

EXHIBITOR-HOSTED STAND EVENTS

Stand events may only be hosted during official show hours Tuesday 29 May and Wednesday 30 May. Exhibitors are permitted to extend their events one hour past official show hours on the days previously stated. For approval, fill out the [Exhibitor-Hosted Stand Event Approval Form](#).

Deadline: 30 March 2018

Security:

- Exhibitors are required to hire one security guard for each 75 guests expected, starting 15 minutes prior and continuing 15 minutes following the event.
- Security guards may be hired through the EBACE official security company, Securitas SA at +41 (0) 22 809 48 48 or via email at services.speciaux@securitas.ch.
- Exhibitors are required to email proof of their security orders to EBACE management. **No event will be approved without order documentation.**
- Exhibitors are required to have at least one staff member stationed at their designated exhibit hall entry point for each 50 guests to meet their guests and escort them to and from their booth.
- Exhibitors must plan appropriately to ensure that their entire events, including their guests and all catering for their events, fit within their stands.
- After-hours events may only run until one hour after official show closes on Tuesday and Wednesday evenings.

The official show hours for Tuesday and Wednesday are as follows:

Tuesday, 29 May	10:00 – 18:00
Wednesday, 30 May	09:00 – 18:00

Entertainment:

- Exhibitors are required to gain approval for all entertainment during the requested stand event, including live music of any kind.
- Exhibitors are not permitted to have live music playing until official show hours have ended.
- Exhibitors arranging arrival of band equipment, etc., for their event must contact NBAA's Coryn Alvarez at calvarez@nbaa.org in order to coordinate.
- Noise levels are not allowed to surpass 80 decibels during official show hours.

Please Note:

- All guests must be badged EBACE attendees. No guests will be allowed on the exhibit floor without official EBACE badges.
- Please note that after the exhibit hall has closed, guests with attendee badges who leave the exhibit hall for any reason will not be permitted to re-enter the exhibit hall.
- Shuttle buses to/from official EBACE hotels cease service at 18:30 on Tuesday, 29 May, and 18:30 on Wednesday, 30 May.
- Exhibit hall lighting will be at 50% of full lighting until 30 minutes before and 30 minutes after after official show hours.

Contact:

Coryn Alvarez

Email: calvarez@nbaa.org