

Thursday 10 November	Exhibitor Application	Doadling for submitting exhibitor application contract	
Thursday 10 November	Exhibitor Application Priority Deadline	Deadline for submitting exhibitor application contract with payment to receive discounted rate and qualify for the priority draw.	
Friday 31 March	Stand Drawings for Multilevel and Covered submit one copy of a sealed and scaled f (with front and side elevations) of their ex to NBAA and Palexpo. For more informat the EBACE2017 rules.		
Friday 31 March	Co-Exhibitor Registration Deadline	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.	
Friday 31 March	Exhibitor-Hosted Stand Event Approval Request due	Deadline for submitting approval form for on-stand events to be held during official show hours.	
Friday 31 March	Set-Up and Tear-Down Security Wristband Order Form Due	Order forms should be completed and returned to Securitas, the EBACE security provider.	
Monday 4 April	Static Display Aircraft Arrival Information Form Deadline	Aircraft arrival information form due to EBACE management. For more information, refer to the EBACE2017 static display rules.	
Tuesday 28 March	Show Guide Advertising Insertion Order Deadline	Exhibitors wishing to advertise in the EBACE2017 Show Guide should submit insertion orders by this date.	
Thursday 20 April	Static Display – Exhibitor Insurance Documentation due	For more information, refer to the <u>EBACE2017 static</u> <u>display rules and regulations</u> .	
Tuesday 4 April	Show Guide Art due	EBACE2017 Show Guide art deadline.	
Wednesday 12 April	APU & GPU Order deadline	Deadline for ordering APUs and GPUs from AEM International.	
Wednesday 12 April	Static Display GPU and APU Orders due	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 EBACE2017 static display rules.	
Thursday 13 April	Palexpo Orders Discount Pricing Deadline	Deadline for discounted rates for services provided by Palexpo. Rates increase by 20% after this date.	
Friday 21 April	Freeman Orders Discount Pricing Deadline	Deadline for standard price Freeman orders. <b>Note:</b> Furniture exchanges, returns and/or credits will not be granted after 3 May.	
Thursday 20 April	Static Display Layouts due	Static display layouts due. For more information, please see <u>EBACE2017 static display rules</u> .	



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Wednesday 3 May	Furniture Cancellations and/or Substitutions Deadline	Furniture cancellations and/or substitutions will only be accepted on or before the advance order deadline, 3 May 2017.		
Tuesday 9 May	TWI Shipping Deadline	General air freight cut-off is 9 May.		
Monday 15 May– Sunday 21 May	Exhibit Halls Move-In Raw Space Exhibitors in Halls 4, 5 & 6	*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  *on a targeted basis – see Target Floor Plan		
		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> .  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.		
Friday 19 May – Sunday 21 May	Exhibit Halls Move-In Shell-Scheme Stands in Halls 4, 5 & 6	Friday 19 May 08:00 – 17:00 Saturday 20 May 08:00 – 17:00 Sunday 21 May 08:00 – 15:00  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.		
Sunday 21 May	Static Display Move-In	*Saturday 20 May 08:00 – 19:00 (Aircraft arrivals) Sunday 21 May 08:00 – 19:00 (general move in) *on a targeted basis As Geneva International Airport is in continuous operation for airline and business aircraft, early move-in is not permitted.		
Friday 19 May – Wed. 24 May	Registration Open	Friday 19 May 12:00 – 18:00 Exhibitors Saturday 20 May 09:00 – 18:00 Exhibitors & Press Sunday 21 May 07:30 – 18:00 Exhibitors, Press & Attendees Monday 22 May 08:00 – 18:00 Exhibitors, Press & Attendees Tuesday 23 May 08:30 – 18:00 Exhibitors, Press & Attendees Wednesday 24 May 08:30 – 16:00 Exhibitors, Press & Attendees Registration for exhibitors, attendees and press will be located inside the entrance to Hall 4.		
Sunday 21 May	Exhibits Must Be Set and in Place	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.		



Sunday 21 May	EBACE Press Day	Sunday 21 May 08:00 – 17:00 Exhibit Halls 4, 5 & 6 and static display  *Viewing of exhibits and static display of aircraft by accredited			
		media			
Sunday 21 May	Press Luncheon, by invitation only	Sunday 21 May	13:00 – 14:30		
Monday 22 May – Wednesday 24 May	Exhibit Hours – Exhibit Halls & Static Display	Monday 22 May Tuesday 23 May Wednesday 24 May	10:00 - 18:00 09:00 - 18:00 09:00 - 16:00 09:00 - 14:00	Exhibit Halls Static Display	
Monday 22 May	EBACE Opening General Session	Monday 22 May 09:00 – 10:00  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.			
Wednesday 24 May  - Friday 26 May	Exhibit Halls Move-Out	Wednesday 24 May  16:00 – 23:00  Thursday 25 May  07:00 – 20:00  Friday 26 May  7:00 – 17:00  *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.  Note: Shell-scheme stands must be removed by 12:00 on Thursday 25 May.  All exhibit materials must be completely dismantled, packed into crates and secured by Friday 26 May at 17:00.  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. Note: Inclement weather may delay this process.  Truck Access to Halls 4, 5 & 6:  NO trucks will be permitted to access Halls 4, 5 & 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.			
Wednesday, May 24	Static Display Move-Out	May (show closing).  Between 14:00 and 1 with security wristban  No aircraft movement	5:00, only Exhibit ds will be allowed as will commence as materials must be	until 14:45 that same day.  e removed from the static	