



TRUCK WAITING AREA / PERMITTED ACCESS / PARKING

No stand builder trucks, no vans or cars will be permitted access to Halls 4, 5, and 6 until **ALL empty containers** have been returned on Thursday evening, 23 May. It is anticipated that trucks will be granted access starting 23:00 through ramp P-49. Cars/vans less than 2m in height may park in P12 and use hand trucks/dolleys to transport materials.

EXHIBITOR AND STAND BUILDER ACCESS

No small vehicles or cars will be permitted on site before Friday, 24 May. Trucks/cars may stage in the waiting area at P-49 beginning at 12:00 noon on Thursday 23 May. Trucks may only access the halls via the P-49 ramp.

ACCESS – EBACE FREIGHT CHECK IN GATE POINT P-49

- Parking for trucks and stand builders vehicles is available on P-49.

SECURITY WRISTBAND DISTRIBUTION:

Thursday 23 May

Static Display— Pick up at door 620, beginning at 12:00 noon; Access to static display via Hall 7 and static display buses beginning at 13:00.

Indoor Exhibits—Pick up at door 620 and Hall 4, beginning at 14:00; access begins at 16:00.

Children under 18 are not permitted in exhibit hall during move out.

STATIC DISPLAY MOVE-OUT SCHEDULE

Due to the need for aircraft movements to begin at 16:45, the following move-out schedule for the static display must be strictly followed.

Thursday, 23 May

- 12:00: EACs/Stand Builders pick up wristbands from Door 620
- 13:00: EACs/Stand Builders may begin boarding bus for static display — wristbands are required to board bus
- 14:00: Last bus leaves to Static Display
- 14:00: Exhibitors may begin tearing down exhibits
- 14:45: Last bus from Hall 7 to Static Display
- 15:00: Last bus from Static Display to Hall 7
- 15:00: All exhibitor materials must be removed from ramp or forklift ready
- 15:00: All exhibitors and EAC's must depart the ramp.
- 16:45: Aircraft movements begin

- Exhibitors are responsible for removing ALL waste from static display.
- Any materials remaining on static display after 15:00 will be removed by EBACE management with billing for labor charged directly to exhibitor.
- All truck access to the static display must be coordinated through IEL in Advance.

EXHIBITOR SERVICE DESK

Located in Hall 5

Thursday, 23 May 08:00 - 18:00
Friday, 24 May 08:00 - 15:00

- Technical Installations: Palexpo +41 (0) 22 761 11 27
- Show Contractor: Freeman + 41 (0) 22 761 37 10
- Shell scheme booths, furniture, carpet, graphics: Freeman
- Official Freight Handling: IEL +41 (0) 22 761 22 95

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

PALEXPO HALL SUPERVISOR: Phone +41 22 761 12 07

Declaration of site clearance: Must be requested from the Hall supervisor before leaving to avoid any further waste being invoiced after the exhibition.

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

INDOOR EXHIBITS MOVE-OUT SCHEDULE — HALLS 4, 5 & 6

Thursday, 23 May

No tear down is permitted until show closes 16:00 on Thursday, 23 May.
16:00: Show closes, exhibitors may begin to move out*
23:00: Trucks granted access from P49

Friday, 24 May

07:00 Exhibitor move out continues*
12:00: Shell scheme booths must completely removed from exhibit halls.

Saturday, 25 May: 07:00 – 15:00

- All truck access to the exhibit halls must be coordinated through the P-49 marshalling yard.
- Individual (POV) cars and trucks smaller than 2m may park in the P12 lot and use hand trucks/trolleys to move their exhibit materials from hall.
- Exhibitors and stand builders 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 or through the Hall Supervisor.
- Exhibitors found to be moving out early may jeopardize their exhibit space placement for EBACE2020

**Move out can continue all night*

♦EACs needing to work after 15:00 will be required to hire Securitas, which will be charged to stand builder.

FREIGHT HANDLING/EMPTIES

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.

EMPTIES: IEL (Inter ExpoLogistics) will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor. The process to return empties in Exhibit Halls 4, 5 & 6 will take approx. 9 hours. (Inclement weather may delay this process).

- No deposits of any kind are permitted outside exhibitors' stand areas.
- All vehicles must be removed after maximum 90 minutes.
- No parking is permitted in front or across the gates.

CONTACTS

EMERGENCIES:

+41 (0) 22 761 13 18 **1318**)

Palexpo Desk:

+41 (0) 22 761 11 27

+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) 2 761 **22 92**

Freight Handling (TWI): +41 (0) 22 761 **22 94**

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:

Sarah Driver, CEM +1 (202) 909-5941

Julie Stubbs : +1 (202) 802-0318

Maureen Cameron: +1 (202) 203-0609

Linda Peters: +1 (202) 415-1297

STATIC DISPLAY:

Joe Hart: + 1 (202) 415-1219

BARS/RESTAURANTS

Lunch and drinks are available on Friday, 24 May, from 08:00-18:00, at the restaurant located in the Palexpo entrance near Hall 3. Vending machines with drinks and snacks (panini) are available throughout move-out in main entrance hall.

IMPORTANT NOTICE:

- **Protect your belongings. Exhibitors are responsible for their 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,**

EMERGENCIES/FIRST AID/SECURITY

First Aid is located in Hall 5.

Accident, fire, theft call: +41 (0) 22 761 13 18 or +41 (0) 22 761 16 81

Fire-fighting equipment must be accessible at all times.

MAKE PLANS TO ATTEND EBACE2020!



Submit your exhibit application and payment by 8 November 2019 to qualify for priority placements.

www.epace.aero/2020

WASTE REMOVAL

Exhibitors/EACs are responsible for properly disposing of all booth trash and unused materials during move out. Kindly remember to order your **red plastic waste bags** or **waste bins** at the **Palexpo counter** located at the Exhibitor Service Desk in hall 4.

All **"wood" waste** must be put on pallets, weighed and taken away by Palexpo at CHF 390.-/ton (CHF 480.- in bulk). Pallets can be ordered through the Palexpo counter located at the Exhibitor Service Desk, in hall 4. The Palexpo Hall Supervisor will be monitoring this throughout the entire EBACE event.

