

IMPORTANT DATES & DEADLINES

Thursday, 8 November	Exhibitor Application Priority Deadline	Deadline for submitting exhibitor application contract with payment to receive discounted rate and qualify for the priority draw.
Wednesday, 28 November – Friday, 21 December	Priority Placement Process	All exhibitors with applications and payments submitted in full by 8 November priority deadline will select exhibit space during this time.
Friday, 11 January	Co-Exhibitor Registration Discount Deadline	New for 2019: All Co-Exhibitors must submit the EBACE2019 Co-Exhibitor Form and payment of \$400 by deadline, pricing increases to \$500 after deadline.
Friday, 15 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. Submit co-exhibitor registration here .
Friday, 22 March	Stand Drawings for All Raw Exhibit Space Stands	All exhibitors with raw exhibit space, including inline raw space, 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 EBACE2019 rules .
Friday, 22 March	Exhibitor-Hosted Stand Event Approval Request due	Deadline to request approval for exhibitor-hosted stand events to be held during official show hours. Submit Exhibitor-Hosted Stand Event Approval Request form here .
Friday, 22 March	EAC Contract and EAC Certificate of Insurance Due	Deadline to submit the EAC contract and their certificate of insurance to show management Complete EAC contract and upload certificate of insurance here .
Friday, 22 March	Set-Up and Tear-Down Security Wristband Order Form Due	Order forms should be completed and returned to Securitas, the EBACE security provider
Monday, 1 April	Static Display Aircraft Arrival Information Due	Aircraft arrival information due to EBACE management. For more information, refer to the EBACE2019 static display rules .
Friday, 19 April	Static Display – Exhibitor Insurance Documentation due	For more information, refer to the EBACE2019 static display rules and regulations .
Friday, 19 April	Freeman, EMEA Discount Pricing Deadline	Deadline to receive discounted pricing on orders with Freeman, EMEA orders. Note: Furniture cancellations after 19 April may be subject to 30% restocking fees.

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Friday, 26 April	Palexpo Discount Pricing Deadline	Deadline for discounted rates for services provided by Palexpo. Rates increase by 20% after this date.
Monday, 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 Monday, April 29 April. For more information, please see EBACE2019 static display rules .
Tuesday, 7 May	Furniture Cancellations and/or Substitutions Deadline	Furniture cancellations and/or substitutions with Freeman, EMEA will only be accepted until the advance order deadline, 7 May 2019. Note: On-site returns and/or cancellations are subject to 100% cancellation charges.
Tuesday, 7 May	TWI Air Freight Shipping Deadline	General air freight cut-off is 7 May.
Friday, 10 May	Lead Retrieval Order Deadline	Discount pricing deadline for lead retrieval orders from eShow
Tuesday, 14 May – Monday, 20 May	Move-in Raw Space Exhibitors -- Halls 4, 5 & 6	<p>*Tuesday, 14 May 08:00 – 17:00 *Wednesday, 15 May 08:00 – 17:00 *Thursday, 16 May 08:00 – 17:00 *Friday, 17 May 08:00 – 17:00 *Saturday, 18 May 08:00 – 17:00 *Sunday, 19 May 08:00 – 17:00 *Monday, 20 May 08:00 – 15:00</p> <p>*on a targeted basis – see Target Floor Plan</p> <p>Exhibitors requiring additional time for indoor setup should contact NBAA at ebacesetup@nbaa.org.</p> <p>Indoor exhibits must be completely set up by 15:00 on Monday 20 May so that Freeman, EMEA can lay aisle carpet. All freight must be removed from the floor at this time.</p>
Saturday, 18 May – Monday, 20 May	Move-In -- Shell-Scheme Exhibitors -- Halls 4, 5 & 6	<p>Saturday, 18 May 08:00 – 17:00 Sunday, 19 May 08:00 – 17:00 Monday, 20 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, 20 May so that aisle carpet can be installed. All freight must be removed from the floor at this time.</p>

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Sunday, 19 May	Static Display Move-In	*Sunday, 19 May Monday, 20 May	08:00 – 19:00 (Aircraft arrivals) 07:00 – 19:00 (General move in)
		<p>*Aircraft arrivals on a targeted basis (no exhibitor or EAC access to static area)</p> <p>As the Geneva International Airport is in continuous operation for airline and business aircraft, early move-in is not permitted.</p>	
Saturday, 18 May – Thursday, 23 May	Registration Open	Saturday, 18 May Sunday, 19 May Monday, 20 May Tuesday, 21 May Wednesday, 22 May Thursday, 23 May	09:00 – 17:00 <i>Exhibitors</i> 09:00 – 18:00 <i>Exhibitors & Press</i> 08:00 – 18:00 <i>Exhibitors, Press & Attendees</i> 08:00 – 18:00 <i>Exhibitors, Press & Attendees</i> 08:30 – 18:00 <i>Exhibitors, Press & Attendees</i> 08:30 – 16:00 <i>Exhibitors, Press & Attendees</i>
		Registration for exhibitors, attendees and press will be located inside the entrance to Hall 4.	
Sunday, 19 May	Static Display aircraft must be Set and in Place	All static display aircraft must be set and in place by 19:00 on Sunday, 19 May.	
Monday, 20 May	Indoor Exhibits Must Be Set and in Place	All exhibits in Palexpo must be in place by 15:00 on Monday, 20 May, so that aisle carpeting may be installed. Exhibitors may continue stand preparations within their individual spaces, however all freight must be removed from aisles..	
Monday, 20 May	EBACE Press Day	Monday, 20 May	08:00 – 17:00 Exhibit Halls 4, 5 & 6 and static display
		*Viewing of exhibits and static display of aircraft by accredited media	
Monday, 20 May	Press Luncheon, by invitation only	Monday, 20 May	13:00 – 14:30
Tuesday, 21 May – Thursday, 23 May	Exhibit Hours – Exhibit Halls & Static Display	Tuesday, 21 May Wednesday, 22 May Thursday, 23 May	10:00 – 18:00 09:00 – 18:00 09:00 – 16:00 <i>Exhibit Halls</i> 09:00 – 14:00 <i>Static Display</i>
Tuesday, 21 May	EBACE Keynote	Tuesday, 21 May	09:00 – 10:00
		EBACE management encourages all EBACE exhibitors and attendees to attend the Keynote and requests that appointments not be scheduled to conflict with this event.	



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<p>Thursday, 23 May – Saturday, 25 May</p>	<p>Move-Out -- Exhibit Halls</p>	<p>Thursday, 23 May 16:00 – 23:00 Friday, 24 May 07:00 – 20:00 Saturday, 25 May 07:00 – 17:00</p> <p><i>*Exhibitors may not begin to dismantle their exhibits until the show closes at 16:00 on Thursday, 23 May. Exhibitors who dismantle early may lose their eligibility for the EBACE2020 priority draw.</i></p> <p>Note: Shell-scheme stands must be removed by 12:00 on Saturday, 25 May.</p> <p>All exhibit materials must be completely dismantled, packed into crates and secured by Saturday, 25 May at 17:00.</p> <p>Inter ExpoLogistics (IEL) will begin returning empty containers as soon as 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, 23 May. It is anticipated that trucks will be granted access starting at 21:00.</p>
<p>Thursday, 23 May</p>	<p>Move-Out -- Static Display</p>	<p>Between 14:00 and 15:30, only Exhibitors with badges and EACs with security wristbands will be allowed on the static display.</p> <p>All aircraft and exhibit materials must be removed from the static display by 15:30 on Thursday, 23 May. No aircraft movements will commence until 15:45 that same day.</p>