

FREQUENTLY-ASKED QUESTIONS

1. **WHAT IS THE MAXIMUM STAND HEIGHT?**

Each stand type has a different maximum height. Please carefully review the specific details for each type of stand. Also, please note that hanging signs/banners are only permitted for perimeter stands (noted in green on the floor plan).

Stand Height Limits

STAND CONFIGURATION RULES

	Main Aisle Location	Non-Main Aisle Location	Perimeter Location	Inline Raw	Shell Scheme
Maximum Height	4.6m	6.1m	9.1m	Exhibit elements to 2.5m (8 ft); company header to 3.05m (10 ft).	2.5m(8ft)
Hanging Signs	Not Permitted	Not Permitted	Permitted	Not Permitted	Not Permitted
Hard Walls (Glass counts as a hard wall)	No more than 50% and all exposed walls must be finished	No more than 50% and all exposed walls must be finished	May have more than 50% hard walls and sides not visible to attendees may be unfinished	n/a	n/a
Display Levels	May have one or more display levels	May have one or more display levels	May have one or more display levels	n/a	n/a
Use of Space	Full use of the purchased exhibit space is permitted. Exhibit space may not cross over aisles.	Full use of the purchased exhibit space is permitted. Exhibit space may not cross over main aisles.	Full use of the purchased exhibit space is permitted. Exhibit space may not cross over main aisles.	Full use of purchased space is permitted.	Full use of purchased space is permitted.
Stand Drawings Required to be Approved in Advance	Yes	Yes	Yes	Yes	No
Floor Plan	Located on the red aisles.	Not highlighted	Highlighted in green	Highlighted in pink	Not highlighted



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2. **WHAT EQUIPMENT IS REQUIRED FOR MY STAND?**

Exhibitors are responsible for providing floor covering for their entire purchased exhibit space, as EBACE management carpets aisles only.

3. **ARE CHILDREN PERMITTED TO ATTEND EBACE?**

EBACE is a business event.

- Exhibitors are requested to advise their salespeople and customers that children under the age of 12 are never permitted on the exhibit floor or at the static display of aircraft – under any circumstances.
- Children ages 12 to 17 may access exhibits during official exhibit hours only provided that they register, pay appropriate fees and are accompanied by an adult at all times.
- Children between the ages of 12 to 17 will not be permitted in exhibit areas during installation and teardown.
- Please note that Thursday, 23 May is the EBACE Career Day for middle school, high school and university students interested in pursuing future careers in business aviation. Exhibitors can expect to see students on the exhibit floor on this day.

EBACE will not be held responsible by or for any cause whatsoever.

4. **ARE HANGING ELEMENTS PERMITTED IN MY STAND?**

Hanging Signs:

- Exhibitors' hanging signs and other hanging exhibit elements are permitted only above perimeter stands, which are highlighted in green on the floor plan.

Lighting Trusses:

- Are permitted above island stands if:
 - They are approved in advance;
 - All elements are fully contained within the exhibitor's purchased exhibit space;
 - Lights are not permitted to extend into or over any aisle
 - They are focused on the exhibitor's display; and
 - They do not interfere with other exhibits.

Rigging:

- In non-perimeter stands, a maximum of 4 safety cables will be permitted, provided stands are ground supported, are reflected on stand drawing and have been approved by show management in advance.
- In perimeter locations, exhibitors may have an unlimited number of rigging points.

All exhibitors requesting hanging signs, safety cables or spotlight rigging must submit the [Stand Drawings Approval Request Form](#) to EBACE management in advance for approval.

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5. WHAT IS AN EXHIBITOR-APPOINTED CONTRACTOR (EAC)/STAND BUILDER?

Exhibitor-appointed contractors and/or stand builders are independent contractors hired by exhibiting companies, including the labor that builds stands, stand supervisors, stand designers, independent display companies, delivery personnel, technicians, non-official show audio-visual companies, etc. EAC sub-contractors are also considered to be EACS and must be registered. All EACs and stand builders are required to provide EBACE Management a signed EAC Contract and a copy of their certificate of insurance demonstrating that they have the required insurance prior to working on site at Palexpo, or Geneva International Airport.

If an exhibitor utilizes the services of an EAC during official show hours, the exhibiting company must provide exhibitor badges for those personnel. These badges can be ordered online as part of the exhibitor's total allotment of badges.

6. WHAT IS A TARGETED MOVE-IN TIME – AND CAN IT BE CHANGED?

Each exhibiting company is assigned a target move-in date, which is the date the exhibiting company's freight should be scheduled to be delivered to their stand, and the earliest that an exhibitor may move in. Each date is determined by EBACE Management, IEL and Freeman, EMEA, the official service contractor for EBACE, based on the stand size and location and the time allotted for access to the exhibit hall. Adhering to the target move-in date is vital to allow all exhibitors accessibility to their stands and to guarantee the show can open on schedule.

Exhibitors wishing to adjust their target dates must submit a request in writing via email to ebacesetup@nbaa.org.

Note: No target changes will be approved beginning one week prior to the first day of move in, Tuesday, 14 May. This ensures all of our vendors have the appropriate lead time to complete orders before an exhibitor's freight arrives.