

EXHIBITOR QUICK FACTS

AIRCRAFT DISPLAY/GENEVA INTERNATIONAL AIRPORT ACCESS

The aircraft display area will be accessible beginning on Monday, 25 May at 07:00 for all EBACE exhibitors with show badges. Prior to this time, no one without an official airport badge will be granted access to the static display.

BIKES, SKATEBOARDS & SCOOTERS

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

CARPET – EXHIBIT HALL

- EBACE aisle carpet will be blue.
- EBACE management carpets aisles only.
- All indoor exhibitors are responsible for providing floor covering for their entire purchased exhibit space, except for exhibitors in the first-time exhibitor pavilion.

COMPULSORY CONTRACTOR PASSES

Palexpo reminds all exhibitors and staff working at EBACE of the obligation to respect the legal provisions in force in Switzerland and in Geneva mentioned in the Exhibitor Service Kit, located under the Palexpo regulations, “Administrative and Legal Regulations: Article 13.”

EXHIBITORS AND STAND BUILDERS

- No EAC will be provided access to the exhibit hall for move-in unless they have been approved by EBACE management after completing EAC contract/application and providing their certificate of insurance.
- Please be advised that the copyright laws of Switzerland forbid the rental, sale or possession of furniture, or other items, of an illegally copied design without proper licensing from the owner of such designs. Violators may have their stands seized and closed for the duration of the show.
- Furniture rentals through the official general contractor are guaranteed not to violate these or other intellectual property protection laws.

FURNITURE RENTALS

- Freeman, EMEA offers discounted pricing for all orders placed with payments by **Friday, 17 April**.
- Any order revisions and/or substitutions requested after the discount deadline date of **Friday, 17 April**, are subject to the standard rates if requested items are available.
- Furniture cancellations after **17 April** may be subject to 30% restocking fees.
- Furniture exchanges, returns or credits will not be granted after **5 May**.
- On-site returns and/or cancellations are subject to 100% cancellation charges.

FURNITURE DELIVERY DATES

- Advance orders placed on or before **17 April** will be delivered to stands no later than 17:00 on Saturday, 23 May.
- Late orders received after **17 April** will be delivered by 17:00 on Sunday, 24 May.
- On-site orders (from 24 May on) will be delivered by 17:00 on Monday, 25 May, if not earlier.

EXHIBITOR QUICK FACTS

- Large furniture orders for stands over 180 sq. m (2,000 sq ft) will be delivered on Saturday, 18 May to allow for build-up to be completed and all trash/debris will be removed from stand. Exhibitors should contact Freeman, EMEA to make special arrangements for earlier deliveries, if required.

INLINE RAW STANDS

Inline raw space exhibitors must submit detailed stand drawings to EBACE for approval by 20 March.

- Inline raw exhibitors must finish their 2.5m (8 ft) back wall and sidewalls.
- Exhibitor identification signs are permitted to a maximum height of 3.05m (10 ft).
- Exhibitors with questions may contact the EBACE exhibits team at exhibits@ebace.aero.
- Exhibitors may order several different turnkey shell-scheme packages or custom exhibits directly through Freeman, EMEA, providing easy, convenient and cost-effective solutions to the complexity and expense of traditional trade show exhibits.

MOVE-IN

NEW FOR 2020: In order to provide a more convenient and predictable time slot for truck unloading/loading. ExpoLog Geneva SA (Formerly IEL) has introduced an online time slot booking system for this years EBACE. All vehicles, trucks, etc. must be registered on ExpoLog Geneva's online time slot booking platform prior to arrival. Access to the time slot booking system will be available starting on Monday, April 1st 2020 via www.expolog-genva.ch

All vehicles/trucks must check in to lot P-49 before accessing the EBACE Exhibit halls. Please note: ExpoLog Geneva SA is the only freight handling contractor allowed on-site to work at EBACE2020.

Please make sure that your subcontractors are duly informed.

Online Registration Fee: CHF 75 per vehicle

On-Site Registration Fee: CHF 130 per vehicle

- Move-in for indoor exhibitors in Hall 4, 5 and 6 begins on Tuesday, 19 May 2020 at 08:00 and will be on a targeted basis.
- All exhibits must be fully installed by Monday, 25 May at 15:00.
- Refer to the [color-coded target floor plan](#) for your assigned freight check-in date and time. The target time indicates the earliest possible time you may check in and be placed in line for same day unloading.
- Should you wish to change your target date, kindly contact exhibits@ebace.aero, with your request.

Please note: Target changes will not be accepted beginning one week prior to the first day of move-in, Tuesday, 19 May. This ensures all of our vendors have the appropriate lead time to complete orders before an exhibitor's freight arrives.

Important: If you are delivering display items directly to show site and are scheduling exhibit labor, please make arrangements for labor to arrive at least 4 hours after your scheduled target time. Target time is based on truck check-in and does not necessarily represent the time your truck will be unloaded.

EXHIBITOR QUICK FACTS

MOVE-OUT

Exhibit Halls:

- **Move-out for exhibits in Hall 4, 5 and 6 will begin at 16:00 on Thursday, 28 May 2020.**
- All exhibit materials must be completely dismantled, packed into crates and secured by 17:00 on Saturday, 30 May.
- **Please note that trucks are not permitted on the roads during holidays and on Sundays.** ExpoLog Geneva SA will begin returning empty containers as soon as aisle carpeting has been removed from the exhibit halls.
- The entire process to return empties could take approximately 8 hours.
- **Note:** Inclement weather may delay this process.

Truck Access to Halls 4, 5 and 6: **NO** trucks will be permitted access to Halls 4, 5 and 6 until **ALL** empty containers have been returned on Thursday evening, 28 May. It is anticipated that trucks will be granted access starting at 21:00.

For general freight/material handling questions, please contact ExpoLog Geneva SA directly at +41 22 798 13 01 or via email at info@expolog-geneva.ch

Aircraft Display:

- Move-out for the aircraft display on Geneva International Airport will begin at 14:00 on Thursday, 28 May.
- No aircraft movements may commence until 16:45.
- All materials must be removed from the static display by 15:30 on Thursday, 28 May.

Security: Please secure all belongings at close of show. While EBACE management will provide perimeter security, 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 at the close of show on Thursday, 28 May. Be aware and lock up all items of value.

PARKING

Cars:

- Passes for Lot P12 under Hall 5, valid for move-in, show days and move-out Tuesday, 19 May – Saturday, 30 May, can be ordered in advance through Palexpo's Online Ordering in the Exhibitor Service Kit.
- Passes may be ordered online for show days at the price per pass of CHF 18.00 per day or CHF 54.00 for the three show days, including VAT.
- Passes will also be available at the Exhibitor Service Desk on site at Palexpo at the price per pass = CHF 54.00 including VAT.
- Parking tickets cost CHF 2.00/hour or CHF 18.00/day.
- Absolutely no personal vehicles and/or parking are allowed inside the exhibit halls.

Trucks:

- Truck parking in Lot P-49 is free of charge during move in and move out.
NOTE: Trucks needing access to the unloading/loading gates are required to register vehicles with ExpoLog SA Geneva (Formerly IEL) and all applicable fees associated with registration.
- Passes will be required for show days, 26-28 May.

EXHIBITOR QUICK FACTS

- Passes can be ordered in advance through Palexpo's Online Ordering in the Exhibitor Service Kit. and will also be available for purchase on site at the Exhibitor Service Desk (Price per pass = CHF 180.00 including VAT).

REMOVAL, STORAGE AND RETURN OF EMPTIES

ExpoLog Geneva SA has the exclusive authority to remove, store and return empty crates for EBACE. This will ensure that empty crates are returned to all exhibitors in the most expeditious manner at the close of the show.

SECURITY

- Securitas is the official security provider for EBACE.
- Main security number +41 (0) 22 761 1681.
- **Note:** Please call main security number, +41 (0) 22 761 1681, for after-hours assistance, security gates, entrance/exit from exhibit halls.
- In case of accident or fire please call +41 (0)22 761 1318.

SECURITY WRISTBANDS

EBACE security wristbands are required for all Exhibitor-Appointed Contractors (EACs)/Stand Builders/Third Party Contractors to access the exhibit hall on move-in and move-out days. One supervisor from each EAC/I&D company will be responsible for picking up wristbands from the designated security station each afternoon prior to the day of use and distributing them to their personnel.

SHELL-SCHEME STANDS

Inline shell-scheme stands contain one or more 3m-by-3m spaces in a straight line with stands on either side and/or behind its back wall.

New for 2020: Exhibitors must submit stand drawings for approval before 20 March.
Height: The maximum permitted height of exhibit materials and components is 2.5m (8 ft).
Exhibitor identification signs are permitted to a maximum height of 3.05m (10 ft).

Shell-scheme stands include the following:

- Solid white back wall and side wall panels, 1m wide by 2.5m (8 ft) high
- White metal crossbars to affix fascia name board and/or spotlights.

SMOKING

- EBACE is a non-smoking event.
- In Geneva, smoking is prohibited in all public areas.
- All Palexpo premises, as well as the aircraft display, are considered public areas. Smoking is, therefore, strictly prohibited.
- All exhibitors and their appointed EACS, as well as, attendees are required to adhere to this regulation.
- Companies and 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.
- Smoking is prohibited during move-in, on show days and during move-out.
- Individuals who are caught smoking will be given a warning. If caught smoking a second time,



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individuals will be removed from the exhibit hall and will not be permitted to work for the remainder of the day.

EXHIBITOR QUICK FACTS

WASTE/TRASH DISPOSAL

- Containers and waste bags can be rented to exhibitors and stand builders during move in/move out at the Palexpo desk in the Exhibitor Service Center.
- Please refrain from depositing trash in the aisles and outside Palexpo.
- Exhibitors and/or stand builders are responsible for the removal of their waste during move in and move out.
- Exhibitors and stand builders will be billed by the Palexpo Operations Department.
- On show days, waste removal is **free of charge**.