

## EXHIBITOR-HOSTED STAND EVENTS

Exhibitor-hosted stand events may only be hosted during official show hours on Tuesday, 21 May and Wednesday, 22 May. Exhibitors are permitted to extend their events one hour past official show hours on these days. Exhibitors should review the following rules for stand events and submit the [Exhibitor-Hosted Stand Event Approval Form](#) to obtain approval from EBACE management.

**Deadline:** 22 March 2019

### 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](mailto:services.speciaux@securitas.ch).
- Exhibitors are required to email proof of their security orders to EBACE's Richelle Adams at [radams@nbaa.org](mailto:radams@nbaa.org). **No event will be approved without proof of appropriate security order.**
- 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 stand.
- Exhibitors must plan appropriately to ensure that all elements of their events, including all guests and catering, fit within their stands.
- After-hours events may run until one hour after official show closes on Tuesday and Wednesday evenings.

### **Exhibit Hours for Exhibitor-Hosted Stand Events:**

Tuesday, 21 May	10:00 – 18:00
Wednesday, 22 May	09:00 – 18:00

### Entertainment:

- Exhibitors are required to request approval for all entertainment during the requested stand event, including live and recorded music.
- 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 EBACE's Richelle Adams at [radams@nbaa.org](mailto:radams@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, 21 May, and 18:30 on Wednesday, 22 May.
- Exhibit hall lighting will be at 50% of full lighting until 30 minutes before and 30 minutes after official show hours.

### Contact:

Richelle Adams

Email: [radams@nbaa.org](mailto:radams@nbaa.org)