

### IMPORTANT DATES & DEADLINES

<b>Thursday 10 November</b>	<b>Exhibitor Application Priority Deadline</b>	Deadline for submitting exhibitor application contract with payment to receive discounted rate and qualify for the priority draw.
<b>Friday 31 March</b>	<b>Stand Drawings for Multilevel and Covered Stands due</b>	All exhibitors with multilevel and covered stands must submit one copy of a sealed and scaled floor plan (with front and side elevations) of their exhibit space to NBAA and Palexpo. For more information, review the <a href="#">EBACE2017 rules</a> .
<b>Friday 31 March</b>	<b>Co-Exhibitor Registration Deadline</b>	Exhibitor deadline to notify EBACE Management of all companies that will be sharing their exhibit space – this includes displaying the advertising or products/services of another company.
<b>Friday 31 March</b>	<b>Exhibitor-Hosted Stand Event Approval Request due</b>	Deadline for submitting approval form for on-stand events to be held during official show hours.
<b>Friday 31 March</b>	<b>Set-Up and Tear-Down Security Wristband Order Form Due</b>	Order forms should be completed and returned to Securitas, the EBACE security provider.
<b>Monday 4 April</b>	<b>Static Display Aircraft Arrival Information Form Deadline</b>	Aircraft arrival information form due to EBACE management. For more information, refer to the <a href="#">EBACE2017 static display rules</a> .
<b>Tuesday 28 March</b>	<b>Show Guide Advertising Insertion Order Deadline</b>	Exhibitors wishing to advertise in the EBACE2017 <i>Show Guide</i> should submit insertion orders by this date.
<b>Thursday 20 April</b>	<b>Static Display – Exhibitor Insurance Documentation due</b>	For more information, refer to the <a href="#">EBACE2017 static display rules and regulations</a> .
<b>Tuesday 4 April</b>	<b>Show Guide Art due</b>	EBACE2017 <i>Show Guide</i> art deadline.
<b>Wednesday 12 April</b>	<b>APU &amp; GPU Order deadline</b>	Deadline for ordering APUs and GPUs from AEM International.
<b>Wednesday 12 April</b>	<b>Static Display GPU and APU Orders due</b>	Ground power unit (GPU) and air-conditioning (APU) order forms due to AEM International no later than Wednesday 12 April. For more information, please see <a href="#">EBACE2017 static display rules</a> .
<b>Thursday 13 April</b>	<b>Palexpo Orders Discount Pricing Deadline</b>	Deadline for discounted rates for services provided by Palexpo. Rates increase by 20% after this date.
<b>Friday 21 April</b>	<b>Freeman Orders Discount Pricing Deadline</b>	Deadline for standard price Freeman orders. <b>Note:</b> Furniture exchanges, returns and/or credits will not be granted after 3 May.
<b>Thursday 20 April</b>	<b>Static Display Layouts due</b>	Static display layouts due. For more information, please see <a href="#">EBACE2017 static display rules</a> .

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<b>Wednesday 3 May</b>	<b>Furniture Cancellations and/or Substitutions Deadline</b>	Furniture cancellations and/or substitutions will only be accepted on or before the advance order deadline, 3 May 2017.
<b>Tuesday 9 May</b>	<b>TWI Shipping Deadline</b>	General air freight cut-off is 9 May.
<b>Monday 15 May– Sunday 21 May</b>	<b>Exhibit Halls Move-In</b>  <b>Raw Space Exhibitors in Halls 4, 5 &amp; 6</b>	<p>*Monday 15 May                    08:00 – 17:00            *Tuesday 16 May                08:00 – 17:00            *Wednesday 17 May            08:00 – 17:00            *Thursday 18 May               08:00 – 17:00            *Friday 19 May                 08:00 – 17:00</p> <p><b>*on a targeted basis – see Target Floor Plan</b></p> <p>Exhibitors requiring additional time for indoor set-up should contact NBAA’s Rachel Thomas at <a href="mailto:rthomas@nbaa.org">rthomas@nbaa.org</a>.</p> <p>Indoor exhibits must be completely set up by 15:00 on Sunday 21 May so that Freeman can lay aisle carpet. All freight must be removed from the floor at this time.</p>
<b>Friday 19 May – Sunday 21 May</b>	<b>Exhibit Halls Move-In</b>  <b>Shell-Scheme Stands in Halls 4, 5 &amp; 6</b>	<p>Friday 19 May                    08:00 – 17:00            Saturday 20 May               08:00 – 17:00            Sunday 21 May                 08:00 – 15:00</p> <p>Installation and decoration of shell-scheme stands provided by Freeman. Indoor exhibits must be completely set up by 15:00 on Sunday, 21 May so that aisle carpet can be installed. All freight must be removed from the floor at this time.</p>
<b>Sunday 21 May</b>	<b>Static Display Move-In</b>	<p>*Saturday 20 May               08:00 – 19:00 (Aircraft arrivals)            Sunday 21 May                08:00 – 19:00 (general move in)</p> <p><b>*on a targeted basis</b></p> <p>As Geneva International Airport is in continuous operation for airline and business aircraft, early move-in is not permitted.</p>
<b>Friday 19 May – Wed. 24 May</b>	<b>Registration Open</b>	<p>Friday 19 May                12:00 – 18:00     <i>Exhibitors</i>            Saturday 20 May            09:00 – 18:00     <i>Exhibitors &amp; Press</i>            Sunday 21 May              07:30 – 18:00               <i>Exhibitors, Press &amp; Attendees</i></p> <p>Monday 22 May               08:00 – 18:00               <i>Exhibitors, Press &amp; Attendees</i></p> <p>Tuesday 23 May             08:30 – 18:00               <i>Exhibitors, Press &amp; Attendees</i></p> <p>Wednesday 24 May        08:30 – 16:00               <i>Exhibitors, Press &amp; Attendees</i></p> <p>Registration for exhibitors, attendees and press will be located inside the entrance to Hall 4.</p>
<b>Sunday 21 May</b>	<b>Exhibits Must Be Set and in Place</b>	All exhibits must be in place by 15:00 on Sunday 21 May, so that aisle carpeting may be installed. Exhibitors may continue stand preparations within their individual spaces.

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<b>Sunday 21 May</b>	<b>EBACE Press Day</b>	<p>Sunday 21 May 08:00 – 17:00 Exhibit Halls 4, 5 &amp; 6 and static display</p> <p><i>*Viewing of exhibits and static display of aircraft by accredited media</i></p>
<b>Sunday 21 May</b>	<b>Press Luncheon, by invitation only</b>	<p>Sunday 21 May 13:00 – 14:30</p>
<b>Monday 22 May – Wednesday 24 May</b>	<b>Exhibit Hours – Exhibit Halls &amp; Static Display</b>	<p>Monday 22 May 10:00 – 18:00 Tuesday 23 May 09:00 – 18:00 Wednesday 24 May 09:00 – 16:00 <i>Exhibit Halls</i> 09:00 – 15:00 <i>Static Display</i></p>
<b>Monday 22 May</b>	<b>EBACE Opening General Session</b>	<p>Monday 22 May 09:00 – 10:00</p> <p>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.</p>
<b>Wednesday 24 May – Friday 26 May</b>	<b>Exhibit Halls Move-Out</b>	<p>Wednesday 24 May 16:00 – 23:00 Thursday 25 May 07:00 – 20:00 Friday 26 May 07:00 – 17:00</p> <p><i>*Exhibitors may not begin to dismantle their exhibits until the show closes at 16:00 on Wednesday 24 May. Exhibitors who dismantle early may lose their eligibility for the EBACE2018 priority draw.</i></p> <p><b>Note:</b> Shell-scheme stands must be removed by 12:00 on Thursday 25 May.</p> <p>All exhibit materials must be completely dismantled, packed into crates and secured by Friday 26 May at 17:00.</p> <p>Inter ExpoLogistics (IEL) will begin returning empty containers as soon as the aisle carpeting has been removed from the exhibit floor. The entire process for returning empties may take up to 6-8 hours. <b>Note:</b> Inclement weather may delay this process.</p> <p><b>Truck Access to Halls 4, 5 &amp; 6:</b> NO trucks will be permitted to access Halls 4, 5 &amp; 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.</p>
<b>Wednesday, May 24</b>	<b>Static Display Move-Out</b>	<p>Exhibitor tear-down may not begin until 15:00 on Wednesday 24 May (show closing).</p> <p>Between 15:00 and 16:00, only Exhibitors with badges and EACs with security wristbands will be allowed on the static display.</p> <p>No aircraft movements will commence until 15:45 that same day.</p> <p>All aircraft and exhibit materials must be removed from the static display of aircraft by 15:00 on Wednesday 24 May.</p>