

## INDOOR EXHIBITOR RULES

**All EBACE indoor exhibitors must review and abide by these rules, as well as the exhibitor general rules.**

### **AIR CONDITIONING**

Only water-cooled condenser systems are permitted in the exhibit halls and in real aircraft and mock-ups displayed inside exhibit halls. There are no exceptions to this rule, so please plan accordingly. Exhibitors wishing to install water-cooled condenser air conditioning systems, with a maximum four-bar pressure, should request estimates from Palexpo.

### **ALLOCATION OF INDOOR EXHIBIT SPACE**

Indoor exhibit space is assigned based on the priority draw procedures outlined below. To be included in the EBACE2017 priority draw, exhibit applications must have been submitted with payments in full by 10 November 2016. The EBACE2017 priority exhibit space placements will take place between 29 November and 22 December 2016. All qualifying exhibitors will receive email confirmation of their qualification for the priority draw and the official results of the priority draw in advance of the exhibit space placements.

#### **Priority One**

Included all exhibitors that reserve a minimum of 20 contiguous exhibit spaces (180 sqm). All original airframe manufacturers within Priority One that are displaying an aircraft either inside their exhibit space or on the static display will be assigned appointment times ahead of other priority-one exhibitors.

#### **Priority Two**

Includes all exhibitors reserving less than 180 sqm that select the premium placement option at the time of application. Priority-Two exhibitors who were sponsors at EBACE2016 will be assigned appointment times first among Priority-Two exhibitors, followed by those Priority-Two exhibitors that have exhibited at EBACE for at least 10 consecutive years.

#### **Priority Three**

Includes those exhibitors that reserve less than 180 sqm and have exhibited at EBACE for at least 10 consecutive years. Priority-Three exhibitors who were sponsors at EBACE2016 will be assigned appointment times first among Priority-Three exhibitors.

#### **Priority Four**

Includes those other exhibitors whose applications and full payments are received no later than November 10, 2016. Priority-Four exhibitors who were sponsors at EBACE2016 will be assigned appointment times first among Priority-Four exhibitors.

Companies who submit payments and applications after the 10 November 2016, deadline will be placed in the order that they are received after Priority-One to -Four exhibitors have been placed.

Once priority category has been determined for all eligible exhibitors, each exhibitor will receive via email:

- Official priority draw results
- Confirmation of their participation in the live, online exhibit space placement
- Detailed timeline for live exhibit space placement
- Information about the live, online stand selection process
- Reminder of permissible stand configurations and hanging sign rule

**Following the placement of each exhibitor, exhibitors will receive stand confirmation, including stand number, via email.**

### **CARPETING**

EBACE management carpets aisles only. Exhibitors are responsible for providing floor covering for their entire purchased exhibit space. The EBACE2017 aisle carpet color is blue.

### **CATERING**

Palexpo has partnered with 12 different catering companies to offer a wide variety of choices for exhibitors' stand catering needs.

***Only Palexpo and their official partners are authorized to work on site.***

For more information or to place orders, contact:

#### **Restaurants Palexpo**

Rte François Peyrot 30  
1218 Grand-Saconnex/Geneva  
Switzerland  
Tel: +41 (0) 22 761 15 00

[www.palexpo.ch](http://www.palexpo.ch)

Angela Gautschi: [angela.gautschi@palexpo.ch](mailto:angela.gautschi@palexpo.ch)  
Jean-Luc Aubertel: [jlaubertel@palexpo.ch](mailto:jlaubertel@palexpo.ch)

#### **Beau-Rivage Genève**

Quai du Mont-Blanc 13  
CH-1201 Genève  
Tel: +41 (0)22 716 69 35  
Fax: +41 (0)22 716 60 60

Email: [banquets@beau-rivage.ch](mailto:banquets@beau-rivage.ch)  
Website: [www.beau-rivage.ch](http://www.beau-rivage.ch)

#### **Gilles Desplanches**

Chemin Louis-Hubert 2  
CH-1213 Petit-Lancy  
Tel: +41 (0)22 879 95 42  
Mobile: +41 (0)79 930 77 75  
Fax: +41 (0)22 879 95 40

Email: [reception@gillesdesplanches.com](mailto:reception@gillesdesplanches.com)  
Website: [www.gillesdesplanches.com](http://www.gillesdesplanches.com)

#### **Compass Group**

c/o BIBC  
Chemin de Blandonnet 8c  
1214 Vernier  
Tel: +41 (0)22 341 39 07

Email: [traiteur@compass-group.ch](mailto:traiteur@compass-group.ch)  
Website: <http://dev.compass-catering.ch>

#### **Eldora Traiteur**

Chemin des Pontets 33  
CH-1212 Grand-Lancy  
Tel: +41 (0)22 753 93 30  
Fax: +41 (0)22 753 93 32

Email: [info@eldora-traiteur.ch](mailto:info@eldora-traiteur.ch)  
Website: [www.eldora-traiteur.ch](http://www.eldora-traiteur.ch)

#### **Eve.Rest**

Sàrl E.R.C  
Eve.Rest Catering  
Rue de Genève, 18  
CH-1225 Chêne-Bourg  
Tel: +41 (0)79 683 81 11

Email: [laura@everest-catering.com](mailto:laura@everest-catering.com)  
Website: [www.everest-catering.com](http://www.everest-catering.com)

#### **Genecand Traiteur**

Avenue de la Praille 55  
CH-1227 Carouge  
Tel: +41 (0)22 329 31 96  
Fax: +41 (0)22 320 31 64

Email: [contact@genecand.ch](mailto:contact@genecand.ch)  
Website: [www.genecand.ch](http://www.genecand.ch)

#### **Geneva-chefs exhibition catering**

Im Schloss  
CH-8259 Wagenhausen  
Avenue de Vaudagne 13  
CH-1217 Meyrin  
Tel: +41 (0)52 741 42 47

Fax: +41 (0)52 741 42 47  
Email: [ce@mailchefs.com](mailto:ce@mailchefs.com)  
Website: <http://geneva-chefs.ch>

# EBACE

22-24 MAY 2017 | GENEVA

## **Newrest-Canonica Services**

Route de l'aéroport 5  
CH-1215 Genève 15  
Tel: +41 (0)22 717 78 71  
Mobile:+41 (0)79 560 46 71  
Fax: +41 (0)22 717 78 92  
Email: [p.schuller@newrest-canonica.eu](mailto:p.schuller@newrest-canonica.eu)  
Website: [www.newrest.eu](http://www.newrest.eu)

## **RSH Quality Food Concept**

Ch. de la Colice 3 / BP 208  
CH-1023 Crissier/VD  
Tel: +41 (0)21 635 29 80  
Fax: +41 (0)21 635 29 81  
Email: [rsh@rsh-traiteur.ch](mailto:rsh@rsh-traiteur.ch)  
Website: [www.rsh-traiteur.ch](http://www.rsh-traiteur.ch)

## **Novae Traiteur**

Route de Drize 7  
CH-1227 Carouge  
Tel: +41 (0)22 753 93 50  
Email: [novae.traiteur@novae-restauration.ch](mailto:novae.traiteur@novae-restauration.ch)  
Website: [www.novae-traiteur.ch](http://www.novae-traiteur.ch)

## **Starling Hotel Geneva**

Route François-Peyrot 34  
CH-1218 Grand-Saconnex  
Tel: +41 (0)22 747 02 02  
Email: [contact@shgeneva.ch](mailto:contact@shgeneva.ch)  
Website: [www.shgeneva.com](http://www.shgeneva.com)

## **CLEANING**

EBACE management will arrange to clean aisles after show hours and prior to opening each show day.

Exhibitors may order cleaning/vacuuming for their stand from Freeman through the Exhibitor Service Kit or on site at the Exhibitor Service Desk. Exhibitors must keep their displays neatly organized.

## **CO-EXHIBITORS/COMPANIES SHARING EXHIBIT SPACE**

EBACE management must be advised in advance of any and all co-exhibitors/companies sharing exhibit space. Failure to advise EBACE management of shared exhibit space in advance – including displaying the advertising of another company's products or services – may result in a minimum of \$3,865 per company, per stand and/or a minimum of \$1,500 per company, per static display space.

Please note the following rules regarding co-exhibitors:

- Co-exhibitors must have an existing corporate relationship between themselves and the contracted primary exhibitor.
- Co-exhibitors must be members in good standing of EBAA or NBAA. Any exhibitor or co-exhibitor with its headquarters in Europe must be a member of EBAA.
- All co-exhibitors must submit an EBACE2017 [Co-Exhibitor Registration Form](#) and payment of U.S. \$500 to appear in the online exhibitor directory and the EBACE2017 mobile app.
- Co-exhibitors, like exhibitors, will receive login credentials to update their company information online for the mobile app and online exhibitor directory.
- Co-exhibitors are not allotted badges and should work through their primary exhibitor to secure badges.
- Co-exhibitor company name and exhibit location will appear in the printed show guide provided co-exhibitor registration is complete by 31 March 2017.
- Company profile will appear in the online exhibitor director and mobile app.

## **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 Palexpo walls or floors.



- No application of paint on signs, displays or other objects is permitted in Palexpo and the use of adhesive-backed decals or similar items is prohibited.
- Damages to Palexpo arising from failure to observe these rules and regulations 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/or EBACE management.

### **DEMONSTRATIONS**

All display material and demonstrations must be confined within the limits of the exhibitor's purchased space. Please reserve appropriate stand and static display space size. Product demonstration should not be placed on the aisle side of the exhibits. Normal aisle traffic cannot be interfered with at any time. EBACE management reserves the right to restrict exhibits that because of noise, method of operation or any other reason become objectionable.

### **DRAWING/LAYOUT APPROVAL**

Exhibitors reserving inline raw and raw exhibit space, those with multilevel stands and those stands with rigging, must submit their detailed, scaled floor plans and stand drawings online for approval to EBACE management by March 31, 2017.

Please note that hanging signs are only allowed along the perimeter of the exhibit hall and are indicated in green on the floor plan.

**Note:** Drawing approvals are **not** required for shell scheme space.

Scaled plans must include:

- Event name: EBACE2017
- Stand number
- Maximum number of occupants allowed
- Structural engineer's stamp certifying that the platform can bear the maximum occupant load

Drawings for tents, awnings and canopies should include detailed plans showing size, height, location, anchoring areas and certification that the material is flame retardant.

Certain stands may require fire watches, smoke detection devices, fire extinguishers, multiple exits, etc., as required by fire prevention officials.

**Exhibitors with double-deck structures or rigging, regardless of size, must submit a copy of a sealed and scaled floor plan, with front and side elevations via the [Stand Drawings Approval Request Form](#).**

### **Contact:**

EBACE U.S.A. Office  
Rachel Thomas, Manager, Exhibits  
1200 G Street NW, Suite 1100  
Washington, DC 20005, USA

Email:

[EBACEstanddrawings@nbaa.org](mailto:EBACEstanddrawings@nbaa.org)



**Exhibitors with double-deck structures or rigging, regardless of size, must submit a copy of a sealed and scaled floor plan, with front and side elevations to Palexpo:**

**Contact:**

Claudine Fischer

Palexpo SA Case  
Postale 112  
CH-1218 Grand Saconnex  
Geneva, Switzerland

Email: [claudine.fischer@palexpo.ch](mailto:claudine.fischer@palexpo.ch)

Tel: +41 (0) 22761 11 43

Fax: +41 (0) 22 798 0143

Questions should be addressed to: [EBACEstanddrawings@nbaa.org](mailto:EBACEstanddrawings@nbaa.org)

**ELECTRICAL SERVICE**

Electric current may be utilized for the operation of apparatus as long as they do not produce noises of an annoying nature.

**Palexpo is the exclusive provider of electrical service for EBACE.** Standard electrical service can be provided for equipment needing 220 VAC and 400 VAC (50 or 60 Hz) service. Electrical service is billed directly from Palexpo to the exhibitor based on KVA required. This billing is in addition to, and completely separate from, the EBACE static display charges.

**Contact:**

Charles Keller, Chief of Electrical Service  
Palexpo SA  
PO Box 112  
CH-1218, Grand-Saconnex  
Geneva, Switzerland

Tel: + (41) 22 761 11 11 or +41 (22) 761 11 50 (Direct)

Fax: + (41) 22 761 11 55

Email: [charles.keller@palexpo.ch](mailto:charles.keller@palexpo.ch)

**EXHIBIT HOURS**

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

Monday, 22 May	10:00 – 18:00	Exhibit Halls and Static Display
Tuesday, 23 May	09:00 – 18:00	Exhibit Halls and Static Display
Wednesday, 24 May	09:00 – 16:00	<i>Exhibit Halls</i>
	09:00 – 14:00	<i>Static Display</i>

### **EXHIBITOR-APPOINTED CONTRACTORS (EACs)/STAND BUILDERS/THIRD-PARTY CONTRACTORS**

Exhibitors have the option of using Freeman (the official service contractor for EBACE), a qualified independent stand builder, an exhibitor-appointed contractor (EAC) or full-time personnel from their own company to install and dismantle displays.

Any exhibitor using a non-official EAC for installation and dismantling must submit the following to EBACE management by **31 March 2017**:

- Exhibitor [Notification of Intent to Use Exhibitor-Appointed Contractor/Stand Builder Form](#).
- Signed EAC Contract providing proof of the exhibitor-appointed stand builder's workers' compensation insurance, with the limit to be at least \$1,000,000; employer's liability and general liability limit to be at least \$1,000,000.

Exhibitors who fail to provide the EAC contract by the **31 March 2017** deadline will be required to hire the services of the EBACE official service contractor, Freeman, for installation and dismantling of their stand.

**Note:** If an EAC subcontracts their services, it is the exhibitor and the EAC's responsibility to notify show management that the sub-contracted vendor along with the supervising EAC has submitted appropriate paperwork. Non-documented sub-contracted vendors will not be permitted on the exhibit floor until proper documentation (insurance and notification) has been provided to show management.

Exhibitors utilizing the services of an installation and dismantling company/EAC during official show hours must provide exhibitor badges for those individuals. Installation and dismantling individuals working other than official show hours are required to wear set-up and tear-down wristbands.

### **EXHIBITS CONTAINED WITHIN PURCHASED SPACE**

All display material and demonstrations must be confined within the limits of the exhibitor's purchased space at both Palexpo and the static display of aircraft at Geneva International Airport. Please reserve appropriate stand and static display space size. If many people are expected to congregate at one time, in one place, demonstration areas should not be placed on the aisle side of the exhibit. Normal aisle traffic cannot be interfered with at any time. EBACE management reserves the right to restrict exhibits that because of noise, method of operation or any other reason become objectionable.

**Note:** This rule also applies to exhibitor-hosted stand events.

### **FIRE SAFETY**

All exits and exit aisles must be kept clear and unobstructed.

No furniture, signs, easels, chairs, displays or audio-visual equipment 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 materials used in exhibit construction, decoration or as temporary cover must be certified as flame-retardant. Flammable fluids, substances or materials of any nature may not be used. All materials and installations must comply with Palexpo fire preventions regulations.

### **FIRST AID**

One first aid station will be available in the exhibit halls during move-in and move-out and on show days.

Contact: +41 (0) 22 761 13 18; internal call: 1318.

### **HANGING SIGNS, MATERIALS AND COMPONENTS**

With the exception of perimeter stands (denoted in green on the floor plan), exhibitor signs and other hanging materials may not be attached to the ceiling or overhead beams of Palexpo.

Spotlights/Lighting may be attached to the ceiling if: 1. They are approved in advance; 2. They are focused on the exhibitor's display; and 3. They do not interfere with other exhibits.

A maximum of 4 safety cables will be permitted, provided non-perimeter booths are ground supported. The use of safety cables and rigging points must be approved by EBACE management in advance.

All exhibitors requesting hanging signs or spotlight rigging must submit requests to EBACE Management in advance for approval.

### **INLINE EXHIBIT SPACE – RAW EXHIBIT SPACE**

- Inline raw space is defined as a narrow booth space comprised of one or more 3m-by-3m units in a straight line.
- Inline raw exhibit spaces do not require shell-scheme hard walls.
- Inline raw exhibit spaces may not have hanging signs, lighting trusses, materials or components above stand spaces.
- All ground-supported exhibit materials and components will be permitted to a maximum height of 2.5m.
- All exposed exhibit elements, including back walls that adjoin other exhibitors, must be finished.
- No identification of any kind is allowed on back walls that adjoin other exhibitors. This includes company logos.
- Exhibitors must provide floor covering for their entire purchased exhibit space.
- Inline raw exhibit space exhibitors must submit stand drawings for approval by 31 March 2017.

### **INLINE EXHIBIT SPACE – SHELL-SCHEME SPACE**

- For exhibitors in inline, shell-scheme exhibits, the maximum permitted height of exhibit materials and components is 2.5m (8ft).
- Exhibitors must provide floor covering for their entire purchased exhibit space.
- **NEW FOR 2017: Exhibitor identification signs are permitted to a maximum height of 3.05m (10 ft).**

### **INSURANCE**

Prior to show set up, all exhibitors must comply with EBACE insurance requirements. While EBACE management will not be responsible for collecting evidence of insurance documentation for indoor exhibitors, it will be the responsibility of the exhibitor to maintain coverage that satisfies the requirements set forth below. EBACE management reserves the right to request proof of satisfactory insurance coverage as it deems appropriate.

All exhibitors are required to have insurance evidencing commercial general liability and workers' compensation and employers' liability coverage prior to move in. The certificate must be issued from an insurance company that has A.M. Best ratings of at least A- (VII) or better.

### **MEETING ROOMS**

Palexpo provides meeting rooms for exhibitors in Palexpo on show days at a small fee with reservations accepted on a first-come, first-served basis. Charges for signage, audio/visual and catering are not included and are the responsibility of the exhibitor.

**Please note:**

- Exhibitors may reserve meeting rooms using the [EBACE2017 Meeting Room Reservation Form](#).
- EBACE management is not responsible for providing signage or promotion of meetings.
- Exhibitors will pay Palexpo directly for these rooms.
- Exhibitors may order signage through the Exhibitor Service Kit.
- Exhibitors who wish to have food or beverage service at their meetings must use the Palexpo-approved, exclusive caterers.

For more information on meeting rooms, contact NBAA's Chris Cherkis at +1 (202) 478-7779 or [ccherkis@nbaa.org](mailto:ccherkis@nbaa.org).

**MOVE-IN – PALEXPO**

Move-in for indoor exhibitors begins on Monday, 15 May 2017 and will be on a targeted basis.

**Note:** All exhibits must be set and in place by 15:00 on Sunday, 21 May 2017, so that aisle carpeting can be installed. Exhibitors may continue preparations within their stands, but aisles must remain clear for aisle carpet installation.

If the exhibit space is not occupied by this time, EBACE management will consider it canceled by the exhibitor and assumes the right to use such space as deemed appropriate. Exhibitors requiring additional hours for indoor set up should contact Rachel Thomas at [rthomas@nbaa.org](mailto:rthomas@nbaa.org) or +1 (202) 478-7760. Exhibits 180 sqm or larger should contact Maureen Cameron at [mcameron@nbaa.org](mailto:mcameron@nbaa.org) or +1 (202) 783-9453.

**MOVE-OUT – PALEXPO**

Move-out for Palexpo will begin at 16:00 on Wednesday, 24 May 2017, and all materials must be removed by 17:00 on Friday, 26 May 2017.

**Note:** All exhibits must remain staffed and in place until the show closes at 16:00 on Wednesday, 24 May and exhibitors may not begin dismantling their exhibits before 16:00. Please plan accordingly. Exhibitors found in violation of this rule will be ineligible for the indoor exhibit space priority draw for EBACE2018.

TWI/IEL, the official freight forwarder for EBACE, reserves the right to ship (freight collect) packages, cartons, crates, etc., left in the Palexpo exhibit hall beyond the days and times of dismantling, unless special contract arrangements are entered into by the exhibitor and TWI/IEL.

**NOISE LEVELS**

Noise levels within the exhibitor's stand space should not exceed 80 decibels and must not interfere with the conduct of business of neighboring exhibits. EBACE management reserves the right to enforce compliance of this rule.

**PLATFORM FLOORING IN STANDS**

Exhibitors requiring platform flooring for their stands for water/air-conditioning/compressed air must ensure the height of the flooring is a minimum of 15cm (5.48in) in height.

**RAW EXHIBIT SPACE**

A minimum of a 6m-by-6m stand is required to reserve raw exhibit space. Full use of the purchased raw floor space is permitted. Refer to Booth Visuals for more detailed information.



**Note: Please note that there are new height requirements for main aisle stand locations.** All raw space exhibitors, including those in inline raw space, must submit their scaled floor plans for approval to EBACE management by 31 March 2017.

	Main Aisle Location All size stands	Non-Main Aisle Location 180 sqm or larger	Non-Main Aisle Location under 180 sqm	Perimeter Location All size stands	Inline Raw
<b>Maximum Height</b>	4.6m	4.6m	6.1m	9.1m	Exhibit elements to 2.5m (8 ft); company header to 3.05m (10 ft).
<b>Hard Walls</b>	No more than 50% and all exposed walls must be finished	No more than 50% and all exposed walls must be finished	No more than 50% and all exposed walls must be finished	May have more than 50% hard walls and sides not visible to attendees may be unfinished	n/a
<b>Display Levels</b>	May have one or more display levels	May have one or more display levels	May have one or more display levels	May have one or more display levels	N/a
<b>Use of Space</b>	Full use of the purchased exhibit space is permitted. Exhibit space may not cross over aisles.	Full use of the purchased exhibit space is permitted. Exhibit space may not cross over main aisles.	Full use of the purchased exhibit space is permitted. Exhibit space may not cross over main aisles.	Full use of the purchased exhibit space is permitted. Exhibit space may not cross over main aisles.	Full use of purchased space is permitted.
<b>Stand Drawings Required to be Approved in Advance</b>	Yes	Yes	Yes	Yes	Yes

Additional requirements apply based upon the size and location of raw space. Certain stands may require fire watches, smoke detection devices, fire extinguishers, multiple exits, etc., as required by fire prevention officials.

### Non-Perimeter Peninsula Stands

A non-perimeter peninsula stand is a stand that is at least 6m-by-6m and is positioned back to back with an adjacent exhibitor.

The following additional rules apply to non-perimeter peninsula stands:

- Maximum height
  - Non-main aisle locations: 6.1m (20ft)
  - Main aisle locations: 4.6m (15ft)
- May contain perimeter wall structures with approval by EBACE management.
- All exhibit elements that are visible must be finished.
- Perimeter wall structures may be unfinished on sides not visible to attendees.

- Permitted to have more than one display level with prior approval by EBACE management.
- Hanging signs, materials or components are not permitted above exhibit space, with the exception of lighting truss provided prior approval is secured from EBACE management.
- A maximum of four safety cables is permitted, provided stand is ground supported and prior approval is secured from show management.
- Certain stands may require fire watches, smoke detection devices, fire extinguishers and multiple exits as required by fire prevention officials.
- Stand drawings must be submitted for approval by 31 March 2017.

### **Perimeter Island Stands**

A perimeter island stand is located around the perimeter of the exhibit hall (denoted in green on floor plan).

- Maximum height: 9.1m (30ft)
- May contain perimeter wall structures with approval by EBACE management.
- Hanging signs, materials or components are permitted above exhibit space to a maximum height of 9.1m, provided prior approval is secured from EBACE management.
- Perimeter wall structures may be unfinished on sides not visible to attendees.
- Stand Drawings must be submitted for approval by 31 March 2017.

### **Non-Perimeter Island Stands (180 sqm or larger)**

A non-perimeter island stand over 180sqm having aisles on all four sides.

- Maximum height:
  - Non-main aisle locations: 6.1m (20ft)
  - Main aisle locations: 4.6m (15ft)
- Hanging signs, materials or components are not permitted above exhibit space, with the exception of lighting truss provided prior approval is secured from EBACE management.
- A maximum of four safety cables is permitted, provided stand is ground supported and prior approval is secured from show management.
- Hard walls occupying over 50% of the stand's perimeter are not permitted.
- Stand drawings must be submitted for approval by 31 March 2017.

### **Non-Perimeter Island Stands (less than 180 sqm)**

A non-perimeter island stand under 180sqm having aisles on all four sides.

- Maximum height:
  - Non-main aisle locations: 6.1m (20ft)
  - Main aisle locations: 4.6m (15ft)
- Hanging signs, materials or components are not permitted above exhibit space, with the exception of lighting truss provided prior approval is secured from EBACE management.
- A maximum of four safety cables are permitted, provided stand is ground supported and prior approval is secured from show management.
- Hard walls occupying over 50% of the stand's perimeter are not permitted.
- Stand drawings must be submitted for approval by 31 March 2017

## **SECURITY**

While EBACE2017 exhibits are open, a limited amount of perimeter security staff will be provided. Notwithstanding the foregoing, EBACE LLC, Palexpo SA and Geneva International Airport will not be liable for loss or damage to exhibitor's property, as further provided in the 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.

## **SHELL-SCHEME SPACE – INLINE STANDS**

**New for 2017:** Fascia /header for company signage is permitted to a maximum height of 3.05m (10 ft).

Shell-scheme inline stands contain one or more 3m-by-3m inline units 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

Exhibitors must provide floor covering for their entire purchased exhibit space.

The maximum permitted height of exhibit materials and components is 2.5m (8ft).

Fascia sign/headers for company signage are permitted to maximum height of 3.05m (10 ft).

Fascia name boards and spotlights may be purchased separately.

## **SMOKING**

EBACE is a non-smoking event. In Geneva, smoking is prohibited in all public areas. All Palexpo premises are considered public areas. Smoking is, therefore, strictly prohibited. All users and guests of EBACE2017 are required to adhere to this regulation. Companies and/or individuals found to be in violation of this regulation risk being fined.

## **SPECIAL CONNECTIONS AT PALEXPO**

Compressed air, water, drainage, gas, steam, electrical services, rigging and telephone/communication services are available exclusively through Palexpo. All connection locations are identified on the floor plan online. Detailed information is available through Palexpo online orders or at the Exhibitor Service Desk.

## **UNMANNED AIRCRAFT SYSTEMS (UAS), 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 Palexpo or at static display exhibits. UAS may be displayed at exhibits provided they are stationary, fit within purchased exhibit space and comply with all relevant safety requirements.

## **VIOLATIONS**

By completing the EBACE exhibitor application for exhibit or static display space, the exhibitor agrees to abide by these rules as interpreted by EBACE management. In fairness to all participants, exhibitors found in violation of EBACE rules at Palexpo or at the static display of aircraft on Geneva International Airport will be required to make necessary changes on-site at the exhibitor's expense. If satisfactory changes cannot be made, EBACE management reserves the right to terminate any and all rights to the exhibit space, and the exhibitor will forfeit all fees paid. Violating exhibitors will be ineligible for the indoor exhibit space lotteries for 2018 and jeopardize placement at the static display of aircraft.

## **WASTE REMOVAL**

Exhibitors and stand builders are responsible for the removal of their waste during move in and move out at EBACE. Exhibitors and/or stand builders will be billed accordingly by the Palexpo Operations Department. In order to limit costs for waste removal, it is recommended that exhibitors and stand builders use recyclable materials for stand construction whenever practical.