



OFFICIAL MOVE-IN SCHEDULE

HALLS 4, 5, & 6

***Tuesday 14 May - Sunday 19 May** 07:00 - 17:00♦
Monday 20 May 07:00 - 15:00

**On a targeted basis; see information below for extended hours for move-in*

STATIC DISPLAY

Sunday 19 May

Access to static display is restricted due to airport security. Access by exhibitors and/or EACs will be considered on a case-by-case basis with advance notification to EBACE management. **Same-day requests for access cannot be accommodated.** Contact jhart@nbaa.org for approval.

Monday 20 May 07:00 - 19:00

Access to Static Display for move-in is only available by shuttle bus from Hall 7. Individuals must have security wristbands or badge. As Geneva International Airport is in continuous operation with airline and business aircraft, early move-in is not permitted.

EXTENDED HOURS FOR MOVE-IN ♦

All EACs/stand builders/exhibitors who need to work on their stands after normal work hours♦ – between 19:00 - 07:00 – must complete the [Extended Hours Work Request form](#) and pay appropriate fees in the EBACE Exhibitor office, which cover additional lighting and security costs. Once the form has been submitted, all fees become payable in full – **no exceptions. Fees must be paid by credit card or in cash prior to the scheduled late move-in.** EACs/Exhibitors must exit the exhibit hall via door 620 and will be required to sign out. Additional set-up hours for the static display are not permitted. **NOT AVAILABLE for STATIC.**

Daily Extended Work Hours Fees:

Application and payment in before 14:00 – \$500

Application and payment in after 14:00 – \$750

- Neither EBACE nor Palexpo will be held liable for any damage which may occur to the exhibitor's goods, materials and/or installations.
- No late work will be permitted without following this procedure.

EXHIBITOR AND STAND BUILDER ACCESS

EBACE FREIGHT CHECK-IN GATE POINT P-49:

All freight trucks and personal vehicles must check-in at lot P-49 before accessing the EBACE exhibit halls to unload materials.

Note: In Switzerland heavy trucks (up 3,5t.) are not permitted on the roads on Sundays, at nights (22:00 - 05:00) or on holidays.

24h/24-HOUR DOOR: Door 620 (Hall 6)

CAR PARK P12 (under Hall 5):

Parking permits for move-in, show days and move-out cost CHF 54 and may be purchased at the Palexpo counter at the Exhibitor Service Desk. Hourly rates are also available; prices are displayed at parking check out.

NOTE: Parking prices increase from the second day on.

PARKING IS NOT PERMITTED IN EXHIBIT HALLS.

SECURITY WRISTBANDS/BADGES

Security wristbands are required for exhibitor-appointed contractors (EACs) to access Palexpo exhibits during move-in and move-out days.

Wristbands may be picked up beginning on Wednesday, 15 May.

Wristbands may be picked up at the security registration desk located outside registration in hall 4 or at Door 620 in hall 6. **Wristband usage will be enforced beginning Thursday, 16 May. On show days, Exhibitors and EACs must wear EBACE2019 badges. Static display: Show badges or official airport badges are required.** All exhibitors and

EACs working at EBACE are reminded of the obligation to respect the legal provisions in force in Switzerland and Geneva mentioned in the *Exhibitor Service Kit* under the Palexpo Administrative and legal Regulations Article 14.

EXHIBITOR SERVICE DESK

Located in Hall 5

Thursday 16 May	12:00 – 17:00
Friday 17 May - Sunday 19 May	08:00 – 17:00
Monday 20 May	08:00 - 19:00
Tuesday 21 May - Thursday 23 May	08:00 - 18:00

Representatives from the following groups will be available:

- Technical Installations: Palexpo +41 (0)22 761 11 27
- Show Contractor: Freeman +41 (0) 22 761 37 10
 - Shell scheme booths, furniture, carpet, graphics
- Official Freight Handler: IEL / TWI
located in office in container outside of door 620
- Official Florist: Green Me 5
- Official Caterer: Palexpo Restaurants

For OT Swiss Concierge + Limo Service please call or email:

Tel: +41-78-643-7221

Email: concierge@otswiss.com

PLEASE NOTE: Claims are not accepted after the end of the show.

CHILDREN

Children under 18 are not permitted at any time during move-in or move-out. Children under 12 are not permitted on show days. Children 12-18 are permitted on show days provided they have a badge and are accompanied at all times by an adult with a badge.

FREIGHT UNLOADING/LOADING

Vehicles must be removed after maximum of 90 minutes. No parking in front or across the gates. All aisles must be clear of all materials for cleaning and carpeting in Halls 4, 5, & 6 beginning at 15:00 on Monday 20 May. After that time, no carts or trolleys will be permitted in the aisles.

Note: On move-out, empties stored off site will not have access to exhibit hall on 23 May until all empties stored with IEL have been delivered to stands.

Parking tickets for the P49 lot are available at the Palexpo counter at the Exhibitor Service Desk.

FREIGHT HANDLING

Inter ExpoLogistics Ltd (IEL):

Location: Gate 620, Hall 6: Tel. +41 (0) 22 761 22 95

Location: Gate 44/45, Hall 4: Tel. +41 (0) 22 761 22 92

TWI: Tel. +41 (0) 22 761 22 94

CUSTOMS: Freight, handling, transport, customs, Palexpo Regulations, Article 4.2. ATA Carnet or other document to be registered at the Palexpo customs office or with IEL.

STORAGE/WASTE

Storage is not permitted beyond stand perimeter. Exhibitors should contact IEL for storage. Exhibitors may not deposit waste in the aisles, outside of halls or on the static display. For rental of waste containers or purchase of waste bags, visit the Palexpo counter at the Exhibitor Service Desk.

WASTE

During build up, on show days and during move-out, exhibitors and stand builders, both inside and on the static display, are responsible for the disposal of their trash and unused materials. Waste bags, bins and pallets can be ordered through Palexpo at the Exhibitor Service Desk.

CONTACTS

EMERGENCIES: +41 (0) 22 761 13 18 (1318)

Palexpo Desk: +41 (0) 22 761 11 27
Hall supervisor: +41 (0) 22 761 12 07

IEL:
Freight Handling (IEL) Hall 6: +41 (0) 22 761 22 95
Freight Handling (IEL) Hall 4/5: +41 (0) 22 761 22 92
Freight Handling (TWI): +41 (0) 22 761 22 94

PALEXPO Hall Supervisor +41 (0) 22 761 12 07
Freeman Exhibitor Service Desk: +41 (0) 22 761 37 10

Security Service (Securitas): +41(0) 22 761 16 81
E-mail: services.speciaux@securitas.ch

Florist: +41 (0) 79 798 72 12
Lost & Found: +41 (0) 22 761 11 27

INDOOR EXHIBITS:

Julie Stubbs : +1 (202) 802-0318
Sarah Driver, CEM: +1 (202) 909-5941
Maureen Cameron: +1 (202) 203-0609
Linda Peters: +1 (202) 415-1297

STATIC DISPLAY:

Joe Hart: + 1 (202) 415-1219

INTERNET/WIFI SERVICE FOR EXHIBITORS

On show days, free WiFi coverage is provided by Pratt Whitney for attendees in Exhibit Halls 3, 4, 5 & 6.

Login: .EBACE19 PWC FreeWiFi Password: EBACE2019

Exhibitors requiring internet for their stands must order service through Palexpo at the Exhibitor Service Desk. WiFi antennas not provided by Palexpo SA are strictly prohibited.

All private antennas which disrupt the WiFi service for the event will be disabled and the time needed to localize those antennas will be charged to the exhibitor.

IMPORTANT NOTICE:

- Protect your belongings. Exhibitors are responsible for their own goods.
- Don't leave valuables unattended during move in or move out.
- Valuables should be secured with lock and key.
- Additional stand security may be ordered from Securitas, +41 (0) 22 761 16 81, E-mail: services.speciaux@securitas.ch

BANCOMAT/ATM

Banking/Currency: ATM

Cash dispensers (Swiss Francs and Euros), Postcard, Visa, Eurocard, Mastercard, American Express, Cirrus and Maestro Locations:

- Entrance of Hall 4 near Registration
- Badge entrance of Hall 5

TRANSPORTATION

EBACE HOTEL SHUTTLE BUS: Service begins Tuesday 21 May and runs through Thursday 23 on Show Days. Please refer to the EBACE website for details.

GENEVA TRANSPORT CARD: Guests staying in Geneva hotels will receive free Geneva Transport Cards upon check-in, valid for unlimited travel on the Geneva public transport system (bus, tram, Les Mouettes (mini-ferries), local trains) for the duration of their stay.

TAXIS: A taxi station is located outside the venue close to the main entrance. Taxis can also be reserved by phone +41 (0) 22 33 141 33

PUBLIC BUSES

Network (TPG) www.tpg.ch

No 5+: (Express bus service between Airport-Palexpo-Nations-Cornavin train station) runs between 7:30-8:30 and 17:00-18:00

No 5: (Thônex-Vallard - Palexpo - Aéroport) links Palexpo with the city centre in only 15 minutes (runs every 7-8 mins).

No 10: (Rive - Aéroport) stops at the airport, 10-minute walk to Palexpo (runs every 7 to 8 mins).

No 15 tram: (Palettes - Nations) via P&R Etoile, Acacias, Station Cornavin, change at terminus « Nations » and then take No. 5 bus.

No 23: Carouge — Aéroport—Palexpo runs every 10 minutes

No 28: Les Esserts - Aéroport - Palexpo - Jardin Botanique) every 15 minutes.

Line Y (Ferney-Voltaire – Palexpo – Aéroport – Val Thoiry)

BARS/RESTAURANTS

Lunch, drinks and vending machines with drinks and snacks (panini) are available throughout move in, from 08h00 to 18h00, at the restaurant located in the Palexpo Hall 4 main entrance.

EMERGENCIES/FIRST AID/SECURITY

First Aid is located in Hall 5, near Door 512.

Accident, fire, theft call: +41 (0) 22 761 13 18

Fire-fighting equipment must be accessible at all times.

PALEXPO OVERVIEW

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EBACE
21-23 MAY 2019 | GENEVA

