

IMPORTANT DATES & DEADLINES

Friday, 10 Dec. 2021	Exhibitor Application Priority Deadline	Deadline for submitting exhibitor application contract with payment to receive discounted rate and qualify for the priority draw.
Monday, 24 Jan. - Friday, 28 Jan. 2022	Priority Placements	All exhibitors with applications and payments submitted by 15 November priority deadline will select exhibit space during this time.
Friday, 25 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.
Friday, 25 March	Stand Drawings Deadline for all Raw and Inline Raw Space	All raw and inline raw space exhibitors must submit complete stand drawings for approval via the stand drawing submission portal by 25 March 2022. Stand drawings must be complete and include renderings or photos of the stand (including the front, back, and sides), technical drawings, hanging elements (including signage, lighting trusses and security points) with dimensions. For more information, review the EBACE2022 indoor exhibitor rules .
Friday, 25 March	EAC Contract & EAC Certificate of Insurance Deadline	Deadline to submit the EAC contract and their certificate of insurance to show management. Complete EAC contract and upload certificate of insurance via the online portal.
Friday, 25 March	Set-Up & Tear-Down Security Wristband Order Forms Due	Order forms should be completed and returned to Securitas, the EBACE security provider
Thursday, 7 April	Sponsorship Artwork Deadline	Artwork for all EBACE sponsorships due to EBACE sponsorship team, sponsorships@ebace.aero .
Friday, 8 April	Lead Retrieval Advanced Pricing Deadline	compusystems.com/order
Friday, 15 April	ExpoLog Geneva Vehicle Booking Platform Opens	ExpoLog Geneva Freight Vehicle booking platform opens. Booking tab link available from the ExpoLog website: www.expolog-geneva.ch

Friday, 15 April	Freeman, EMEA Discount Pricing Deadline	Deadline to receive discounted pricing on orders with Freeman, EMEA orders. Note: Furniture exchanges, returns and/or credits will not be granted after 15 April.														
Tuesday, 19 April	TWI's US Export-Controlled Items Cut-off Deadline	TWI Representatives can arrange pick-up for EBACE 2022.														
Friday, 22 April	Aircraft Display - Exhibitor Insurance Documentation Due	For more information, refer to the EBACE2022 Aircraft Display Rules & Regulations .														
Friday, 22 April	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.														
Friday, 22 April	Palexpo Discount Pricing Deadline	Deadline for discounted rates for services provided by Palexpo. Rates increase by 20% after this date.														
Friday, 22 April	Furniture Cancellations and/or Substitutions Deadline - Freeman, EMEA	Furniture cancellations and/or substitutions with Freeman, EMEA will only be accepted until 22 April 2022.														
Tuesday, 26 April	TWI's General Air Freight Forwarding Deadline	TWI Representatives can arrange pick-up for EBACE2022.														
Wed., 27 April	Aircraft Display GPU, APU & Detailing Orders Due	Ground power unit (GPU) and air-conditioning (APU) order forms due to AEM International and AEM Logistics no later than Wed., 27 April. For more information, please see EBACE2022 aircraft display rules .														
Friday, 15 May	Lead Retrieval Order Deadline	Discount pricing deadline for lead retrieval orders from CompuSystems.														
Monday, 16 May – Sunday, 22 May	Move-In Raw Space Exhibitors - Halls 4, 5 & 6	<table> <tr> <td>*Monday, 16 May</td> <td>08:00 – 17:00</td> </tr> <tr> <td>*Tuesday, 17 May</td> <td>08:00 – 17:00</td> </tr> <tr> <td>*Wednesday, 18 May</td> <td>08:00 – 17:00</td> </tr> <tr> <td>*Thursday, 19 May</td> <td>08:00 – 17:00</td> </tr> <tr> <td>*Friday, 20 May</td> <td>08:00 – 17:00</td> </tr> <tr> <td>*Saturday, 21 May</td> <td>08:00 – 17:00</td> </tr> <tr> <td>*Sunday, 22 May</td> <td>08:00 – 17:00</td> </tr> </table> <p>*on a targeted basis – see Target Floor Plan</p> <p>Exhibitors requiring additional time for indoor setup should contact the EBACE Exhibits team at exhibits@ebace.aero.</p> <p>Indoor exhibits must be completely set up by 15:00 on Sunday 22 May so that carpet can be installed.</p>	*Monday, 16 May	08:00 – 17:00	*Tuesday, 17 May	08:00 – 17:00	*Wednesday, 18 May	08:00 – 17:00	*Thursday, 19 May	08:00 – 17:00	*Friday, 20 May	08:00 – 17:00	*Saturday, 21 May	08:00 – 17:00	*Sunday, 22 May	08:00 – 17:00
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		Preparations may continue within exhibitors' stands, but all freight must be removed from the floor at this time.
Friday 20 May – Sunday 22 May	Move-In - Shell-Scheme Exhibitors – Halls 4, 5 & 6	<p>Friday, 20 May 08:00 – 17:00 Saturday, 21 May 08:00 – 17:00 Sunday, 22 May 08:00 – 15:00</p> <p>Installation and decoration of shell-scheme stands provided by Freeman.</p> <p>Indoor exhibits must be completely set up by 15:00 on Sunday, 22 May so that aisle carpet can be installed. Preparations may continue within exhibitors' stands, but all freight must be removed from the floor at this time.</p>
Saturday, 21 May	Aircraft Display Move-In	<p>*Saturday, 21 May 08:00 – 19:00 (Aircraft arrivals) Sunday, 22 May 07:00 – 19:00 (General move in)</p> <p>*Aircraft arrivals on a targeted basis (no exhibitor or EAC access to static area).</p> <p>As Geneva International Airport is in continuous operation for airline and business aircraft, early move-in is not permitted.</p>
Friday, 20 May – Wed., 25 May	Registration Open	<p>Friday, 20 May 09:00 – 17:00 Exhibitors Saturday, 21 May 09:00 – 18:00 Exhibitors & Press Sunday, 22 May 08:00 – 18:00 Exhibitors, Press & Attendees Monday, 23 May 08:00 – 18:00 Exhibitors, Press & Attendees Tuesday, 24 May 08:30 – 18:00 Exhibitors, Press & Attendees Wed., 25 May 08:30 – 15:00 Exhibitors, Press & Attendees</p> <p>Registration will be located inside the entrance to Hall 4.</p>
Sunday, 22 May	Aircraft Display Aircraft Must be Set & In Place	All aircraft display aircraft must be set and in place by 19:00 on Sunday, 22 May.
Sunday, 22 May	Indoor Exhibits Must be Set & In Place	<p>All exhibits in Palexpo must be in place by 15:00 on Sunday, 22 May, so that aisle carpeting may be installed.</p> <p>Exhibitors may continue stand preparations within their individual spaces, but all freight must be removed from aisles.</p>

Sunday, 22 May	EBACE Press Day	Sunday, 22 May 08:00 – 17:00 Exhibit Halls 4, 5 & 6 and aircraft display *Viewing of exhibits and static display of aircraft by accredited media
Sunday, 22 May	EBACE Press Luncheon, By invitation only	Sunday, 22 May 13:00 – 14:30
Monday, 23 May – Wed., 25 May	Exhibit Hours - Exhibit Halls & Aircraft Display	Monday, 23 May 10:00 – 17:00 Tuesday, 24 May 09:00 – 17:00 Wed., 25 May 09:00 – 15:00 Exhibit Halls 09:00 – 14:00 Aircraft Display
Monday, 23 May	EBACE Keynote – New location on exhibit hall floor near Registration.	Monday, 23 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.
Wed., 25 May – Friday, 27 May	Move-Out – Exhibit Halls	Wed., 25 May 15:00 – 23:00 Thurs., 26 May 07:00 – 20:00 Friday, 27 May 07:00 – 17:00 *Exhibitors may not begin to dismantle their exhibits until the show closes at 15:00 on Wed., 25 May. Exhibitors who dismantle early may lose their eligibility for the EBACE2023 priority draw. Note: Shell-scheme stands must be removed by 12:00 on Thur., 26 May. All exhibit materials must be completely dismantled, packed into crates and secured by Friday, 27 May at 17:00. ExpoLog SA Geneva (Formerly 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. Please plan accordingly. Note: Inclement weather may delay this process. 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 Wed., 25 May. It is anticipated that trucks will be granted access starting at 21:00.
Wed., 25 May	Move-Out – Aircraft Display	Between 14:00 and 15:00 on Wed. 25 May, only exhibitors with badges and EACs with security wristbands will be allowed on the aircraft display. All aircraft and exhibit materials must be removed

		<p>from the aircraft display by 15:00 on Wed., 25 May. No aircraft movements will commence until 16:45 that same day.</p>
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