

## EXHIBITOR QUICK FACTS

### **CARPET – EXHIBIT HALL**

EBACE management carpets aisles only. All indoor exhibitors are responsible for providing floor covering for their entire purchased exhibit space. The EBACE2017 aisle carpet will be blue.

### **EXHIBITOR MOVE-IN**

- Move-in for indoor exhibitors in Hall 4, 5 and 6 begins on Monday, 15 May 2016 at 08:00 and will be on a targeted basis. All exhibits must be fully installed by Sunday, 21 May at 15:00.
- Refer to the color-coded targeted floor plan for your assigned freight check-in date and time. The target indicates the earliest possible time you may check in and placed in line for same day unloading.
- Should you wish to change your target date, kindly contact Rachel Thomas, [rthomas@nbaa.org](mailto:rthomas@nbaa.org), with your emailed request.
- Please note: Target changes will not be accepted beginning one week prior to the first day of move in, Monday 8 May. This ensures all of our vendors have the appropriate lead time to complete orders before an exhibitor's freight arrives.

**IMPORTANT:** If you are delivering display items directly to show site and are scheduling exhibit labor, please make arrangements for labor to arrive at least 4 hours after your scheduled target time. Target time is based on truck check-in and does not necessarily represent the time your truck will be unloaded.

### **REMOVAL, STORAGE AND RETURN OF EMPTIES**

Inter ExpoLogistics (IEL) has the exclusive authority to remove, store and return empty crates for EBACE. This will ensure that empty crates are returned to all exhibitors in the most expeditious manner at the close of the show.

### **SECURITY WRISTBANDS**

EBACE security wristbands are required for all exhibitor-appointed contractors (EACs)/I&D labor to access the exhibit hall on move-in and move-out days. One supervisor from each EAC/I&D company will be responsible for picking up wristbands from the designated security station each afternoon prior to the day of use and distributing them to their personnel.

Wristbands can be picked up in the Hall 4 foyer during move in between 12:00 and 17:00 beginning Monday, 15 May and at the 24-hour security door 620 between 12:00 and 17:00 during move in beginning 15 May and during move out. (See enclosed Targeted Hall floor plan for exact location).

### **STATIC DISPLAY/GENEVA INTERNATIONAL AIRPORT ACCESS**

The static display area will be accessible beginning on Sunday 21 May at 08:00 for all EBACE exhibitors with show badges. Prior to this time, no one without an official airport badge will be granted access to the static display.

### **REGISTRATION HOURS**

EBACE exhibitor, attendee & press registration will be located inside the entrance to Hall 4.

Friday, 19 May	12:00 – 17:00	Exhibitor Registration only
Saturday, 20 May	09:00 – 18:00	Exhibitor & Press registration only
Sunday, 21 May	07:30 – 18:00	Exhibitor, Attendee & Press registration
Monday, 22 May	08:00 – 18:00	Exhibitor, Attendee & Press registration
Tuesday, 23 May	08:30 – 18:00	Exhibitor, Attendee & Press registration
Wednesday, 24 May	08:30 – 16:00	Exhibitor, Attendee & Press registration

## SHOW HOURS

**NOTE: EBACE2017 will be held Monday, 22 May; Tuesday, 23 May; and Wednesday, 24 May, rather than the typical Tuesday through Thursday format.**

### **Sunday, 21 May – Press Day**

Press Headquarters Open	08:00 – 17:00
Press Luncheon, <i>by invitation only</i>	13:00 – 14:30
Press Afternoon	14:30 – 18:00

### **Monday, 22 May**

Opening General Session	09:00 – 10:00
Press Headquarters Open	08:00 – 18:00
Exhibit Halls and Static Display Open	10:00 – 18:00

### **Tuesday, 23 May**

Exhibit Halls and Static Display Open	09:00 – 18:00
Press Headquarters Open	08:30 – 18:00

### **Wednesday, 24 May**

Static Display Open	09:00 – 14:00
Exhibit Halls Open	09:00 – 16:00
Press Headquarters Open	08:30 – 16:00

- **EBACE Management encourages all EBACE exhibitors and attendees to attend the Opening General Session and requests that appointments not be scheduled to conflict with this event.**
- Booths and static display areas must be fully staffed during official exhibit hours. Exhibitors will be admitted at 07:00 each exhibit day for early preparation of displays only. No activities – except booth preparations – are to be scheduled in the exhibit hall prior to show hours

## EXHIBITOR MOVE-OUT

**Exhibit Halls:** Move-out for exhibits in Hall 4, 5 and 6 will begin at 16:00 on Wednesday, 24 May 2017. All exhibit materials must be completely dismantled, packed into crates and secured by 17:00 on Friday, 26 May. **Please note that trucks are not permitted on the roads during holidays and on Sundays.** IEL will begin returning empty containers as soon as aisle carpeting has been removed from the exhibit halls. The entire process to return empties could take approximately 8 hours.

**Note:** Inclement weather may delay this process.

**Truck Access to Hall 4, 5 and 6:** Please note that **NO** trucks will be permitted access to Halls 4, 5 and 6 until **ALL** empty containers have been returned on Wednesday evening, 24 May. It is anticipated that trucks will be granted access starting at 21:00.

For general freight/material handling questions, please contact IEL directly at +41 22 798 1328 or via email at [info@iel.ch](mailto:info@iel.ch).

**Static Display:** Move-out for the static display on Geneva International Airport will begin at 14:15 on Wednesday, 24 May. No aircraft movements may commence until 16:45. All materials must be removed from the static display by 21:00 on Wednesday, 24 May 2017.

**Security:** Please secure all belongings at close of show. While EBACE management will provide perimeter security, all personal and booth items are the sole responsibility of the exhibitor or EAC. There will be an abundance of people in the exhibit halls at the close of show on Wednesday, 24 May. Be aware and lock up all items of value.

## **BOOTH EQUIPMENT**

- Shell-scheme stands include white wall panels in all inline stand spaces (9 sqm, 18 sqm, and 27 sqm).

## **SHELL-SCHEME STANDS**

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

Shell-scheme stands include the following:

- Solid white back wall and side wall panels, 2.5m (8ft) high
- White metal crossbars to affix fascia name board and/or spotlights. These items must be purchased separately by exhibitors.
- The maximum permitted height of exhibit materials and components is 2.5m (8ft).
- **NEW FOR 2017: Exhibitor identification signs are permitted to a maximum height of 3.05m (10 ft).**

## **INLINE RAW STANDS**

- **Inline raw exhibitors must finish their 2.5m (8ft) back wall and sidewalls.**
- All inline raw space exhibitors must submit detailed stand drawings to EBACE for approval by 31 March 2017.
- **NEW FOR 2017: Exhibitor identification signs are permitted to a maximum height of 3.05m (10 ft).**

Exhibitors with questions may contact NBAA's Rhonda Hughes at [rhughes@nbaa.org](mailto:rhughes@nbaa.org) or +1 (202) 909-5941, or Rachel Thomas at [rthomas@nbaa.org](mailto:rthomas@nbaa.org) or +1 (202) 478-7760.

Exhibitors may order several different turnkey shell-scheme packages or custom exhibits directly through Freeman, providing easy, convenient and cost-effective solutions to the complexity and expense of traditional trade show exhibits.

## **FURNITURE RENTALS**

Take advantage of discount prices by completing orders and payments with Freeman by **Friday, 21 April**.

- Any order revisions and/or substitutions requested after the discount deadline date of **Friday, 21 April**, are subject to the standard rates if requested items are available.
- Furniture cancellations after **21 April** may be subject to 30% restocking fees.
- Furniture exchanges, returns or credits will not be granted after **3 May**.
- On-site returns and/or cancellations are subject to 100% cancellation charges.

## **FURNITURE DELIVERY DATES**

- Advance orders placed on or before **21 April** will be delivered to stands no later than 17:00 on Thursday, 18 May.
- Late orders received after **21 April** will be delivered by 17:00 on Friday, 19 May.
- On-site orders (from 15 May on) will be delivered by 17:00 on Saturday, 20 May, if not earlier.
- Large furniture orders for stands over 180 sq. m (2,000 sq. ft) will be delivered on Saturday 20 May to allow for build-up to be completed and all trash/debris will be removed from stand. Exhibitors should contact Freeman to make special arrangements for earlier deliveries, if required.

## EXHIBITORS AND STAND BUILDERS

Please be advised that the copyright laws of Switzerland forbid the rental, sale or possession of furniture, or other items, of an illegally copied design without proper licensing from the owner of such designs. Violators may have their stands seized and closed for the duration of the show. Furniture rentals through the official general contractor are guaranteed not to violate these or other intellectual property protection laws.

## EXHIBITOR SERVICE DESK

The Exhibitor Service Desk will be located in Hall 5 and will be open during the following hours:

### Hours:

Wednesday, 17 May	12:00 – 17:00
Thursday 18 May – Saturday 20 May	08:00 – 17:00
Sunday, 21 May	08:00 – 19:00
Monday, 22 May – Tuesday, 23 May	08:00 – 18:00
Wednesday, 24 May	08:00 – 18:00

## PARKING

### Car Parking:

Passes for Lot P-12 under Hall 5, valid for move-in, show days and move-out Monday, 15 May – Friday, 26 May, can be ordered in advance through the Exhibitor Service Kit. Passes may be ordered online for show days at the price per pass of CHF 18.00 per day or CHF 54.00 for the three show days, including VAT. Passes will also be available at the Exhibitor Service Desk on site at Palexpo at the price per pass = CHF 54.00 including VAT. Parking tickets cost CHF 2.00/hour or CHF 20.00/day. Parking during move in and move out is free for individuals who purchase passes. Absolutely no personal vehicles and/or parking are allowed inside the exhibit halls.

### Truck Parking:

Truck parking in Lot P-49 is free of charge during move in and move out. Passes will be required for show days, 22-24 May. Passes can be ordered in advance through the Exhibitor Service Kit (Palexpo online orders) and will also be available for purchase on site at the Exhibitor Service Desk (Price per pass = CHF 180.00 including VAT).

## SMOKING

EBACE is a non-smoking event. In Geneva, smoking is prohibited in all public areas. All Palexpo premises, as well as the static display of aircraft, are considered public areas. Smoking is, therefore, strictly prohibited. All exhibitors and attendees of EBACE2017 are required to adhere to this regulation. Companies and individuals found to be in violation of this regulation risk being fined.

## COMPULSORY CONTRACTOR PASSES

Palexpo reminds all exhibitors and staff working at EBACE of the obligation to respect the legal provisions in force in Switzerland and in Geneva mentioned in the Exhibitor Service Kit, located under the Palexpo regulations, "Administrative and Legal Regulations: Article 13."

## WASTE/TRASH DISPOSAL

Containers and waste bags can be rented to exhibitors and stand builders during move in/move out at the Palexpo desk in the Exhibitor Service Center. Please refrain from depositing trash in the aisles and outside Palexpo. Exhibitors and/or stand builders are responsible for the removal of their waste during move in and move out. Exhibitors and stand builders will be billed by the Palexpo Operations Department.

On show days, removal of waste is **free of charge**.



**SECURITY**

Main security number +41 (0) 22 761 1681

**Note:** Please call for after-hours assistance, security gates, entrance/exit from exhibit halls. In case of accident or fire please call +41 (0)22 761 1318.