

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 Monday, 16 May from 12:00 - 19:00. Wristbands will be required to access Palexpo exhibits beginning on Tuesday, 17 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 beginning on Monday and enforced on Tuesday.

Move In	Hall 4 near Registration	Door 620, Hall 6
Tuesday, 17 May	13:00 – 19:00	n/a
Wednesday, 18 May-Thursday, 19 May	07:00 – 19:00	06:30 – 19:00
Friday, 20 May - Saturday, 21 May	07:00 – 19:00	06:30 – 17:00
Sunday, 22 May	Only at Door 620	06:30 – 13:00
Move Out	Hall 4 near Registration	Door 620, Hall 6
Wednesday, 25 May	13:00 – 21:00 For Aircraft Display ONLY	12:00 – 21:00 12:00 – 15:00
Thursday, 26 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 aircraft 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 – Monday, 21 May; Tuesday, 22 May; and Wednesday, 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.

NEW: COMPULSORY VEHICLE CHECK-IN PROCEDURE

Due to the new vehicle registration rules in force at Palexpo, every vehicle wishing to access the venue's unloading/loading gates must be registered before its arrival onsite. This applies to move-in and move-out. This registration must be done on the ExpoLog time slot booking platform, opened from April 15th, 2022. A BOOKING tab link will be accessible from the ExpoLog website: <https://www.expolog-geneva.ch/>

SECURITY DURING MOVE IN & MOVE OUT

While EBACE management will provide security roammers during move-in beginning on Monday, 16 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).

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**

EXHIBITOR SERVICE DESK

The Exhibitor Service Desk is located in Hall 4 and will be open during the following hours:

Tuesday 17 May	12:00 – 17:00
Wednesday 18 May - Saturday 21 May	08:00 – 17:00
Sunday 22 May	08:00 – 19:00
Monday 23 May - Wednesday 25 May	08:00 – 18:00

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 EBACE 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

SMOKING

Smoking, including vaping, 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.

HEALTH & SAFETY

EBACE management will have an onsite COVID testing facility for those individuals who require negative test results for return trips back home.

Location: Room 4 of the Palexpo Congress Centre
Schedule: Monday, 23 May 23 - Thursday, 26 May
09:00 - 17:00

- Antigen tests are free as covered by the Swiss government.
- PCR tests are a special rate of 110 CHF

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 [EBACE2022 Move-in Bulletin](#) with your team.

EBACE EXHIBITS STAFF

Please contact anyone from the [EBACE exhibits team](#) with questions.

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