

**** IMPORTANT EXHIBITOR-APPOINTED CONTRACTOR MOVE-IN INFORMATION – PALEXPO EXHIBITS ****

EBACE SECURITY WRISTBANDS:

EBACE Security Wristbands will be available for pick up at Palexpo at Door 620 (24-hour door) at the back of Hall 6 and at the entrance to Hall 4 near EBACE Registration beginning on Tuesday, 16 May from 12:00 - 19:00. Wristbands will be required to access Palexpo exhibits beginning on Wednesday, 17 May. Please see attached Target Floor Plan, which highlights the exact location. These are the **ONLY** locations available for security wristband pick up.

- Exhibitor-Appointed Contractors (EACs) **will not** be able to access the Exhibit Hall floor during Move-In or Move-Out without wristbands.
- All EACs are requested to submit their Security Wristband Requirements as soon as practical via fax to Securitas. [The EBACE Wristband Request form is available online here.](#)

To eliminate confusion and waiting on site, we request that only one Supervisor from each EAC pick up the wristbands and distribute them to their crews. It is also advised that EAC Supervisors pick up their wristbands for the next day's work between the hours of 15:00 – 17:00.

*****Note: Individuals will be required to show proper identification in order to pick-up security wristbands.**

SECURITY WRISTBAND DISTRIBUTION HOURS:

*Wristbands will be distributed Tuesday and enforced on Wednesday.

<u>Move In</u>	<u>Hall 4 near Registration</u>	<u>Door 620, Hall 6</u>
Tuesday, 16 May – Friday, 19 May	07:00 – 19:00	07:00 – 19:00
Saturday, 20 May – Sunday, 21 May	Only at Door 620	07:00 – 19:00

Move Out

Wednesday 24 May	16:00 - 23:00
Thursday 25 May	07:00 - 20:00
Friday 26 May	07:00 - 17:00

TARGETED FLOOR PLAN:

Please review the [targeted floor plan for EBACE2017](#) to be familiar with your scheduled move-in time. **All EACs/Stand Builders/Exhibitors needing to continue working on their stands after normal work hours – between 19:00 – 07:00 – must complete the [Extended Work Hours Request form](#) and pay the appropriate fees.**

EAC BADGES:

EACs who require access to the Exhibit Hall during official Show Days – Monday 22 May; Tuesday 23 May; and Wednesday 23 May – are required to wear official EBACE Badges. Wristbands will not provide access to the show floor on these days. EACs should coordinate with their exhibiting companies to obtain badges.

SECURITY DURING MOVE IN & MOVE OUT:

While EBACE management will provide security roamers during move-in beginning on Monday 15 May, all personal and booth items are the sole responsibility of the exhibitor or EAC. There will be an abundance of people in the exhibit halls during move-in and move out, be aware and lock up all items of value. We recommend that you secure valuable items or hire security services through Securitas (services.speciaux@securitas.ch)

IMPORTANT NOTICE

- **Protect your belongings. Exhibitors are responsible for their own goods.**
- **Don't leave valuables unattended during move in or move out.**
- **Valuables should be secured with lock and key.**
- **Additional stand security may be ordered from Securitas, +41 (0) 22 761 16 81 , E-mail: services.speciaux@securitas.ch**

FOREIGN STAFFING REGULATION:

Foreign staff (including those exhibitors setting up their own booths) must register to be able to work in Switzerland. Please note this is a Swiss law, not a Palexpo or NBAA regulation. This registration must be done online (not via fax/post). All information and a link to registration can be found here: https://www.bfm.admin.ch/bfm/en/home/themen/fza_schweiz-eu-efta/meldeverfahren.html

MOVE-IN BULLETIN:

Please take a moment to print and review the EBACE Move-in Bulletin (attached) with your team.

Please contact either NBAA's Rachel Thomas (rthomas@nbaa.org) or Maureen Cameron (mcameron@nbaa.org) with any questions.