

**INDOOR EXHIBITOR RULES**

**All EBACE indoor exhibitors must review and abide by these rules. Additionally, exhibitors should review the exhibitor general information.**

**AIR CONDITIONING**

Only water-cooled condenser systems are permitted in the exhibit halls and in real aircraft and mock-ups displayed inside exhibit halls. **There are no exceptions to this rule, so please plan accordingly.** Exhibitors wishing to install water-cooled condenser air conditioning systems, with a maximum four-bar pressure, should request estimates from Palexpo.

**CARPETING**

- The EBACE2019 aisle carpet color is blue.
- EBACE management carpets aisles only.
- Exhibitors are responsible for providing floor covering for their entire purchased exhibit space.

**CATERING**

Palexpo has partnered with 12 different catering companies to offer a wide variety of choices for exhibitors' stand catering needs.

***Only Palexpo and their official partners are authorized to work on site.***

For more information or to place orders, contact:

**Palexpo Restaurants**

Rte François Peyrot 30  
1218 Grand-Saconnex/Geneva Switzerland  
Tel: +41 (0) 22 761 15 00  
Website: [www.palexpo.ch/en/palexpo-restaurants-1](http://www.palexpo.ch/en/palexpo-restaurants-1)  
Angela Gautschi: [angela.gautschi@palexpo.ch](mailto:angela.gautschi@palexpo.ch)  
Jean-Luc Aubertel: [jl.aubertel@palexpo.ch](mailto:jl.aubertel@palexpo.ch)

**Compass Group**

c/o BIBC  
Chemin de Blandonnet 8c  
1214 Vernier  
Tel: +41 (0)22 341 39 07  
Email: [traiteur@compass-group.ch](mailto:traiteur@compass-group.ch)  
Website: <http://dev.compass-catering.ch>

**Beau-Rivage Genève**

Quai du Mont-Blanc 13  
CH-1201 Genève  
Tel: +41 (0)22 716 69 35  
Fax: +41 (0)22 716 60 60  
Email: [banquets@beau-rivage.ch](mailto:banquets@beau-rivage.ch)  
Website: [www.beau-rivage.ch](http://www.beau-rivage.ch)

**Eldora Traiteur**

Chemin des Pontets 33  
CH-1212 Grand-Lancy  
Tel: +41 (0)22 753 93 30  
Fax: +41 (0)22 753 93 32  
Email: [info@eldora-traiteur.ch](mailto:info@eldora-traiteur.ch)  
Website: [www.eldora-traiteur.ch](http://www.eldora-traiteur.ch)

**Gilles Desplanches**

Chemin Louis-Hubert 2  
CH-1213 Petit-Lancy  
Tel: +41 (0)22 879 95 42  
Mobile: +41 (0)79 930 77 75  
Fax: +41 (0)22 879 95 40  
Email: [reception@gillesdesplanches.com](mailto:reception@gillesdesplanches.com)  
Website: [www.gillesdesplanches.com](http://www.gillesdesplanches.com)

**Eve.Rest**

Sàrl E.R.C  
Eve.Rest Catering  
Rue de Genève, 18  
CH-1225 Chêne-Bourg  
Tel: +41 (0)79 683 81 11  
Email: [laura@everest-catering.com](mailto:laura@everest-catering.com)  
Website: [www.everest-catering.com](http://www.everest-catering.com)

**INDOOR EXHIBITOR RULES****Genecand Traiteur**

Avenue de la Praille 55  
CH-1227 Carouge  
Tel: +41 (0)22 329 31 96  
Fax: +41 (0)22 320 31 64  
Email: [contact@genecand.ch](mailto:contact@genecand.ch)  
Website: [www.genecand.ch](http://www.genecand.ch)

**Geneva-chefs exhibition catering**

Im Schloss  
CH-8259 Wagenhausen  
Avenue de Vaudagne 13  
CH-1217 Meyrin  
Tel: +41 (0)52 741 42 47  
Fax: +41 (0)52 741 42 47  
Email: [ce@mailchefs.com](mailto:ce@mailchefs.com)  
Website: <http://geneva-chefs.ch>

**Newrest-Canonica Services**

Route de l'aéroport 5  
CH-1215 Genève 15  
Tel: +41 (0)22 717 78 71  
Mobile: +41 (0)79 560 46 71  
Fax: +41 (0)22 717 78 92  
Email: [p.schuller@newrest-canonica.eu](mailto:p.schuller@newrest-canonica.eu)  
Website: [www.newrest.eu](http://www.newrest.eu)

**RSH Quality Food Concept**

Ch. de la Colice 3 / BP 208  
CH-1023 Crissier/VD  
Tel: +41 (0)21 635 29 80  
Fax: +41 (0)21 635 29 81  
Email: [rsh@rsh-traiteur.ch](mailto:rsh@rsh-traiteur.ch)  
Website: [www.rsh-traiteur.ch](http://www.rsh-traiteur.ch)

**Starling Hotel Geneva**

Route François-Peyrot 34  
CH-1218 Grand-Saconnex  
Tel: +41 (0)22 747 02 02  
Email: [contact@shgeneva.ch](mailto:contact@shgeneva.ch)  
Website: [www.shgeneva.com](http://www.shgeneva.com)

**Traiteurs Réunis**

Rue de Veyrot 11  
CH-217 Meyrin  
Tel: +41 22 753 93 50  
Email: [info@traiteursreunis.ch](mailto:info@traiteursreunis.ch)  
Website: <https://www.traiteursreunis.ch/fr>

**CLEANING**

- **EBACE management will arrange to clean aisles prior to opening each show day.**
- Exhibitors may order cleaning/vacuuming for their stand from Freeman, EMEA through the Exhibitor Service Kit or on site at the Exhibitor Service Desk.
- Exhibitors must keep their displays neatly organized.

**CO-EXHIBITORS/COMPANIES SHARING EXHIBIT SPACE**

EBACE management must be advised in advance of any and all co-exhibitors/companies sharing exhibit space. Failure to advise EBACE management of shared exhibit space in advance including displaying the advertising of another company's products or services may result in a minimum of \$4,090 per company, per stand and/or a minimum of \$1,500 per company, per static display space.

Please note the following rules regarding co-exhibitors:

- Co-exhibitors must have an existing corporate relationship between themselves and the contracted primary exhibitor.
- Co-exhibitors must be members in good standing of EBAA or NBAA. Any exhibitor or co-exhibitor with its headquarters in Europe must be a member of EBAA.
- All co-exhibitors must submit an [EBACE2019 Co-Exhibitor Registration Form](#) and payment of U.S. \$500 to appear in the online exhibitor directory and the EBACE2019 mobile app. Co-Exhibitor Registration Forms received on or before 11 January 2019 are eligible for the discount rate of \$400.

## INDOOR EXHIBITOR RULES

- Co-exhibitors, like exhibitors, will receive login credentials to update their company information online for the mobile app and online exhibitor directory.
- Co-exhibitors are not allotted badges and should work through their primary exhibitor to secure badges.
- Company profile will appear in the online exhibitor director and mobile app.

### DAMAGING PROPERTY

- No part of an exhibit, or signs relating thereto, may be taped, nailed, tacked, stapled, pasted or otherwise fastened to ceilings, walls, doors, windows, painted surfaces, columns, marble or fabric in any way.
- No holes may be drilled, cored or punched in Palexpo walls or floors.
- No application of paint on signs, displays or other objects is permitted in Palexpo and the use of adhesive-backed decals or similar items is prohibited.
- Damages to Palexpo arising from failure to observe these rules and regulations will be billed to the exhibitor.
- Exposed parts of displays, including backs, must be completely finished so that they are not objectionable to other exhibitors, attendees and/or EBACE management.

### DEMONSTRATIONS

All display material and demonstrations must be confined within the limits of the exhibitor's purchased space. Please reserve appropriate stand and static display space size. Product demonstration should not be placed on the aisle side of the exhibits. Normal aisle traffic cannot be interfered with at any time. EBACE management reserves the right to restrict exhibits that because of noise, method of operation or any other reason become objectionable.

### DRAWING/LAYOUT APPROVAL

Exhibitors reserving raw space, including inline raw exhibit space, [must submit detailed stand drawings](#) that include renderings or photos of the stand from all four sides and an overview, technical drawings, hanging elements (including signage, lighting trusses and security points) with dimensions for approval to EBACE management by 22 March 2019.

Please note that hanging signs are only allowed along the perimeter of the exhibit hall and are indicated in green on the floor plan.

**Note:** Drawing approvals are **not** required for shell scheme space.

Scaled plans must include:

- Event name: EBACE2019
- Stand number
- Booth orientation (front/back allocations)
- Maximum number of occupants allowed
- Structural engineer's stamp certifying that the platform can bear the maximum occupant load

Certain stands may require fire watches, smoke detection devices, fire extinguishers, multiple exits, etc., as required by fire prevention officials.

Note: All raw stands must include booth number on the front of the stand facing the aisle. Booth numbers may be affixed to the booth with vinyl officials.

**INDOOR EXHIBITOR RULES**

**Exhibitors with double-deck structures or rigging, regardless of size, must submit a copy of a sealed and scaled floor plan, with front and side elevations via the [Stand Drawings Approval Request Form](#).**

**Contact:**

EBACE U.S.A. Office  
Sarah Driver, CEM, Manager, Exhibits  
Julie Stubbs, Manager, Exhibits  
Email: [EBACEstanddrawings@nbaa.org](mailto:EBACEstanddrawings@nbaa.org)

**Exhibitors with double-deck structures or rigging, regardless of size, must submit a copy of a sealed and scaled floor plan, with front and side elevations to EBACE Management via the online portal and to Palexpo:**

**Contact:** Claudine FischerEmail: [claudine.fischer@palexpo.ch](mailto:claudine.fischer@palexpo.ch)

Tel: +41 (0) 22761 11 43

Questions regarding stand drawings should be addressed to: [exhibits@ebace.aero](mailto:exhibits@ebace.aero)

**ELECTRICAL SERVICE**

Electric current may be utilized for the operation of apparatus as long as they do not produce noises of an annoying nature.

**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 charges.

**Contact:** Charles Keller

Palexpo Chief of Electrical Service

Tel: +(41) 22 761 11 11 or +41 (22) 761 11 50 (Direct)

Email: [charles.keller@palexpo.ch](mailto:charles.keller@palexpo.ch)**EXHIBITOR-APPOINTED CONTRACTORS (EACs)/STAND BUILDERS/THIRD-PARTY CONTRACTORS**

Exhibitors have the option of using Freeman, EMEA (the official service contractor for EBACE), a qualified independent stand builder, an exhibitor-appointed contractor (EAC) or full-time personnel from their own company to install and dismantle displays.

Any exhibitor using a non-official EAC for installation and dismantling must submit the following to EBACE management by **22 March 2019**:

- [Exhibitor Notification of Intent to Use Exhibitor-Appointed Contractor Form](#)
- [Exhibitor-Appointed Contractor \(EAC\) / Stand Builder Application/Contract Form](#)
- EAC Certificate of Insurance, providing proof of the exhibitor-appointed stand builder's workers' compensation insurance, with the limit to be at least \$1,000,000; employer's liability and general liability limit to be at least \$1,000,000.



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Exhibitors who fail to provide the EAC contract by the **22 March 2019** deadline will be required to hire the services of the EBACE official service contractor, Freeman, EMEA, for installation and dismantling of their stand.

**Note:** If an EAC subcontracts their services, it is the exhibitor and the EAC's responsibility to submit proper documentation for the sub-contracting company to EBACE show management, including EAC contract and certificate of insurance. Non-documented sub-contracted vendors will not be permitted on the exhibit floor until proper documentation (insurance and notification) has been provided to show management.

Exhibitors utilizing the services of an installation and dismantling company/EAC during official show hours must provide exhibitor badges for those individuals. Installation and dismantling individuals working other than official show hours are required to wear set-up and tear-down wristbands.

### **EXHIBITS CONTAINED WITHIN PURCHASED SPACE**

All display material and demonstrations must be confined within the limits of the exhibitor's purchased space at both Palexpo and the static display of aircraft at Geneva International Airport. **Note: This rule also applies to exhibitor-hosted stand events.**

Please reserve appropriate stand and static display space size. If many people are expected to congregate at one time, in one place, demonstration areas should not be placed on the aisle side of the exhibit. Normal aisle traffic cannot be interfered with at any time. EBACE management reserves the right to restrict exhibits that because of noise, method of operation or any other reason become objectionable.

### **EXTENDED HOURS**

The normal work hours during move-in and move-out are 07:00 - 19:00. Exhibitors/EAC's/stand builders who need to work on their stands after normal work hours must seek approval from EBACE management by contacting [ebacesetup@nbaa.org](mailto:ebacesetup@nbaa.org) for approval and completing the [Extended Hours Request Form](#) and paying appropriate fees. Alternatively, EACs may stop by the show management office located near registration.

Requests for extended work hours will be reviewed by EBACE management and are subject to the fees listed below on the days working late:

<b>Application and payment in cash before 14:00</b>	\$500
<b>Application and payment in cash after 14:00</b>	\$750

Please note these rates are daily overtime rates.

### **FIRE SAFETY**

All exits and exit aisles must be kept clear and unobstructed.

No furniture, signs, easels, chairs, displays or audio-visual equipment may protrude into aisles. Fire hose cabinets, fire extinguishers, sprinklers or any other fire-safety device must not be hidden, obstructed or otherwise disturbed. All materials used in exhibit construction, decoration or as temporary cover must be certified as flame-retardant. Flammable fluids, substances or materials of any nature may not be used. All materials and installations must comply with Palexpo fire prevention regulations.

**INDOOR EXHIBITOR RULES****FIRST AID**

One first aid station will be available in the exhibit halls during move-in and move-out and on show days.

**Contact:**

+41 (0) 22 761 13 18; internal call: 1318.

**HANGING ELEMENTS****Hanging Signs:**

- 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;
  - If all elements are fully contained within the exhibitor's purchased exhibit space;
  - They are focused on the exhibitor's display; and
  - They do not interfere with other exhibits.

**Rigging:**

- A maximum of 4 safety cables will be permitted, provided non-perimeter booths are ground supported. The use of safety cables and rigging points must be approved by EBACE management in advance.

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.

**HELIUM BALLONS, UNMANNED AIRCRAFT SYSTEMS (UAS)/DRONES AND REMOTE-CONTROLLED AIRCRAFT**

Helium balloons, flying objects, including unmanned aircraft systems (UAS), and remote-controlled aircraft are not permitted in Palexpo or at static display exhibits. UAS' may be displayed at exhibits provided they are stationary, fit within purchased exhibit space and comply with all relevant safety requirements.

**INSURANCE**

Prior to show set up, all exhibitors must comply with EBACE insurance requirements. While EBACE management will not be responsible for collecting evidence of insurance documentation for indoor exhibitors, it will be the responsibility of the exhibitor to maintain coverage that satisfies the requirements set forth below. EBACE management reserves the right to request proof of satisfactory insurance coverage as it deems appropriate.

All exhibitors are required to have insurance evidencing commercial general liability and workers' compensation and employers' liability coverage prior to move in. The certificate must be issued from an insurance company that has A.M. Best ratings of at least A- (VII) or better.

Exhibitor shall maintain the following during the entire event, including move-in and move-out periods:



**INDOOR EXHIBITOR RULES**

- (1) Commercial general liability insurance, including broad form contractual liability coverage, with limits of at least \$1,000,000 per occurrence and \$2,000,000 aggregate, combined single limit for bodily injury and property damage, at least \$2,000,000 for products-completed operations aggregate, at least \$1,000,000 for personal and advertising injuries and at least \$100,000 for damage to premises rented to exhibitor;
- (2) Workers' compensation and employers' liability insurance in accordance with statutory limits;
- (3) Insurance against the risk of fire for all installations and equipment owned or leased by Exhibitor; and
- (4) If Exhibitor will own or operate any motor vehicles at any Facility, automobile liability insurance with limits in an amount adequate to cover all of Exhibitor's motor vehicles at the Facilities but not less than \$1,000,000.

All insurance must be primary and non-contributory to any other insurance coverage and Exhibitor shall obtain a waiver of subrogation on each policy in favor of the additional insured parties.

EBACE, LLC; National Business Aviation Association, Inc.; European Business Aviation Association; Freeman; Palexpo SA; and Geneva International Airport must each be named as additional insured on the commercial general liability and automobile liability insurance.

Exhibitor acknowledges that the requirements of this section in no way limit the liability of Exhibitor.

**MEETING ROOMS**

Palexpo provides meeting rooms for exhibitors in Palexpo on show days at a small fee with reservations accepted on a first-come, first-served basis. Charges for signage, audio/visual and catering are not included and are the responsibility of the exhibitor.

Please note:

- Exhibitors may reserve meeting rooms using the [EBACE2019 Meeting Room Reservation Form](#).
- EBACE management is not responsible for providing signage or promotion of meetings.
- Exhibitors will pay Palexpo directly for these rooms.
- Exhibitors may order signage through the Exhibitor Service Kit.
- Exhibitors who wish to have food or beverage service at their meetings must use the Palexpo- approved, exclusive caterers.

For more information on meeting rooms, contact NBAA's Edward Bagsic at +1 (202) 478-7776 or [ebagsic@nbaa.org](mailto:ebagsic@nbaa.org).

**MOVE-IN – PALEXPO**

Move-in for indoor exhibitors begins on Tuesday, 14 May 2019 and will be on a targeted basis.

**Note:** All exhibits must be set and in place by 15:00 on Monday, 20 May 2019, so that aisle carpeting can be installed. Exhibitors may continue preparations within their stands, but aisles must remain clear for aisle carpet installation.

## INDOOR EXHIBITOR RULES

If the exhibit space is not occupied by this time, EBACE management will consider it canceled by the exhibitor and assumes the right to use such space as deemed appropriate. Exhibitors requiring additional hours for indoor set up should contact [ebacesetup@nbaa.org](mailto:ebacesetup@nbaa.org).

### MOVE-OUT – PALEXPO

Move-out for Palexpo will begin at 16:00 on Thursday, 23 May 2019 and all materials must be removed by 17:00 on Saturday, 25 May 2019.

**Note:** All exhibits must remain staffed and in place until the show closes at 16:00 on Thursday, 23 May and exhibitors may not begin dismantling their exhibits before 16:00. Please plan accordingly. Exhibitors found in violation of this rule will be ineligible for the indoor exhibit space priority draw for EBACE2020.

TWI/IEL, the official freight forwarder for EBACE, reserves the right to ship (freight collect) packages, cartons, crates, etc., left in the Palexpo exhibit hall beyond the days and times of dismantling, unless special contract arrangements are entered into by the exhibitor and TWI/IEL.

### NOISE LEVELS

Complaints of sound regulation violations may be made directly to the NBAA exhibits team. Sound levels within the exhibitor's stand should not exceed 85 decibels as determined by NBAA exhibits team and must not disrupt the conduct of business of neighboring exhibits or show management events during posted exhibit hours.

NBAA noise policy enforcement procedure is as follows:

- An exhibitor in violation of this policy will receive a verbal warning by NBAA exhibits team.
- If a second infraction occurs, the exhibitor will receive a written warning delivered by the NBAA exhibits team.
- If the exhibitor continues to violate the policy, the electrical power for the sound producing elements will be shut down.
- Exhibitors receiving sound violation warnings will jeopardize their booth location in the future of NBAA events.

### PLATFORM FLOORING IN STANDS

Exhibitors have the option to purchase raised flooring from Palexpo that are 15cm (5.9in) in height which will leave enough space for both water piping and electrical. Exhibitors will need to have their flooring raised by at least 3cm (1.18in) so that electrical can be installed. Exhibitors requiring platform flooring for their stands for water/air-conditioning/compressed air must ensure the height of the flooring is a minimum of 8-10cm (3.14 - 3.93in) in height.

### SECURITY

While EBACE2019 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](#).



## INDOOR EXHIBITOR RULES

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. Order forms for additional security will be provided in the Exhibitor Service Kit.

### SMOKING

EBACE is a non-smoking event. In Geneva, smoking is prohibited in all public areas. All Palexpo premises, as well as the static display of aircraft, are considered public areas. Smoking is, therefore, strictly prohibited. All exhibitors and their appointed EACs, as well as, attendees of EBACE2019 are required to adhere to this regulation. Companies and/or individuals found to be in violation of this regulation risk being fined. EACs who are found to be in violation of this regulation may be removed from Palexpo.

### SPECIAL CONNECTIONS AT PALEXPO

Compressed air, water, drainage, gas, steam, electrical services, rigging and telephone/communication services are available exclusively through Palexpo. All connection locations are identified on the floor plan online. Detailed information is available through Palexpo online orders or at the Exhibitor Service Desk.

### STAND CONFIGURATION RULES

A minimum of a 6m-by-6m stand is required to reserve raw exhibit space. Full use of the purchased raw floor space is permitted. Refer to [Booth Visuals](#) for more detailed information.

#### Note:

- Please note that there are specific height requirements for main aisle stand locations.
- All raw space exhibitors, including those in inline raw space, must submit their scaled floor plans for approval to EBACE management by 22 March 2019

Additional requirements apply based upon the size and location of raw space. Certain stands may require fire watches, smoke detection devices, fire extinguishers, multiple exits, etc., as required by fire prevention officials.

	Main Aisle Location	Non-Main Aisle Location	Perimeter Location	Inline Raw	Shell Scheme
<b>Maximum Height</b>	4.6m	6.1m	9.1m	Exhibit elements to 2.5m (8ft); company name header to 3.05m (10ft)	2.5m (8ft)
<b>Hanging Signs</b>	Not Permitted	Not Permitted	Permitted	Not Permitted	Not Permitted
<b>Hard Walls (Glass counts as a hard wall)</b>	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

**INDOOR EXHIBITOR RULES**

	Main Aisle Location	Non-Main Aisle Location	Perimeter Location	Inline Raw	Shell Scheme
<b>Display Levels</b>	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
<b>Use of Space</b>	Full use of purchased exhibit space is permitted. Exhibit space may not cross over main aisles.	Full use of purchased exhibit space is permitted. Exhibit space may not cross over main aisles.	Full use of purchased exhibit space is permitted. Exhibit space may not cross over main aisles.	Full use of purchased exhibit space is permitted. Exhibit space may not cross over main aisles.	Full use of purchased exhibit space is permitted. Exhibit space may not cross over main aisles.
<b>Stand Drawings Required to be Approved in Advanced</b>	Yes	Yes	Yes	Yes	No
<b>Lighting Trusses</b>	Permitted above island stand if they are approved in advanced, all elements are fully contained within the exhibitor's purchased space, they are focused on the exhibitor's display, and they do not interfere with other exhibits.	Permitted above island stand if they are approved in advanced, all elements are fully contained within the exhibitor's purchased space, they are focused on the exhibitor's display, and they do not interfere with other exhibits.	Permitted above island stand if they are approved in advanced, all elements are fully contained within the exhibitor's purchased space, they are focused on the exhibitor's display, and they do not interfere with other exhibits.	Not Permitted	Not Permitted

**INDOOR EXHIBITOR RULES**

	Main Aisle Location	Non-Main Aisle Location	Perimeter Location	Inline Raw	Shell Scheme
<b>Rigging</b>	A maximum of 4 safety cables will be permitted, provided all elements of the booth are ground supported and approved in advanced.	A maximum of 4 safety cables will be permitted, provided all elements of the booth are ground supported and approved in advanced.	No limit on rigging and must be approved in advanced.	Not Permitted	Not Permitted
<b>Floor Plan</b>	Located on red aisles.	Not highlighted.	Highlighted in green.	Highlighted in pink.	Not highlighted.

**Raw Exhibit Space – Inline Exhibit Space**

**Maximum height:** Exhibit elements to 2.5m (8 ft); company header to 3.05m (10ft).

**Stand Drawings deadline:** 22 March 2019

- Inline raw space is defined as a narrow stand space comprised of one or more 3m-by-3m units in a straight line.
- Exhibit materials, components and identification signs will be permitted to a maximum height of 2.5m (8 ft); company header is permitted to maximum of 3.05m (10 ft).
- Inline raw exhibit space exhibitors must be self-supporting and provide solid walls for their own exhibits.
- Inline raw exhibit spaces may not have hanging signs, lighting trusses, materials or components above stand spaces.
- Exhibit must be completely finished on all exposed sides and a back wall that adjoins another exhibitor must be finished.
- No identification of any kind is allowed on a back wall that adjoins another exhibitor. This includes company logos.
- Exhibitors must provide floor covering for their entire purchased exhibit space.
- Pop up displays are not permitted in inline raw space.
- Exhibitors who purchase raw space and have not submitted a stand drawing in advance will be required to pay the difference for the shell-scheme walls on site if the stand does not meet the outlined regulations.
- Due to utility connections and backwall bracing for shell scheme units, all inline raw spaces will be grouped together on the floor plan and are highlighted in pink on the live floor plan.
- Inline raw exhibitors are required to professionally finish the back of their stands for any higher elements visible to attendees with a hard substrate like finished wood, foamboard or sintra.
- Exhibitors who order inline raw space will not be permitted to order shell scheme walls to close off the backs of their stands.
- The following are not permitted in inline raw stands:
  - “Pop-up” exhibits with plastic bracing
  - Exhibitory with no finished back wall

## INDOOR EXHIBITOR RULES

- Exhibits that can be accessed from 4 sides
- Exhibits that are not self-supported.

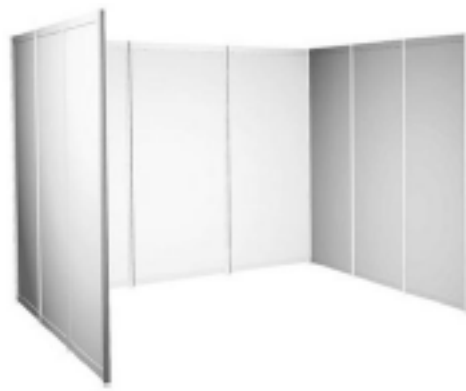
If you are unsure if your display qualifies for an inline row space please contact EBACE management at [exhibits@ebace.aero](mailto:exhibits@ebace.aero) in advance of submitting your application.

### Shell Scheme Space – Inline Exhibit Space

**Maximum height:** Exhibit elements to 2.5m (8 ft); company header to 3.05m (10 ft).

**Stand Drawings deadline:** No stand drawing required.

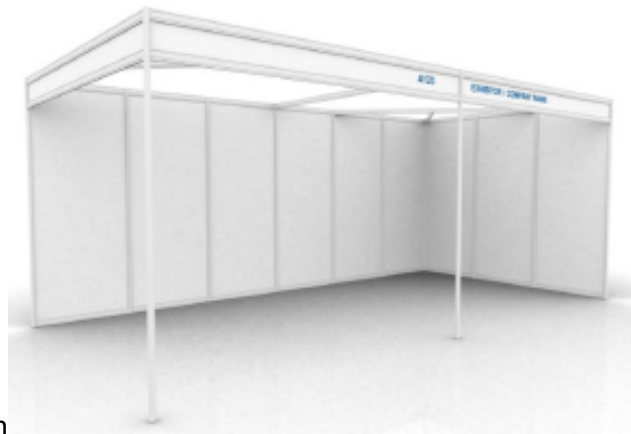
- Inline shell scheme stands contain one or more 3m-by-3m units in a straight line with stands on either side and/or behind its back wall.
- Maximum permitted height of exhibit materials, components and identification signs is 2.5m (8 ft)
- Shell-scheme stands include:
  - Solid back wall and side wall panels, 2.5m (8 ft) high
  - White metal crossbars (to affix fascia name board and/or spotlights when purchased separately by exhibitor)
  - One side of your exhibit will be provided with a printed company name which will be inserted into this crossbar fascia. Note: Exhibitors in corner locations wanting two sides of branding will need to pay for an additional company header. Larger headers will also be available for purchase in the Exhibitor Service Kit
- A one-sided company name header is permitted to a maximum height of 3.05m (10 ft). Header may not include lights.
- Units must be in a line and may not cross over two aisles, as with an end-cap
- Exhibitors may not be permitted to take down the metal crossbar header fascias, if they are needed to support the walls.
- Exhibitors must provide floor covering for their entire purchased exhibit space
- The maximum permitted height of exhibit materials, components and identification signs is 2.5m (8 ft).



**Inline Shell Scheme Stand – 3m-by-3m**



**Corner Shell Scheme Stand – 3m-by-3m**



**Corner Shell Scheme Stand – 3m-by-3m**

### Raw Island Exhibit Space

**Maximum height:** There are different height requirements depending on the location of the exhibit space. Please refer to the table above.

**Stand Drawings deadline:** Due by 22 March 2019.

- A minimum of a 6m-by-6m stand is required to reserve raw island exhibit space. Full use of the purchased raw floor space is permitted.
- Additional requirements may apply based upon the size and location of raw space. Certain stands may require fire watches, smoke detection devices, fire extinguishers, multiple exits, etc., as required by fire prevention officials.

### Non-Perimeter Peninsula Stands

**Maximum height:** Non-main aisle locations: 6.1m (20 ft) Main aisle locations: 4.6m (15 ft)

**Stand Drawings deadline:** Due by 22 March 2019.

- A non-perimeter peninsula stand is a stand that is at least 6m-by-6m and is positioned back to back with an adjacent exhibitor.
- May contain perimeter wall structures with approval by EBACE management.
- All exhibit elements that are visible must be finished.
- Perimeter wall structures may be unfinished on sides not visible to attendees.
- Permitted to have more than one display level with prior approval by EBACE management.
- Hanging signs, materials or components are not permitted above exhibit space, with the exception of lighting truss provided prior approval is secured from EBACE management.

## INDOOR EXHIBITOR RULES

- A maximum of four safety cables is permitted, provided stand is ground supported and prior approval is secured from show management.
- Certain stands may require fire watches, smoke detection devices, fire extinguishers and multiple exits as required by fire prevention officials.

### Perimeter Island Stands

**Maximum height:** Non-main aisle locations: 9.1m (30 ft)

**Stand Drawings deadline:** Due by 22 March 2019.

- A perimeter island stand is located around the perimeter of the exhibit hall (denoted in green on floor plan).
- Maximum height: 9.1m (30 ft)
- May contain perimeter wall structures with approval by EBACE management.
- Hanging signs, materials or components are permitted above exhibit space to a maximum height of 9.1m (30 ft), provided prior approval is secured from EBACE management.
- Perimeter wall structures may be unfinished on sides not visible to attendees.

### Non-Perimeter Island Stands

**Maximum height:** Non-main aisle locations: 6.1m (20 ft)

**Main aisle locations:** 4.6m (15 ft)

**Stand Drawings deadline:** Due by 22 March 2019.

- A non-perimeter island stand over 180 sqm having aisles on all four sides.
- Hanging signs, materials or components are not permitted above exhibit space, with the exception of lighting truss provided prior approval is secured from EBACE management.
- A maximum of four safety cables is permitted, provided stand is ground supported and prior approval is secured from show management.
- Hard walls occupying over 50% of the stand's perimeter are not permitted.

### VIOLATIONS

By completing the EBACE exhibitor application for exhibit or static display space, the exhibitor agrees to abide by these rules as interpreted by EBACE management. In fairness to all participants, exhibitors found in violation of EBACE rules at Palexpo or at the static display of aircraft on Geneva International Airport will be required to make necessary changes on-site at the exhibitor's expense. If satisfactory changes cannot be made, EBACE management reserves the right to terminate any and all rights to the exhibit space, and the exhibitor will forfeit all fees paid. Violating exhibitors will be ineligible for the indoor exhibit space lotteries for 2020 and jeopardize placement at the static display of aircraft.

### WASTE REMOVAL

Exhibitors and stand builders are responsible for the removal of their waste during move in and move out at EBACE. Exhibitors and/or stand builders will be billed accordingly by 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.