

IMPORTANT DATES & DEADLINES

Thursday, 9 November	Exhibitor Application Priority Deadline	Deadline for submitting exhibitor application contract with payment to receive discounted rate and qualify for the priority draw.
Tuesday, 5 December – Wednesday, 20 December	Priority Placement Process	All exhibitors with an application submitted and payment in full by 9 November priority deadline will be placed during this time.
Friday, 16 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. Fill out the form here .
Tuesday, 28 March	Show Guide Advertising Insertion Order Deadline	Exhibitors wishing to advertise in the EBACE2018 <i>Show Guide</i> should submit insertion orders by this date. Fill out the form here .
Friday, 30 March	Stand Drawings for Multilevel and Covered Stands due	All exhibitors with multilevel and covered stands must submit one copy of a sealed and scaled floor plan (with front and side elevations) of their exhibit space to NBAA and Palexpo. For more information, review the EBACE2018 rules .
Friday, 30 March	Exhibitor-Hosted Stand Event Approval Request due	Deadline for submitting approval form for on-stand events to be held during official show hours. Fill out the form here .
Friday, 30 March	EAC Intent-to-Use Form and EAC Contract Due	Deadline to submit whether your company will be using an EAC along with the signed contract. Fill out the form here .
Friday, 30 March	Set-Up and Tear-Down Security Wristband Order Form Due	Order forms should be completed and returned to Securitas, the EBACE security provider.
Tuesday, 4 April	Show Guide Art due	EBACE2018 <i>Show Guide</i> art deadline.
Monday, 9 April	Static Display Aircraft Arrival Information Form Deadline	Aircraft arrival information form due to EBACE management. For more information, refer to the EBACE2018 static display rules . Fill out the form here .
Friday, 20 April	Static Display – Exhibitor Insurance Documentation due	For more information, refer to the EBACE2018 static display rules and regulations .
Friday, 20 April	Static Display – Exhibitor Insurance Documentation due	For more information, refer to the EBACE2018 static display rules and regulations .
Friday, 20 April	Freeman, EMEA Orders Discount Pricing Deadline	Deadline for standard price Freeman, EMEA orders. Note: Furniture exchanges, returns and/or credits will not be granted after 20 April.

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Tuesday, 24 April	Palexpo Orders Discount Pricing Deadline	Deadline for discounted rates for services provided by Palexpo. Rates increase by 20% after this date.
Sunday, 29 April	Static Display GPU, APU and Detailing Orders due	Ground power unit (GPU) and air-conditioning (APU) order forms due to AEM International and AEM Logistics no later than Sunday 29 April. For more information, please see EBACE2018 static display rules .
Tuesday, 8 May	Furniture Cancellations and/or Substitutions Deadline	Furniture cancellations and/or substitutions will only be accepted on or before the advance order deadline, 8 May 2018.
Tuesday, 15 May	TWI Shipping Deadline	General air freight cut-off is 15 May.
Friday, 18 May	Lead Retrieval Deadline	Discount pricing deadline for lead retrieval orders.
Tuesday, 22 May – Monday, 28 May	Exhibit Halls Move-In Raw Space Exhibitors in Halls 4, 5 & 6	<p>*Tuesday, 22 May 08:00 – 17:00 *Wednesday, 23 May 08:00 – 17:00 *Thursday, 24 May 08:00 – 17:00 *Friday, 25 May 08:00 – 17:00</p> <p>*on a targeted basis – see Target Floor Plan</p> <p>Exhibitors requiring additional time for indoor set-up should contact NBAA at ebacesetup@nbaa.org.</p> <p>Indoor exhibits must be completely set up by 15:00 on Monday 28 May so that Freeman, EMEA can lay aisle carpet. All freight must be removed from the floor at this time.</p>
Saturday, 26 May – Monday, 28 May	Exhibit Halls Move-In Shell-Scheme Stands in Halls 4, 5 & 6	<p>Saturday, 26 May 08:00 – 17:00 Sunday, 27 May 08:00 – 17:00 Monday, 28 May 08:00 – 15:00</p> <p>Installation and decoration of shell-scheme stands provided by Freeman, EMEA. Indoor exhibits must be completely set up by 15:00 on Monday, 28 May so that aisle carpet can be installed. All freight must be removed from the floor at this time.</p>
Sunday, 27 May	Static Display Move-In	<p>*Sunday, 27 May 08:00 – 19:00 (Aircraft arrivals) Monday, 28 May 08:00 – 19:00 (general move in)</p> <p>*on a targeted basis</p> <p>As the Geneva International Airport is in continuous operation for airline and business aircraft, early move-in is not permitted.</p>

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Saturday, 26 May – Thursday, 31 May	Registration Open	<p>Saturday, 26 May 12:00 – 18:00 <i>Exhibitors</i> Sunday, 27 May 09:00 – 18:00 <i>Exhibitors & Press</i> Monday, 28 May 07:30 – 18:00 <i>Exhibitors, Press & Attendees</i> Tuesday, 29 May 08:00 – 18:00 <i>Exhibitors, Press & Attendees</i> Wednesday, 30 May 08:30 – 18:00 <i>Exhibitors, Press & Attendees</i> Thursday, 31 May 08:30 – 16:00 <i>Exhibitors, Press & Attendees</i></p> <p>Registration for exhibitors, attendees and press will be located inside the entrance to Hall 4.</p>
Sunday, 27 May	Static Display Must be Set and in Place	<p>All static display exhibitors must be in place by 19:00 on Sunday, 27 May.</p>
Monday, 28 May	Exhibits Must Be Set and in Place	<p>All exhibits must be in place by 15:00 on Monday, 28 May, so that aisle carpeting may be installed. Exhibitors may continue stand preparations within their individual spaces.</p>
Monday, 28 May	EBACE Press Day	<p>Monday, 28 May 08:00 – 17:00 Exhibit Halls 4, 5 & 6 and static display</p> <p>*Viewing of exhibits and static display of aircraft by accredited media</p>
Monday, 28 May	Press Luncheon, by invitation only	<p>Monday, 28 May 13:00 – 14:30</p>
Tuesday, 29 May – Thursday, 31 May	Exhibit Hours – Exhibit Halls & Static Display	<p>Tuesday, 29 May 10:00 – 18:00 Wednesday, 30 May 09:00 – 18:00 Thursday, 31 May 09:00 – 16:00 <i>Exhibit Halls</i> 09:00 – 14:00 <i>Static Display</i></p>
Tuesday, 29 May	EBACE Opening General Session	<p>Tuesday, 29 May 09:00 – 10:00</p> <p>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.</p>

<p>Thursday, 31 May – Saturday, 2 June</p>	<p>Exhibit Halls Move-Out</p>	<p>Thursday, 31 May 16:00 – 23:00 Friday, 1 June 07:00 – 20:00 Saturday, 2 June 07:00 – 17:00</p> <p><i>*Exhibitors may not begin to dismantle their exhibits until the show closes at 16:00 on Thursday, 31 May. Exhibitors who dismantle early may lose their eligibility for the EBACE2019 priority draw.</i></p> <p>Note: Shell-scheme stands must be removed by 12:00 on Saturday, 2 June.</p> <p>All exhibit materials must be completely dismantled, packed into crates and secured by Saturday, 2 June at 17:00.</p> <p>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.</p> <p>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 Thursday evening, 31 May. It is anticipated that trucks will be granted access starting at 21:00.</p>
<p>Thursday, 31 May</p>	<p>Static Display Move-Out</p>	<p>Exhibitor tear-down may not begin until 14:00 on Thursday, 31 May (show closing).</p> <p>Between 14:00 and 15:00, only Exhibitors with badges and EACs with security wristbands will be allowed on the static display.</p> <p>No aircraft movements will commence until 14:45 that same day.</p> <p>All aircraft and exhibit materials must be removed from the static display of aircraft by 14:00 on Thursday, 31 May.</p>