

EXHIBITOR GENERAL RULES

All EBACE exhibitors must review and abide by these general rules. In addition, specific rules are applicable to indoor exhibitors and static display exhibitors.

ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES

EBACE management will provide reasonable accommodations to individuals with disabilities who make their situations known to EBACE management. Reasonable accommodations are those that do not create an undue hardship on EBACE, change the nature of scheduled events or activities, or pose a safety or health threat to other attendees.

Individuals with disabilities who wish to use personal-powered vehicles at EBACE are urged to contact EBAA's Bianca Dorneanu at bdorneanu@ebaa.org in advance for approval. It is the policy of EBACE that these vehicles be specifically used for handicapped individuals and exhibit the stability required to operate around exhibits and aircraft. For safety reasons, only officially-approved vehicles are permitted to operate within the exhibit halls or on the static display at Geneva International Airport. Only trained service animals with proper supervision are permitted at EBACE.

Note: EBACE offers a van to transport individuals with disabilities to/from the access to the static display. Further details will be provided closer to the show dates.

BADGE REGISTRATION

Exhibitor badges are required for exhibitor access to the exhibit halls and static display of aircraft. **EBACE2017 badges are for the use of one individual for the duration of the show and are non-transferrable. Attendees and exhibitors will be assessed penalties for badge swapping. Random identification checks will be instituted.**

Exhibitors will receive an allotment of complimentary badges based as follows:

	NUMBER OF BADGES ALLOCATED
Premium Placement Exhibitors	7 per 3m-by-3m space reserved
Indoor Exhibitors	5 per 3m-by-3m space reserved
Static Display Exhibitors	1 per 9 sqm space reserved

- The maximum combined total of badges provided at no charge to exhibitors is 50.
- Additional exhibitor badges may be ordered online or purchased on site for \$110 each.
- If an exhibitor utilizes the services of an exhibitor-appointed contractor (EAC), stand builder or third-party contractor during official show hours, the exhibitor must provide exhibitor badges for those personnel. These badges can be ordered online as part of the exhibitor's total allotment of badges. During hours other than official show hours, EACs are required to wear set-up and tear-down security wristbands.

Exhibitors may access exhibitor badge registration through the EBACE2017 Exhibitor Dashboard and are encouraged to register all stand and static display personnel online in advance to avoid waiting in lines on site. All badges will be held for on-site pickup. No badges will be mailed in advance of EBACE2017.



CHILDREN

EBACE is a business event. Kindly advise your sales people and customers that children under the age of 12 are never permitted on the Palexpo exhibit floor or at the static display of aircraft – under any circumstances. Children ages 12 to 17 will be permitted into the Palexpo exhibit halls and static display of aircraft during official exhibit hours only provided that they register, pay appropriate fees and are accompanied by an adult at all times.

Children between the ages of 12 to 17 will not be permitted in the Palexpo exhibit halls or on the static display of aircraft at Geneva International Airport during installation and teardown. EBACE will not be held responsible by or for any cause whatsoever.

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 additional charge 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 the [EBACE2017 Co-Exhibitor Registration Form](#) and payment of U.S. \$500 to appear in the online exhibitor directory and the mobile app.
- Co-exhibitors, like exhibitors, will need to log in 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 exhibitors to secure badges.

DIRECT SELLING

Exhibitors are not permitted to distribute materials outside of their assigned exhibit space – including areas outside Palexpo or Geneva International Airport, such as hotels – without written approval from EBACE management.

Direct selling on the exhibit floor and at the static display of aircraft is prohibited.

Advertising material of any description may be displayed and distributed only within the display space assigned to the exhibitor presenting such material. Canvassing by exhibitors outside their assigned exhibit is prohibited. Distribution of publications and marketing materials outside of assigned exhibit space or product demonstrations outside of purchased exhibit space, including all stand-to-stand distribution, is also prohibited.

Canvassing and solicitation, except by exhibiting companies, are prohibited within 80 km (50 miles) of EBACE at Palexpo and the static display of aircraft on Geneva International Airport.

DRESS

EBACE is a business event. Dress for EBACE is business attire. This applies to all attendees and exhibitors, as well as to personnel working on behalf of exhibitors in their stands.



EXHIBITOR SERVICE DESK

EBACE management provides a designated on-site area where exhibitors can order and/or check on supporting items and services for their stands from EBACE-preferred and EBACE-exclusive service suppliers (electrical, rigging, furniture, catering, etc.). The Exhibitor Service Desk will be located in Hall 5 and will be open as follows:

Exhibitor Service Desk Schedule

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

FIRST AID

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

Contact:

+41 (0) 22 761 13 18

MAILING LIST

Contact the EBACE U.S.A. Office to correct your mailing address, or if you no longer wish to receive EBACE materials. Please send the address panel with corrections noted to:

By Mail:

EBACE U.S.A Office
Attn: Courtney Oliveira
1200 G Street NW, Suite 1100
Washington, DC 20005
USA

By Email:

coliveira@nbaa.org

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.

Contact:

Chris Cherkis
Email: ccherkis@nbaa.org
Tel: +1 (202) 478-7779



OFFICIAL SERVICE CONTRACTOR

To ensure orderly and efficient installation, operation and removal of displays and to eliminate confusion, EBACE management has appointed Freeman as the official service contractor for EBACE and other firms listed in this Exhibitor Service Kit as official service contractors.

Contact:

Roxanne Ebbers

Vice President, Client Solutions

Email: Roxanne.ebbers@freemanco.com

Tel: +1 (702) 491-7796

EBACE management holds these firms responsible for quality service and fair prices and will intercede on behalf of an exhibitor in the event of faulty work or unfair charges. EBACE management encourages all exhibitors to place orders with these firms, unless a permanent arrangement has been established with a display house or outside contractor to set up and dismantle exhibits.

PARKING

Parking will be available in the garages below Hall 5 at a charge. Exhibitors may order parking permits in advance through Palexpo in the Exhibitor Service Kit or they may purchase parking permits at the Exhibitor Service Desk on site in Geneva.

PETS

For liability reasons and to maintain the professional appearance of EBACE, no pets will be allowed at EBACE. Service animals are permitted.

PHOTO USE PERMISSION

Any person who attends EBACE grants permission to EBACE management, its employees and agents to record his or her visual/audio images, including, but not limited to, photographs, digital images, voices, sound or video recordings, audio clips, or accompanying written descriptions, and, without notifying such person, to use his or her name and such images for any purposes of EBACE, including advertisements for EBACE and its programs.

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 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.

STAND STAFFING

Exhibit and static display areas must be fully staffed during official exhibit hours.

Exhibitors will be admitted at 07:00 each show day for early preparations of displays only. Stands must remain staffed and exhibits must remain in place through 16:00 on Wednesday, May 24.

No activities, except stand preparations, are to be scheduled in the exhibit areas at any time other than official exhibit hours. Exhibitors are reminded to not schedule meetings with attendees in their stands outside of official exhibit hours.

EBACE management reserves the right to make changes to the exhibit hours' schedule with advance notice.



Note: Exhibitors who dismantle their stands prior to the official show closing at 16:00 on Wednesday, May 24, will be ineligible for the EBACE2018 exhibitor priority draw.