

Greetings EBACE2022 Exhibitors,

We are so pleased to be back in Geneva and we're exceptionally pleased that you'll be with us this year.

This Exhibitor Service Kit includes all the necessary forms, important deadlines, forms and contacts to support your exhibit and/or aircraft display at EBACE2022. Kindly review this information carefully and forward the required documents to EBACE management and the designated service providers outlined in this kit by the listed deadlines.

Please note the following for EBACE2022:

- 1. COVID:** EBACE management will continue to consult with Palexpo, Geneva and Swiss health and government officials, and our health and safety partner CrowdRx to determine proper protocols for us to return to EBACE2022 safely. The safety of our attendees, exhibitors and service partners is of the utmost priority to us. We'll provide updates as we have them. Please visit <https://ebace.aero/2022/about/health-safety-information/> for the latest information
- 2. EBACE GREEN PLEDGE:** In an effort to make EBACE2022 a more sustainable show, we invite exhibitors to participate in the EBACE2022 Green Pledge. It's easy to sign up, and each bit will help make Europe's greatest business aviation event better for our planet. Watch for additional details coming soon.
- 3. SHOW DATES & EXHIBIT HALL HOURS:** Please keep in mind that EBACE2022 is a Monday - Wednesday event. So, opening day is Monday, 23 May and the show will close on Wednesday, 25 May. Also, we've changed the exhibit hours on the final day. The exhibit hall will close at 15:00 on Wednesday, 25 May.
- 4. STAND DRAWINGS:** All exhibitors in raw exhibit space, including inline raw space, must submit complete stand drawings by 25 March 2022 for approval. Further details are provided in this kit.
- 5. KEYNOTE ADDRESS:** The Keynote Address on Monday, 23 May will take place on the show floor in Hall 4.
- 6. CATERING:** To ensure quality service and simplified logistics, Palexpo Restaurants and its official catering partners are the official exclusive catering partners of EBACE, and are the only caterers permitted to work on site. Details are included within this service kit.
- 7. TARGETED MOVE-IN SCHEDULE:** Please consult the target floor plan (Available late-February). Only EBACE management is permitted to make adjustments to target dates.
New for 2022: Exhibitors wishing to adjust their target dates must submit a request in writing via email to exhibits@ebace.aero no later than two weeks prior to the first move-in date - 16 May.
- 8. WIFI:** Only the Palexpo WiFi network is authorized in the halls. Exhibitors requiring WiFi service must order from Palexpo.

9. FOREIGN STAFF WORKING AT PALEXPO: Please ensure that appropriate regulations are followed.

10. ONLINE ORDERING OF PALEXPO SERVICES: All exhibitors must have an online account to place orders with Palexpo. Each exhibitor's primary exhibitor contact is currently registered for the Exhibitor Dashboard, which provides access to online ordering via the Palexpo Online Shop.

Exhibitors choosing to use a third party (stand builder, etc.) to do ordering on their behalf must register their third-party contractor with EBACE management by completing the contractor application/contract and providing their certificate of insurance in order for login credentials to be issued.

11. WASTE REMOVAL: Exhibitors and stand builders are responsible for the removal of their waste during move-in and move-out. Exhibitors and/or stand builders will be billed accordingly by the Palexpo Operations Department. To limit costs for waste removal, it is recommended that exhibitors and stand builders use recyclable materials for stand construction whenever practical. More information on waste removal and applicable charges can be found in the Palexpo Online Shop.

12. SECURITY: EBACE management employs a limited amount of perimeter security during move in, on show days and during move out. Exhibitors and their exhibitor-appointed contractors are always reminded to secure their belongings and to make sure that all valuables are kept under lock and key, particularly during move in and move out when there is a high level of activity within the halls.

13. EXTENDED HOURS: Normal work hours during move-in and move-out are 07:00 – 19:00. Exhibitors/EACs/stand builders needing to work on their stands after normal work hours must request approval from EBACE show management by completing the [Extended Hours Request Form](#) and paying appropriate fees.

If you have any questions regarding the Exhibitor Service Kit, key dates and deadlines or target floor plans, kindly use the contact list enclosed within this exhibitor service kit to contact the appropriate member of EBACE management.

We look forward to seeing you in Geneva and working with you on another successful EBACE!

Kind regards,

EBACE Exhibits team