

STATIC DISPLAY RULES

All EBACE static display exhibitors must review and abide by these static display exhibitor rules, as well as the exhibitor general rules.

AIRCRAFT ARRIVAL DEADLINE

Geneva International Airport will use a Prior Permission Required (PPR) slot program for all arriving and departing aircraft. Exhibitors will receive PPR assignments directly from EBACE.

Arrival times assigned by EBACE will be considered the deadline for aircraft arrivals. In the interest of safety, EBACE management reserves the right to deny placement of aircraft not arriving by the required deadline.

Aircraft on the static display are not permitted to leave before show closing on Thursday, 31 May 2018, at 14:00.

Arrival slots for aircraft will be sent to exhibitors at least 30 days prior to the show.

Important: If static display space is not occupied by 18:00 on 28 May 2018 or the aircraft misses its assigned arrival deadline it will be considered canceled by the exhibitor. At that time, EBACE management shall use space as deemed appropriate. This rule must be strictly enforced. Due to the size of the EBACE static display, the lateness of setting up and moving aircraft causes difficulties with other exhibitors and jeopardizes the opening of the exhibits.

AIRCRAFT ARRIVAL INFORMATION FORM

To further assist EBACE in planning, exhibitors must complete and return the [Aircraft Arrival Information Form](#) to NBAA's Tracy Tippett at tippett@nbaa.org or Joe Hart at jhart@nbaa.org no later than **Monday, 9 April 2018**. While some information, such as specific tail numbers or type of aircraft, may not be known by **9 April**, it is important that EBACE knows the scope of your display. If the specifics are not known, please provide general type of aircraft (light, mid, large jet, turboprop, etc.) and any known information.

ALLOCATION OF SPACE

Due to limited ramp space at Geneva International Airport, eligibility rules are now in place for assignment of exhibit space for the static display of aircraft. Exhibitors that submit exhibit applications with payment in full by the 9 November 2017 deadline will be assigned static display priority based on the following criteria:

Priority One: Aircraft on display by original airframe manufacturers

Priority Two: Previously-owned aircraft for sale

Priority Three: Aircraft with special modifications on display by exhibitors who meet minimum requirements for indoor exhibit space.

EBACE Priority-Three static display exhibitors must purchase and occupy a minimum amount of indoor exhibit space in proportion to their static display space requirements based on the following scale:

PRIORITY 3 STATIC DISPLAY SPACE	MINIMUM INDOOR EXHIBIT SPACE RESERVED
Up to 225 sqm	9 sqm
225 – 441 sqm	36 sqm
441 – 1,089 sqm	81 sqm
Over 1,089 sqm	225 sqm

Note: Mock-ups are not permitted on the static display. Therefore, static display exhibitors should plan accordingly to include mock-ups within their indoor exhibit space.

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The cost per static display space is payable to EBACE management, with no billing coming from the airport. Normal and customary landing and handling fees are the responsibility of each aircraft exhibitor. EBACE management has a policy of no refunds for transfer of funds for cancellations or downsizing at any time. Ancillary charges to support the static display exhibits will be billed directly by the vendors providing those services. Additionally, LEKTRO, Inc. has been designated the official aircraft towing company for the EBACE static display of aircraft. Aircraft movement fees are based on the size of the aircraft, as indicated in the schedule. EBACE management will collect these fees as a courtesy to exhibitors and will remit payments directly to LEKTRO, Inc.

For the safe and efficient placement of equipment into the static display, a targeted layout will be used for this event. All aircraft must arrive before the assigned targeted deadline. In the interest of safety, EBACE management reserves the right to deny placement of aircraft not arriving by the required deadline. Aircraft on the static display are not permitted to leave before show closing on Thursday, 31 May 2018, at 14:00. Aircraft departures will also be scheduled by show management into the available departure slots as determined by the airport.

MOVE-IN

Aircraft arrivals and placement will take place on Sunday, 27 May 2018. General move-in and exhibit setup is Monday, 28 May 2018, from 08:00 to 19:00. As Geneva International Airport is in continuous operation with airline and business aircraft, early move-in is not permitted.

AIRCRAFT AUXILIARY POWER UNITS APUs

Aircraft auxiliary power units (APUs) are not permitted to run during show hours or 30 minutes after arrival to 30 minutes prior to departure.

CARPET

Aircraft entry carpet and walkway carpets are permitted on the static display, however carpet cannot be affixed to the pavement with nails, screws or glue. Double-sided carpet tape is permissible. Carpet must fit within the exhibitors purchased space. At no time should exhibitor carpet protrude into the aisles.

Immediately following the show closing on Thursday, 31 May, at 14:00, static display exhibitors or their designees must remove all carpet from the static display. Any remaining carpet will be identified by EBACE management for removal by Palexpo, with fees for removal services billed directly to the responsible exhibitor.

DISPLAY SITE ACCESS VIA PALEXPO

Access between the static display of aircraft at Geneva International Airport and Palexpo Hall 6 is available shuttle bus bridge at the hours listed. Access is limited to the hours listed below. Exhibitors who need after-hours access must make prior arrangements with EBACE management and will be required to hire the appropriate security.

Hours

Monday, 28 May	07:00 – 19:00
Tuesday, 29 May	07:00 – 19:00
Wednesday, 30 May	07:00 – 19:00
Thursday, 31 May	07:00 – 14:00

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Exhibitors and EACs who require access to the display area before Monday, 28 May at 07:00 may apply for a Geneva International Airport security badge. Applications for security badges are coordinated through EBACE management and are approved on a case-by-case basis. Applicants are required to complete an application, including a 10-year work history, provide a passport photo, submit fingerprint-based background checks conducted by a federal level agency (U.S. equivalent of FBI), and complete an online security and safety course. Due to the length of time required to complete the background checks, requests to start the process must be submitted to NBAA's Tracy Tippett at tippett@nbaa.org or Joe Hart at jhart@nbaa.org no later than **Friday, 12 January 2018**.

DELIVERY TRUCK ACCESS

Static display deliveries of exhibit and other materials must be coordinated directly with IEL. **Deliveries to the static display will only be accepted on Monday, 28 May 2018**. Delivery trucks must pass through Geneva International Airport security screening in order to access the static display site. Drivers should be prepared to show photo identification and vehicle registration during the security screening process. EBACE recommends that exhibitors allow a minimum two-hour advance notice to avoid security delays.

ELECTRICAL SERVICE & LABOR

Palexpo is the exclusive provider of electrical service for EBACE. Standard electrical service can be provided for equipment needing 220 VAC and 400 VAC (50 or 60 Hz) service. Electrical service is billed directly from Palexpo to the exhibitor based on KVA required. This billing is in addition to, and completely separate from, the EBACE static display space charges.

The price for your ground power units (GPUs) and air-conditioning units (ACUs) will include:

- Required power for ACU and GPU
- Electrical main for each stand according to requirements
- Installation and provisions of all necessary switchboards for power supply to include connections and assistance in putting them into operation
- Complete dismantling of the above-mentioned installations

Contact:

Charles Keller, Chief of Electrical Service
Tel: +(41) 22 761 11 11 or +(41) 22 761 11 50 (Direct)
Email: charles.keller@palexpo.ch

FBOs/GROUND HANDLING AGENTS

EBACE does not have a preferred FBO/handling agent. The following information on local agents is provided to assist with planning.

Jet Aviation S.A.

Address: 18, Chemin des Papillons PO Box 476,
CH-1215, Geneva 15 Airport, Switzerland

Tel: +41-58-1581811
Fax: +41-58-1581815
SITA: GVAPJPP
FREQ: 130.65 MHz
Email: dopah@jetaviation.com
Web: www.jetaviation.com

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Ruag Aviation

Rue Robert Adrien Stierlin N° 6
CH-1217 Meyrin - Switzerland

Tel: +41 (0) 22 710 44 34
Fax: +41 (0) 22 710 44 40
FREQ: 131.425 MHz
Email: fbo.aviation@ruag.com

Swissport Executive Aviation & Privatport

Ch. des Papillons 18
PO Box 572
1215, Genève 15, Switzerland

Tel: +41 22 306 1260
Fax: +41 22 306 1266
SITA: GVASEXH
FREQ: 131.675 MHz
Email: gva.privatport@swissportexecutive.com
Web: www.privatport.com

Tag Aviation S.A.

PO Box 36
CH-1215, Geneva 15 Airport, Switzerland

Tel: +41-22-717-0123
Fax: +41-22-717-0126
SITA: GVAKPPF
FREQ: 131.95 MHz
AFTN: LSGGFPGP
Email: handling.gva@tagaviation.com
Web: www.tagaviation.com

GROUND POWER UNITS (GPUs) & AIR-CONDITIONING UNITS (ACUs)

AEM International is the exclusive provider of GPUs and ACUs at EBACE. All GPUs and ACUs must be sourced directly and solely from AEM. AEM recognizes the right of exhibitors to provide their own GPUs and ACUs at any or all static displays subject to the following:

- Exhibitor-owned GPUs and ACUs must be the wholly-owned property of the exhibitor and not the real property of the exhibitor's I&D contractor, display house, contracted third-party or agent or provided to the exhibitor under loan, lease or rent wherein full ownership of the equipment does not reside with the exhibitor at all times.
- Exhibitor-owned GPUs and ACUs approved by AEM for use at the static displays will be subject to an administrative fee from AEM to the exhibitor equal to 15% of the equivalent equipment quote value for GPUs and ACUs supplied by AEM. The administrative fee allows AEM International to maintain sufficient back up equipment that could be available to the exhibitor if needed.

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Contact:

AEM International
Ulrich Koch
Tel: +1 (514) 695-1331
Email: ukoch@aeminternational.com

SECURITY & LIABILITY

While EBACE2018 exhibits are open, a limited amount of perimeter security staff will be provided. Notwithstanding the foregoing, EBACE LLC, Palexpo SA and Geneva International Airport will not be liable for loss or damage to exhibitor's property, as further provided in the [Exhibitor Contract Terms & Conditions](#). Exhibitors are advised to obtain additional insurance coverage in advance to cover losses such as theft and damage to property. Exhibitors should ensure valuables are secured with lock and key.

EBACE security officers will be on duty for the static display area from 18:00 on Sunday, 28 May 2018, to 18:00 on Thursday, 31 May 2018.

Note: Security for EBACE attendees wishing to access the static display may be increased. This may take the form of requesting photo IDs, electronic or wand scanning or such other security measures deemed necessary to secure Geneva International Airport.

SUPPORT VEHICLES

No support vehicles of any kind may access the static display.

TEAR-DOWN

Static display exhibitor move-out begins at show closing, 14:00 on Thursday, 31 May 2018. Aircraft movements will begin after 15:45 that same day. All exhibit materials must be forklift ready removed by 15:00 on Thursday, 31 May 2018.

Tear-Down Schedule:

14:00	Show closes to attendees
14:15-14:30	Security will escort attendees from static display
14:00-15:30	Exhibitors pack display materials – only exhibitors with badges and EACs with security wristbands are permitted on the static display.
15:45	Security clears ramp of all personnel
16:00	Once ramp is cleared, airport begins removing security barricade
16:15	First aircraft movements begin

Due to high levels of security at Geneva International Airport, only one hour and a half is allotted for exhibit tear-down. Exhibitors must plan their exhibit tear-down accordingly and plan to have all exhibit materials (signs, flags, banners, carpet, fence, furniture, etc.) packed and forklift-ready within this one-hour timeframe.

Note: Any exhibitor that leaves exhibit material and/or trash on the static display ramp after 15:30 on Friday, 1 June will be charged a clean-up fee of up to \$1,500.

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Aircraft will be moved out of the static display in the approximate order they were moved into the static display. All exhibitors can anticipate their aircraft being moved within approximately three hours after the first movement (approximately 19:45). All aircraft must either depart or be returned to the exhibitor-appointed FBO by 20:00 on Thursday, 31 May 2018.

Departure reservations are required by Geneva International Airport and will be allocated by EBACE management and GVA to each departing aircraft. Exhibitors should inform EBACE management about their departure intentions as soon as practical. Due to the high number of departures on Thursday, 31 May 2018, adjustments to departure times and PPR slots may not be available until after Tuesday, 22 May 2018.

TENTS & STRUCTURES

Tents and structures are **NOT** permitted on the EBACE static display ramp. Exhibitors are permitted to use market style umbrellas/parasols in their static display. Small aircraft entrance units (canopies) and aircraft signage are also permitted. All items on the static display must be secured with weights. No drilling will be permitted into the tarmac. Structures that require assembly/construction using nails, screws, saws, drills or other power tools are strictly prohibited. The assembly of aircraft signs using basic hand tools and common hardware is permissible.

WASTE REMOVAL

Exhibitors and stand builders are responsible for removal of their waste during move-in and move-out at EBACE. Exhibitors and/or stand builders can order waste bins directly from the Palexpo Operations Department. In order to limit costs for waste removal, it is recommended that exhibitors and stand builders use recyclable materials for stand construction whenever practical.

Note: For any exhibitor that leaves exhibit material and/or trash on the static display ramp after 16:15 on Thursday, 31 May will be charged a cleanup fee of up to \$1,500.

NBAA STATIC DISPLAY CONTACTS

Tracy Tippett
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Joe Hart
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Mobile: +1 (202) 415-1219
Email: jhart@nbaa.org