

## EXHIBITOR-APPOINTED CONTRACTOR MOVE-IN INFORMATION – PALEXPO EXHIBITS

### EBACE SECURITY WRISTBANDS

EBACE Security Wristbands will be available for pick up at Palexpo at Door 620 (24-hour door) at the back of Hall 6 and at the entrance to Hall 4 near EBACE Registration beginning on Wednesday, 15 May from 12:00 - 19:00. Wristbands will be required to access Palexpo exhibits beginning on Thursday, 16 May. Please see [Target Floor Plan](#), which highlights the exact location. These are the **ONLY** locations available to pick up security wristbands.

- Exhibitor-Appointed Contractors (EACs) **will not** be able to access the Exhibit Hall floor during Move-In or Move-Out without wristbands.
- All EACs are requested to submit their Security Wristband Requirements as soon as practical via fax to Securitas.  
[The EBACE Wristband Request form is available online here.](#)

To eliminate confusion and waiting on site, we request that only one Supervisor from each EAC pick up the wristbands and distribute them to their crews. It is also advised that EAC Supervisors pick up their wristbands for the next day's work between the hours of 15:00 – 17:00.

**\*\*\*Note: Individuals will be required to show proper identification in order to pick-up security wristbands.**

### SECURITY WRISTBAND DISTRIBUTION HOURS

\*Wristbands will be distributed Wednesday and enforced on Thursday.

Move In	Hall 4 near Registration	Door 620, Hall 6
Wednesday, 15 May	13:00 – 19:00	n/a
Thursday, 16 May-Friday, 17 May	07:00 – 19:00	06:30 – 19:00
Saturday 18 May - Sunday, 19 May	Only at Door 620	06:30 – 17:00
Monday, 20 May	Only at Door 620	06:30 – 13:00
Move Out		Door 620, Hall 6
Thursday, 23 May	13:30 – 21:00	12:00 – 21:00
	<b>For Static ONLY</b>	<b>12:00 – 15:00</b>
Friday, 24 May	Only at Door 620	07:00 – 20:00

### EXTENDED HOURS FOR MOVE-IN

All EACs/stand builders/exhibitors who need to work on their stands after normal work hours – between 19:00 and 07:00 – must complete the [Extended Hours Work Request form](#) and pay appropriate fees, which cover additional lighting and security costs. Once the form has been submitted, all fees become payable in full – **no exceptions. Fees must be paid by credit card or in cash prior to the scheduled late move-in.** EACs/Exhibitors must exit the exhibit hall via door 620 and will be required to sign out. Additional set-up hours for the static display are not permitted.

#### Daily Extended Work Hours Fees:

- Application and payment in before 14:00 – \$500
- Application and payment in after 14:00 – \$750
- All after-hours work is done at the stand builder's/EAC's own risk. Neither EBACE nor Palexpo will be held liable for any damage which may occur to the exhibitor's goods, materials and/or installations.
- No late work will be permitted without following this procedure.

### TARGETED FLOOR PLAN

Please review the [target floor plan](#) to be familiar with your scheduled move-in time. **All EACs/Stand Builders/Exhibitors who need to continue working on their stands after normal work hours – between 19:00 – 07:00 – must complete the Extended Work Hours Request form and pay the appropriate fees. See policy above.**

### EAC BADGES

EACs who require access to the Exhibit Hall during official Show Days – Tuesday, 21 May; Wednesday, 22 May; and Thursday, 23 May – are required to wear official EBACE Badges. Wristbands will not provide access to the show floor on these days. EACs should coordinate with their exhibiting companies to obtain badges.

### SECURITY DURING MOVE IN & MOVE OUT

While EBACE management will provide security roamers during move-in beginning on Tuesday, 14 May, all personal and booth items are the sole responsibility of the exhibitor or EAC. There will be an abundance of people in the exhibit halls during move-in and move out, be aware and lock up all items of value. We recommend that you secure valuable items or hire security services through Securitas ([services.speciaux@securitas.ch](mailto:services.speciaux@securitas.ch)).

## IMPORTANT NOTICE

- **Protect your belongings. Exhibitors are responsible for their own goods.**
- **Don't leave valuables unattended during move in or move out.**
- **Valuables should be secured with lock and key.**
- **Additional stand security may be ordered from Securitas, +41 (0) 22 761 16 81, E-mail : [services.speciaux@securitas.ch](mailto:services.speciaux@securitas.ch)**

## FOREIGN STAFFING REGULATION

Foreign staff (including those exhibitors setting up their own booths) must register to be able to work in Switzerland. Please note this is a Swiss law, not a Palexpo or NBAA regulation. This registration must be done online (not via fax/post). All information and a link to registration can be found here: [https://www.bfm.admin.ch/bfm/en/home/themen/fza\\_schweiz-eu-efta/meldeverfahren.html](https://www.bfm.admin.ch/bfm/en/home/themen/fza_schweiz-eu-efta/meldeverfahren.html)

## SMOKING – NEW FOR 2019

Smoking is prohibited in the exhibit halls at EBACE during move-in, on show days and during move-out. Individuals who are caught smoking in the exhibit halls will be given a warning. If caught smoking in the exhibit halls a second time, individuals will be removed from the exhibit hall and will not be permitted to work for the remainder of the day.

## BIKES, SKATEBOARDS & SCOOTERS

Bikes, skateboards and scooters are not permitted to be ridden by EACs or their workers at any time in the exhibit halls at EBACE.

## MOVE-IN BULLETIN

Please take a moment to print and review the [EBACE Move-in Bulletin](#) with your team.

## EBACE EXHIBITS STAFF

Please contact anyone from the EBACE exhibits team with questions.

### INDOOR EXHIBITS:

Sarah Driver, CEM +1 (202) 909-5941  
 Julie Stubbs +1 (202) 802-0318  
 Maureen Cameron: +1 (202) 203-0609  
 Linda Peters: +1 (202) 415-1297

### STATIC DISPLAY:

Joe Hart: + 1 (202) 415-1219

