



22-24 MAY 2017 | GENEVA

FREQUENTLY-ASKED QUESTIONS

1. WHAT IS THE MAXIMUM STAND HEIGHT?

Each stand type has a different maximum height. Please carefully review the specific details for each type of stand. Also, please note that hanging signs/banners are only permitted for perimeter stands (noted in green on the floor plan).

New for 2017: Stand Height Limit Changes

- The maximum height for all raw exhibit space (regardless of size) located on the main aisles, which are highlighted in red on the floor plan, has been changed to 4.6m (15 ft).
- Inline stands may now have company identification (headers) up to a maximum of 3.05m (10 ft).

RAW EXHIBIT SPACE

	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
Maximum Height	4.6m	4.6m	6.1m	9.1m	Exhibit elements to 2.5m (8 ft); company header to 3.05m (10 ft).
Hard Walls	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
Display Levels	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
Use of Space	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.
Stand Drawings Required to be Approved in Advance	Yes	Yes	Yes	Yes	Yes

INLINE RAW EXHIBIT SPACE

- Maximum height of exhibit elements: 2.5m (8ft)
- **New for 2017:** Company identification header permitted to a maximum height of 3.05m (10 ft)
- Detailed stand drawings must be submitted in advance for approval.
- All exposed elements must be finished.

INLINE SHELL-SCHEME EXHIBIT SPACE

- Maximum height: 2.5m (8ft)
- **New for 2017:** Company identification header permitted to a maximum height of 3.05m (10 ft)

2. WHAT EQUIPMENT IS REQUIRED FOR MY STAND?

Exhibitors are responsible for providing floor covering for their entire purchased exhibit space, as EBACE Management carpets aisles only.

3. ARE CHILDREN PERMITTED TO ATTEND EBACE?

EBACE is a business event. Exhibitors are requested to advise their sales people and customers that children under the age of 12 are never permitted on the exhibit floor or at the static display of aircraft – under any circumstances. Children ages 12 to 17 may access exhibits 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 exhibit areas during installation and teardown.

EBACE will not be held responsible by or for any cause whatsoever.

Please note that Wednesday, 24 May is the EBACE Career Day for middle school, high school and university students interested in pursuing future careers in business aviation. Exhibitors can expect to see students on the exhibit floor on this day.

4. ARE HANGING SIGNS AND BANNERS PERMITTED IN MY STAND?

Exhibitors' hanging signs and other hanging exhibit elements are permitted only above perimeter stands, which are highlighted in green on the floor plan. 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, safety cables or spotlight rigging must submit the [Stand Drawings Approval Request Form](#) to EBACE Management in advance for approval.

5. HOW MANY BADGES DO I RECEIVE WITH MY STAND?

Exhibitor badges are required for exhibitor access to the exhibit halls and static display of aircraft. EBACE2017 badges 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 on the following:

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

- The maximum combined total of badges provided at no charge to exhibitors is 50.
- Additional badges may be ordered online in advance for \$110 each. Please note that all additional badges must be paid for at time of order.



- 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 teardown security wristbands.

Exhibitor contacts will be provided access to EBACE2017 exhibitor badge registration via the Exhibitor Dashboard. Please register all stand and static display personnel online by 15 May 2017 to avoid waiting in lines on site. All badges will be held for on-site pick-up. No badges will be mailed in advance of EBACE2017.

Note: Co-exhibiting companies are not allotted badges, will not receive registration logins and must coordinate registration with their primary exhibitors.

Questions regarding EBACE2017 registration or badges can be directed to the EBACE registration team at registration@ebace.aero.

6. WHO IS OUR EXHIBITOR CONTACT?

Typically, the exhibitor contact is the individual who submitted the original exhibit application. This individual is the only person provided with access to the Exhibitor Dashboard.

The exhibitor contact should be the individual who handles the logistics of preparing for your exhibit at EBACE. EBACE management uses this contact information for internal purposes only, and shares it only with our service partners.

7. WHAT IS AN EXHIBITOR-APPOINTED CONTRACTOR (EAC)/STAND BUILDER?

Exhibitor-appointed contractors and/or stand builders are independent contractors hired by exhibiting companies, including the labor that builds stands, stand supervisors, stand designers, independent display companies, delivery personnel, technicians, non-official show audio-visual companies, etc. All EACs and stand builders are required to provide EBACE Management a signed EAC Contract stating that they have the required insurance prior to working on site at Palexpo, or Geneva International Airport.

If an exhibitor utilizes the services of an EAC during official show hours, the exhibiting company must provide exhibitor badges for those personnel. These badges can be ordered online as part of the exhibitor's total allotment of badges.

8. WHAT IS A TARGETED MOVE-IN TIME – AND CAN IT BE CHANGED?

Each exhibiting company is assigned a target move-in date, which is the date the exhibiting company's freight should be scheduled to be delivered to their stand. Each date is determined by EBACE Management, IEL and Freeman, the official service contractor for EBACE, based on the stand size and location and the time allotted for access to the exhibit hall. Adhering to the target move-in date is vital to allow all exhibitors accessibility to their stands and to guarantee the show can open on schedule.

Exhibitors wishing to adjust their target dates must submit a request in writing via email to NBAA's Rachel Thomas at rthomas@nbaa.org.