to clean aisles after show hours and prior to opening each show day. This service does not include dusting, arranging, vacuuming or otherwise maintaining individual exhibits and trash removal.
- Exhibitors must keep their displays neatly organized. Order forms for cleaning services will be provided in the Exhibitor Service Kit.
- Exhibitors are also reminded that if they wish to have their booths cleaned on a daily basis, this service must be ordered from the Exhibitor Service Kit.

### Defacing Property

- No part of an exhibit, or signs relating thereto, may be taped, nailed, tacked, stapled, pasted or otherwise fastened to ceilings, walls, doors, windows, painted surfaces, columns, marble or fabric in any way.
- No holes may be drilled, cored or punched in the Henry B. Gonzalez Convention Center walls or floors.
- No application of paint on signs, displays or other objects is permitted in Henry B. Gonzalez Convention Center and the use of adhesive-backed decals or similar items is prohibited.
- Damages to the Henry B. Gonzalez Convention Center arising from failure to observe these rules will be billed to the exhibitor.
- Exposed parts of displays, including backs, must be completely finished so that they are not objectionable to other exhibitors, attendees and NBAA management.



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### Co-exhibitors/Companies Sharing Exhibit Space

A co-exhibitor is defined as:

- Any company whose name is included on the exhibit space
- Any company that has staff working on the exhibit space during official show hours
- Any company whose marketing materials are distributed from the exhibit space
- Any company whose products/services are marketed from the exhibit space
- Any company other than the primary exhibitor with a different company name and a different business function that is sharing the exhibit space.

Co-exhibitor registration provides co-exhibitors with the following:

- Company profile in the online exhibitor directory and mobile app, which includes exhibitor location, company contact information, 200-word profile and maximum of 10 buyers' guide categories
- Ability to upload company marketing materials/press releases to their profiles
- Ability to upload company logos for the online exhibitor directory, floor plan and mobile app.

**Note:** Co-exhibitors are not allotted badges and should arrange for badges through the primary exhibitor.

Once registered, co-exhibitors will have separate company profiles in the online exhibitor directory and the mobile app.

Co-exhibitors, like exhibitors, will log in to the Exhibitor Dashboard to update their company information online for the mobile app and online exhibitor directory.

For additional information on co-exhibitor registration, please contact NBAA at [exhibits@nbaa.org](mailto:exhibits@nbaa.org).

### Demonstrations

- All display material and demonstrations must be confined within the limits of the exhibitor's purchased space. Please reserve appropriately-sized exhibit space.
- Product demonstrations should not be placed on the aisle sides of exhibits.
- Normal aisle traffic cannot be interfered with at any time.
- NBAA reserves the right to restrict exhibits that because of noise, method of operation or any other reason become objectionable.
- Please be mindful of other exhibitors and events that are located near your stand.





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### Direct Selling

- Direct selling on the exhibit floor is prohibited.
- Canvassing or distribution of publications/marketing materials/show dailies outside of assigned exhibit space, including all booth-to-booth distribution.
- Canvassing and soliciting, except by exhibiting companies, are prohibited within 50 miles of the 2022 NBAA Maintenance Conference.
- Exhibitors and persons violating this rule will be removed.

### Drawing Approval

NBAA requires all exhibitors with 20-ft by 20-ft island booths, all specialty rows (i.e. fuel rows) and exhibitors with wooden or other material structure booths must send detailed stand drawings, including dimensions, for approval to NBAA at [exhibits@nbaa.org](mailto:exhibits@nbaa.org) by April 15, 2022.

Refer to the [booth rules](#) to see a detailed list of rules for your exhibit space prior to designing your space to be sure that it complies with show rules.

Stand drawings must include the following:

- Exhibitor name and booth number
- Rendering packet, including back view
- Technical drawings
- Booth dimensions – heights, widths and lengths of all hard walls, including glass
- Orientation – label surrounding stand numbers
- Directional information
- Maximum exhibit height within booth

Note: Exhibitors who have not received prior approval for their stand drawing may be delayed upon move-in.

Ceilings on booths are not permitted.

### Dress

In keeping with the professional nature of the business aviation industry, dress for MMC is business attire. This applies to all attendees and exhibitors, as well as to all personnel working on behalf of exhibitors in their booths.

### Electrical Equipment & Service

Freeman is the exclusive provider of electrical services at the Henry B. González Convention Center .

- Electrical equipment must be UL-approved and gasoline engines AGA-approved.
- Electrical equipment, regardless of sources of power, must comply with the U.S. National Electrical Code and federal, state and local safety requirements.



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- All equipment must be tagged properly or marked with complete information as to the type and amount of current, voltage, phase, frequency and horsepower required
- Temporary wiring is to be accessible and free from debris and storage materials.
- Hard-backed booths must have power supplies located where they are easily accessed.
- Electrical cords and connectors are to be accessible and left uncovered.
- One-hundred-and-twenty-volt (120 V) extension cords must be the three-wire, grounded type.
- Extension cords shall be three-wire with ground and shall service one appliance or device.
- Multi-plug adapters must be UL approved and have an overload internal circuit breaker.
- Home-type “cube” taps are prohibited.
- Spliced wires are heat generators and are prohibited.
- Exposed, non-current carrying metal parts of fixed equipment, which are liable to be energized, must be grounded.
- Connectors in excess of ampere rating are not to be used.
- Open-clip sockets, latex or lamp-cord wire and unapproved duplex or triplex attachment plugs in exhibits are prohibited.
- Materials necessary to the exhibit should be limited to a one-day supply and stored neatly within the purchased space.
- Electric current may be utilized for the operation of apparatus that does not produce noises of an annoying nature
- Halogen lamps are limited to 75 watts and must be of the sealed variety, which prevents direct handling of bulbs. Certain forms of halogen lamps are completely prohibited.
- No storage of materials of any kind is allowed behind booths or near electrical service. Materials necessary to the exhibit must be stored neatly within the purchased space.
- Exhibit booth hard walls must be nine inches from the property line for access to electrical.

Additional information will be provided in the Exhibitor Service Kit.

### **Fire Safety**

- All exits and exit aisles 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 display materials must be flame retardant according to Texas fire codes. A fire retardant certificate of the display materials and the exhibitor booth construction must be posted or readily available within the exhibit.
- All materials and installations must comply with the requirements of inspection by the Henry B. González Convention Center Public Safety Department.



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- The use of propane or bottled gas, flammable gasses and compressed gas cylinders, including LPG, flammable thinners, solvents, paints and aerosol cans are strictly prohibited within the Henry B. González Convention Center .

### First Aid

- First Aid at the Henry B. González Convention Center is located near Registration.

### Insurance Requirements

Exhibitor shall maintain the following during the entire Event, **including move-in and move-out periods:** (1) commercial general liability insurance, including broad form contractual liability coverage, with limits of at least \$1,000,000 per occurrence and \$2,000,000 aggregate, combined single limit for bodily injury and property damage, at least \$2,000,000 for products-completed operations aggregate, at least \$1,000,000 for personal and advertising injuries and at least \$100,000 for damage to premises rented to you; (2) workers' compensation and employers' liability insurance in accordance with statutory limits; and (3) 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 the Facility but not less than \$1,000,000.

- 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., Freeman, the Henry B. González Convention Center, the City of San Antonio, and their officers, employees, agents and assigns, must each be named as additional insured on the commercial general liability and automobile liability insurance.**
- The Exhibitor Service Kit may contain additional insurance requirements.
- 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.

### Indemnification; Assumption of Risk.

Exhibitor shall indemnify Show Management and Facility, and their parent and subsidiary companies, shareholders, officers, employees, agents and contractors (collectively, the "Indemnified Parties"), against all losses, damages, claims, demands, actions, penalties, judgments and liabilities (including court costs and reasonable attorneys' fees) (collectively, "Claims") that arise from any acts or omissions of Exhibitor or any of Exhibitor's EACs related to the Event, including, without limitation, any activities they may be conducting at the Event (regardless of whether the activities are at the Facility), or from any breach by Exhibitor of any



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term of this contract. Exhibitor assumes full responsibility for any risk of bodily injury, death or property damage or loss arising out of or related to Exhibitor's participation at the Event, whether caused by negligence, intentional act 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 Exhibitor, 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.

### **Internet/Telephone Service**

- Internet service in the exhibit halls will not be provided by NBAA.
- If internet access is needed for an exhibitor's booth, they must order service through Smart City, the exclusive provider of internet and telephone service at the Henry B. González Convention Center .
- Limited Wi-Fi service will be available in the public areas.
- Details are included in the Exhibitor Service Kit.

### **Lighting Levels**

A 50 percent level of lighting is provided in all licensed spaces during move-in and move-out. One hour prior to the opening of an event, 100 percent lighting will be provided. At the close of an event day, 50 percent lighting level will be restored.

### **Lost & Found**

Lost & Found at the Henry B. González Convention Center is located in the NBAA Show Security office located in the registration area

### **Meeting Rooms**

NBAA provides meeting rooms for exhibitors in Henry B. González Convention Center at a nominal charge and on a first-come, first-served basis during show days. Charges for signage, audio/visual and catering are not included and are the responsibility of the exhibitor.

- Exhibitors may reserve meeting rooms using the MMC Meeting Room Reservation Form.
- NBAA is not responsible for providing signage or promotion of meetings.
- Exhibitors may order signage through the Exhibitor Service Kit.
- Exhibitors who wish to have food or beverage service at their meetings must use The RK Culinary Group, the exclusive food and beverage service provider in the Henry B. González Convention Center.



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### Membership

- All primary exhibitors and co-exhibitors must be current members of NBAA.
- Non-member companies must join NBAA before purchasing exhibit space or becoming a co-exhibitor.
- All exhibitors and co-exhibitors must be current on all accounts with NBAA, and paid in full for their exhibit space, in order to occupy exhibit space.

### Music

NBAA has entered into licensing agreements with the American Society of Composers, Authors and Publishers (ASCAP) and Broadcast Music, Inc. (BMI) to allow the use of live and recorded music from the ASCAP and BMI repertoires throughout the public areas of the Henry B. González Convention Center. Exhibitors are responsible for obtaining the appropriate licenses before the use of any work at any private function or that is not in the ASCAP or BMI repertoires.

### Noise Levels

Sound levels within the exhibitor's booth should not exceed 85 decibels as determined by NBAA exhibits team and must not disrupt the conduct of business of neighboring exhibits or show management events during posted exhibit hours.

Sound level violations should be reported directly to the NBAA exhibits team.

NBAA noise policy enforcement procedure is as follows:

- An exhibitor in violation of this policy will receive a verbal warning from the NBAA exhibits team.
- If a second infraction occurs, the exhibitor will receive a written warning delivered by the NBAA exhibits team.
- If the exhibitor continues to violate the policy, the electrical power for the sound producing elements will be shut down.
- Exhibitors receiving sound violation warnings may jeopardize their priority standing at future NBAA events.

### Official Service Partners

To ensure orderly and efficient installation, operation and removal of displays and to eliminate confusion, NBAA has designated Freeman and other firms listed in the Exhibitor Service Kit as official service contractors. NBAA 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. NBAA 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.

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### NBAA Official Service Partner Logo



Exhibitors should look for the official service partner logo on official service partner order forms before ordering services, as well as on their emails and websites to ensure they are working with an NBAA-approved service provider.

### Parking

- All parking at the Henry B. González Convention Center, including handicap-accessible parking, is available on a first-come, first-served basis.
- All information about public parking near the Convention Center, including pricing and locations, is included in the Exhibitor Service Kit.

### Pets

No pets, with the exception of service animals, will be permitted in the exhibit hall at any time.

### Photo Use Permission

Any person who attends an NBAA event grants permission to NBAA, its employees and agents to record his or her images, including, but not limited to, photographs, digital images, voices, sound or video recordings, audio clips, or accompanying written descriptions, and, without notifying such person, to use his or her name and such images for any purpose of NBAA, including advertisements for NBAA and its programs.

### Security

- While the Maintenance Conference exhibits are open, a limited amount of perimeter security staff will be provided.
- Notwithstanding the foregoing, NBAA and the Henry B. González Convention Center will not be liable for loss or damage to exhibitor's property, as further provided in the [MMC Exhibitor Contract Terms & Conditions](#).
- Exhibitors are advised to obtain additional insurance coverage in advance to cover losses such as theft and damage to property.
- Exhibitors should ensure valuables are secured with lock and key.
- Order forms for additional security will be provided in the Exhibitor Service Kit.

### Segways, Skateboards, In-line/Roller Skates, Bicycles, Electric Footboards and Scooters

- The use of Segways, bicycles, skateboards, hoverboards, inline skates, roller skates or scooters (either motorized or foot-powered) or any other motorized vehicle is not permitted on Henry B. González Convention Center property without the prior approval



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of show management and the Henry B. González Convention Center Convention Services Manager.

- This includes all non-ADA approved mobility devices.

### Shipping & Storage

- The Henry B. González Convention Center cannot accept or store shipments in advance of MMC.
- Any shipment that arrives at the Henry B. González Convention Center prior to the targeted move-in dates will be refused.
- The unloading and delivery of all materials and equipment from the Henry B. González Convention Center docks or other areas to exhibitors' booths or assigned spaces and loading out from same to vehicles must be performed by Freeman as the official contractor.
- Limited hand-carry areas will be provided for the unloading of small items not requiring dollies, carts, etc. Small two-wheeled "luggage-type carts" will be allowed for moving small cartons through a designated hand-carry area. Exhibitors requiring larger wheeled devices to move their equipment or materials must contact Freeman for handling.
- No storage of materials of any kind is allowed behind booths or near electrical service.
- Materials necessary to the exhibit must be stored neatly within the purchased space.
- Empty cartons, boxes and crates are to be labeled and removed for storage prior to show opening. Storage of these items by or in exhibits is prohibited. This rule will be enforced by the Henry B. González Convention Center and NBAA.
- Freeman will receive and store exhibits and deliver them directly to the Henry B. González Convention Center exhibit halls on setup days. Freeman will also remove empty crates, provide storage during NBAA-BACE and return crates on dismantling day.

### Smoking

- Smoking is prohibited in the Henry B. González Convention Center.
- Individuals who are caught smoking in the exhibit halls will be given a warning. If caught smoking in the exhibit halls a second time, individuals will be removed from the exhibit hall and will not be permitted to work for the remainder of the day.

### Staffing

- Exhibit areas must be staffed by 12:00 pm on Tuesday, May 3 – in time for the opening of the show, and fully staffed during all official exhibit hours.
- Exhibitors will be admitted one hour prior to official exhibit hours each show day for early preparations of displays only.
- Exhibits must remain staffed and in place through 1:30 p.m. on Thursday, May 5.
- Exhibitors are reminded not to schedule meetings with attendees at their exhibits prior to show opening on show days.



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- No activities, except exhibit preparations, are to be scheduled in the exhibit areas at any time other than official exhibit hours. NBAA management reserves the right to make changes to the exhibit hours schedule with advance notice.

Note: Exhibitors who dismantle their stands prior to the official show closing at 1:30 p.m. on Thursday, May 5 may jeopardize their priority standing at future NBAA events.

### **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 Henry B. González Convention Center.
- UAS may be displayed in exhibits provided they are stationary, fit within purchased exhibit space and comply with all rules and relevant safety requirements.

### **Waste Removal**

Exhibitors and exhibitor appointed contractors (EACs) are responsible for maintaining a safe and clean environment during move-in and move-out. A clean floor policy will be enforced. More information will be provided in the Exhibitor Service Kit.