



OFFICIAL MOVE-IN SCHEDULE

HALLS 4, 5, & 6

*Monday 15 May - Saturday 20 May 08:00 - 17:00
 Sunday 21 May 08:00 - 15:00

*On a targeted basis

All EACs/Stand Builders/Exhibitors who need to work on their stands in Palexpo after normal work hours – between 19:00–07:00 – must complete the [Extended Work Hours Request form](#) and pay the appropriate fees.

STATIC DISPLAY

Saturday 20 May

Access to static display is restricted due to airport security. Access by exhibitors and/or EACs will be considered on a case-by-case basis with advance notification to EBACE management. Same-day requests for access cannot be accommodated. Contact jhart@nbaa.org for approval.

Sunday 21 May 07:00 – 19:00

Access to Static Display for move-in is only available by shuttle bus from Hall 7. Individuals must have security wristbands or badge. As Geneva International Airport is in continuous operation with airline and business aircraft, early move-in for the static display is not permitted.

EXHIBITOR AND STAND BUILDER ACCESS

EBACE FREIGHT CHECK-IN GATE POINT P-49:

All freight trucks and personal vehicles must check-in at lot P-49 before accessing the EBACE exhibit halls to unload materials.

Note: In Switzerland heavy trucks (up 3,5t.) are not permitted on the roads on Sundays, at nights (22:00 - 05:00) or on holidays.

Note: Thursday 25 May is a holiday and may impact your move out. Please plan accordingly.

24h/24-HOUR DOOR: Door 620 (Hall 6)

CAR PARK P12 (under Hall 5):

PARKING IS NOT PERMITTED IN EXHIBIT HALLS.

Parking permits for move-in, show days and move-out cost CHF 54 and may be purchased at the Palexpo counter at the Exhibitor Service Desk. Hourly rates are also available; prices are displayed at parking check out.

WASTE

During build up, on show days and during move-out, exhibitors and stand builders, both inside and on the static display, are responsible for the disposal of their trash and unused materials. Waste bags, bins and pallets can be ordered through Palexpo at the Exhibitor Service Desk.

SECURITY WRISTBANDS/BADGES

Security wristbands are required for exhibitor-appointed contractors (EACs) to access Palexpo exhibits during move-in and move-out days beginning on Wednesday 17 May. Wristbands may be picked up at the security registration desk located outside registration in hall 4 or at Door 620 in hall 6. **On show days, Exhibitors and EACs must wear EBACE2017 badges.** Static display: Show badges or official airport badges are required.

Palexpo reminds all exhibitors and EACs working at EBACE2017 the obligation to respect the legal provisions in force in Switzerland and Geneva mentioned in the *Exhibitor Service Kit* under the Palexpo Administrative and legal Regulations Article 14.

EMERGENCIES/FIRST AID/SECURITY

First Aid is located in Hall 5, near the Exhibitor Service Desk.

Accident, fire, theft call: +41 (0) 22 761 13 18 or +41 (0) 22 761 16 81

Fire-fighting equipment must be accessible at all times.

EXHIBITOR SERVICE DESK

Located in Hall 5 (Badged Entrance)

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

Representatives from the following groups will be available:

- Technical Installations: Palexpo +41 (0) 22 761 11 27
- Show Contractor: Freeman + 41 (0) 22 761 37 10
- Shell scheme booths, furniture, carpet, graphics: Freeman
- Official Freight Handler: IEL / TWI
- Official Florist: Green Me 5
- Official Caterer: Palexpo Restaurants
- Concierge: OT Swiss Concierge Service—available at Registration Tel: 079 575 36 09

PLEASE NOTE: Claims are not accepted after the end of the show.

PALEXPO HALL SUPERVISOR: Phone (+4122) 761 12 07

CHILDREN

Children under 12 are not permitted at any time; children under 18 are not permitted during move-in and move-out.

FREIGHT UNLOADING/LOADING

No deposits of any kind may be made outside the exhibitor's purchased stand area. Vehicles must be removed after maximum of 90 minutes. No parking in front or across the gates. All aisles must be clear of all materials for cleaning and carpeting in Halls 4, 5, & 6 beginning at 15:00 on Sunday, May 21. After that time, no carts or trolleys will be permitted in the aisles.

FREIGHT HANDLING

Inter ExpoLogistics Ltd (IEL):

Location: Gate 620, Hall 6: Tel. +41 (0) 22 761 22 95

Location: Gate 44/45, Hall 4: Tel. +41 (0) 22 761 22 92

TWI: Tel. +41 (0) 22 761 22 94

CUSTOMS: Freight, handling, transport, customs, Palexpo Regulations, Article 4.2. ATA Carnet or other document to be registered at the Palexpo customs

STORAGE/WASTE

Storage is not permitted beyond stand perimeter. Exhibitors should contact IEL for storage. Exhibitors may not deposit waste in the aisles, outside of halls or on the static display. For rental of waste containers or purchase of waste bags, visit the Palexpo counter at the Exhibitor Service Desk.

P49 TRUCK PARKING DURING EBACE

Parking tickets for the P49 lot are available at the Palexpo counter at the Exhibitor Service Desk.

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**

CONTACTS

EMERGENCIES:	+41 (0) 22 761 13 18 (1318)
Palexpo Desk:	+41 (0) 22 761 11 27
Hall supervisor:	+41 (0) 22 761 12 07
IEL:	
Freight Handling (IEL) Hall 6:	+41 (0) 22 761 22 95
Freight Handling (IEL) Hall 4/5:	+41 (0) 2 761 22 92
Freight Handling (TWI):	+41 (0) 22 761 22 94
Freeman Exhibitor Service Desk:	+41 (0) 22 761 37 10
Security Service (Securitas):	+41(0) 22 761 16 81
E-mail:	services.speciaux@securitas.ch
Florist:	+41 (0) 79 798 72 12
Lost & Found:	+41 (0) 22 761 11 27
INDOOR EXHIBITS:	
Rachel Thomas :	+1 (202) 372-6684
Maureen Cameron:	+1 (202) 203-0609
Linda Peters:	+1 (202) 415-1297
STATIC DISPLAY:	
Tracy Tippet :	+ 1 (202) 415-1247
Joe Hart:	+ 1 (202) 415-1219

INTERNET/WIFI SERVICE FOR EXHIBITORS

On show days, free WiFi coverage is provided by Pratt & Whitney Canada for attendees in Exhibit Halls 3, 4, 5 & 6.

Login: EBACE PWC Free WiFi Password: EBACE2017

Exhibitors requiring internet for their stands must order service through Palexpo at the Exhibitor Service Desk. WiFi antennas not provided by Palexpo SA are strictly prohibited.

All private antennas which disrupt the WiFi service for the event will be disabled and the time needed to localize those antennas will be charged to the exhibitor.

BANCOMAT/ATM

Banking/Currency: ATM

Cash dispensers (Swiss Francs and Euros), Postcard, Visa, Eurocard, Mastercard, Cirius and Maestro

Located at the entrance of Hall 4 near Registration and in front of Palexpo Hall 4, outside door E10 (24/24).

TRANSPORTATION

EBACE2017 HOTEL SHUTTLE BUS: Service begins Sunday 19 May and runs through Show Days. Please refer to the EBACE website for details.

GENEVA TRANSPORT CARD: Guests staying in Geneva hotels will receive free Geneva Transport Cards upon check-in, valid for unlimited travel on the Geneva public transport system (bus, tram, Les Mouettes (mini-ferries), local trains) for the duration of their stay.

TAXIS: A taxi station is located outside the venue close to the main entrance. Taxis can also be reserved by phone +41 (0) 22 33 141 33

PUBLIC BUSES

Network (TPG) www.tpg.ch

No 5+ bus (Express bus service between Airport-Palexpo-Nations-Cornavin train station) runs between 7:30-8:30 and 17:00-18:00

No 5 bus (Thônex-Vallard - Palexpo - Aéroport) links Palexpo with the city centre in only 15 minutes (runs every 4-8 mins).

No 10 bus (Rive - Aéroport) stops at the airport, 10-minute walk to Palexpo (runs every 7 to 8 mins).

No 15 tram (Palettes - Nations) via P&R Etoile, Acacias, Station Cornavin, change at terminus « Nations » and then take No. 5 bus.

No 28 bus Parfumerie - Aéroport - Palexpo - Jardin Botanique) runs every 20 minutes.

Line Y (Ferney-Voltaire - Palexpo - Aéroport - Val Thoiry)

BARS/RESTAURANTS

Lunch, drinks and vending machines with drinks and snacks (panini) are available throughout move in, from 08h00 to 18h00, at the restaurant located in the Palexpo Hall 4 main entrance.

PALEXPO OVERVIEW

