

EXHIBITOR GENERAL INFORMATION

All EBACE exhibitors should review this general information. In addition, specific rules are applicable to indoor exhibitors and aircraft display exhibitors.

ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES

EBACE management will provide reasonable accommodations to individuals with disabilities who make their situations known to EBACE management. Reasonable accommodations are those that do not create an undue hardship on EBACE, change the nature of scheduled events or activities, or pose a safety or health threat to other attendees.

BADGE REGISTRATION

- Exhibitor badges are required for exhibitor access to the exhibit halls and the aircraft display.
- Exhibitor badges allow access onto the show floor and onto the aircraft display on show days at 07:00 daily.
- Attendee badges allow access only during official show hours. Exhibitors should not schedule meetings with attendees without exhibitor badges in their stands or on the aircraft display before or after show hours.
- Exhibitors may use their badge allotments for exhibit staff, exhibitor guests and EACs as they choose.
- Exhibitors will receive an allotment of complimentary badges based on the size of their exhibit space. The maximum combined total number of badges provided at no charge to exhibitors is 50.
- All Attendees and Exhibitors must sign the EBACE waiver in order for their badge to print.

Exhibitors will receive an allotment of complimentary badges based as follows:

	NUMBER OF BADGES ALLOCATED
Premium Placement Exhibitors	7 per 3m-by-3m space reserved
Standard Placement Exhibitors	5 per 3m-by-3m space reserved
First-Time Exhibitors Pavilion	2 badges per unit reserved
Aircraft Display Exhibitors	1 per 9 sqm space reserved

- Additional exhibitor badges may be ordered online or purchased on site for \$115 per extra badge.
- If an exhibitor utilizes the services of an exhibitor-appointed contractor (EAC), stand builder or third-party contractor during official show hours, the exhibitor must provide exhibitor badges for those personnel. These badges can be ordered online as part of the exhibitor's total allotment of badges.
- During hours other than official show hours, EACs are required to wear set-up and tear-down security credentials.
- Exhibitor badges allow access onto the show floor at 07:00 during move-in days, show days, and move-out days.
- Attendee badges allow access only during official show hours.
- Exhibitors holding meetings with guests without exhibitor badges before show hours should plan accordingly.
- Exhibitors may access exhibitor badge registration through the EBACE2022 Exhibitor Registration portal and are encouraged to register all stand and aircraft display personnel online in advance to avoid waiting in lines on site.
- All badges will be held for on-site pickup. No badges will be mailed in advance of EBACE.
- Co-exhibitors are not allotted badges and should arrange for their badges with their primary exhibitor.



CHILDREN

Exhibitor acknowledges that children under 12 are prohibited from attending the event and that children ages 12 to 17 may attend the event only:

1. During official hours
2. If registered and paid appropriate fees and;
3. Are accompanied by an adult at all times.

DIRECT SELLING

- Exhibitors are not permitted to distribute materials outside of their assigned exhibit space – including areas outside Palexpo or Geneva International Airport, such as hotels – without written approval from EBACE management.
- **Direct selling on the exhibit floor and at the aircraft display of aircraft is prohibited.**
- Advertising material of any description may be displayed and distributed only within the display space assigned to the exhibitor presenting such material.
- Canvassing by exhibitors outside their assigned exhibit is prohibited.
- Distribution of publications and marketing materials outside of assigned exhibit space or product demonstrations outside of purchased exhibit space, including all stand-to-stand distribution, is also prohibited. Canvassing and soliciting, except by exhibiting companies, are prohibited within 80 km (50 miles) of EBACE at Palexpo and the Aircraft display of aircraft on Geneva International Airport.

DRESS

EBACE is a business event. Dress for EBACE is business attire. This applies to all attendees and exhibitors, as well as to personnel working on behalf of exhibitors in their stands.

FIRST AID

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

Contact:

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

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:
 1. Exhibitors may reserve meeting rooms using the EBACE2022 Meeting Room Reservation Form.
 2. EBACE management is not responsible for providing signage or promotion of meetings.
 3. Exhibitors will pay Palexpo directly for these rooms.
 4. Exhibitors may order signage through Freeman, EMEA in the Exhibitor Service Kit.
 5. Exhibitors who wish to have food or beverage service at their meetings must use the Palexpo-approved, exclusive caterers.
 6. Co-exhibitors may register for meeting room space.

Contact:

Edward Bagsic, Email: ebagsic@nbaa.org, Tel: +1 (202) 280-8729

OFFICIAL SERVICE CONTRACTOR

To ensure orderly and efficient installation, operation and removal of displays and to eliminate confusion, EBACE management has appointed Freeman, EMEA as the official service contractor for EBACE.

Contact:

Roxanne Ebbers
Vice President, Client Solutions
Email: Roxanne.ebbers@freemanco.com
Tel: +1 (702) 491-7796

OFFICIAL SERVICE PARTNERS

To ensure orderly and efficient installation, operation and removal of displays and to eliminate confusion, EBACE management has designated Freeman and other firms listed in the Exhibitor Service Kit, as official service partners. EBACE management holds these firms responsible for quality service and fair prices and will intercede on behalf of an exhibitor in the event of faulty work or unfair charges. EBACE management encourages all exhibitors to place orders with these firms, unless a permanent arrangement has been established with a display house or outside contractor to set up and dismantle exhibits.

All official service partners will feature the “EBACE Official Service Partner” logo (copy below) on their websites, in their emails and on their order forms to ensure that you know that they have been approved by EBACE management.



PARKING

- Parking will be available in the garages below Hall 5 at a charge.
- Exhibitors may order parking permits in advance through Palexpo in the Exhibitor Service Kit or they may purchase parking permits at the Exhibitor Service Desk on site in Geneva.

PETS

For liability reasons and to maintain the professional appearance of EBACE, no pets other than service animals will be allowed at EBACE.

PHOTO USE

Any person who attends EBACE grants permission to EBACE management, its employees and agents to record his or her visual/audio images, including, but not limited to, photographs, digital images, voices, sound or video recordings, audio clips, or accompanying written descriptions, and, without notifying such person, to use his or her name and such images for any purposes of EBACE, including advertisements for EBACE and its programs.



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

STAND STAFFING

- Exhibit and aircraft display areas **must be** fully staffed during official exhibit hours.
- Exhibitors will be admitted at 07:00 each show day for early preparations of displays only. Stands must remain staffed and exhibits must remain in place through 15:00 on Wednesday, 25 May.
- No activities, except stand preparations, are to be scheduled in the exhibit areas at any time other than official exhibit hours. Exhibitors are reminded to not schedule meetings with attendees in their stands outside of official exhibit hours.
- EBACE management reserves the right to make changes to the exhibit hours' schedule with advance notice.

Note: Exhibitors who dismantle their stands prior to the official show closing at 15:00 on Wednesday, 25 May will be ineligible for the EBACE2023 exhibitor priority draw.