

# EBACE<sup>®</sup>

23-25 MAY 2023 | GENEVA

## QUICK FACTS

### EBACE2023 SHOW DATES

EBACE2023 is a Tuesday - Thursday show – 23-25 May 2023.

### EBACE2023 EXHIBIT HOURS

#### Exhibit Hall Palexpo

Tuesday, May 23	10:00 – 17:00
Wednesday, May 24	09:00 – 17:00
Thursday, May 25	09:00 – 15:00

#### Aircraft Display

Tuesday, May 23	10:00 – 17:00
Wednesday, May 24	09:00 – 17:00
Thursday, May 25	09:00 – 14:00

### AIRCRAFT DISPLAY/GENEVA INTERNATIONAL AIRPORT ACCESS

The aircraft display area will be accessible beginning on Tuesday, 23 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.**

### SEGWAYS, SKATEBOARDS, INLINE/ROLLER SKATES, BICYCLES, ELECTRIC FOOTBOARDS AND SCOOTERS

Bicycles and scooters will be permitted during move-in and move-out only, provided they are operated in a safe manner. Skateboards and motorized vehicles are not permitted to be used in the exhibit halls by exhibitors, EACs or their workers at any time at EBACE.

### CARPET – EXHIBIT HALL

- EBACE aisle carpet will be blue.
- EBACE management carpets aisles only.
- Floor covering of entire purchased exhibit space must be provided at exhibitors expense. This excludes those 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

- All EAC's entering the exhibit hall during move in/out must have submitted a COI, completed a contract/application and received prior approval from EBACE management..

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- 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

Freeman, EMEA offers discounted pricing for all orders placed with payments by **Friday, 14 April**.

- Any order revisions and/or substitutions requested after the discount deadline date of **Friday, 14 April**, are subject to the standard rates if requested items are available.
- Furniture cancellations after **14 April** may be subject to 30% restocking fees.
- Furniture exchanges, returns or credits will not be granted after **8 May**.
- On-site returns and/or cancellations are subject to 100% cancellation charges.
- Furniture rentals through the official general contractor are guaranteed not to violate these or other intellectual property protection laws. Furniture rentals through the official general contractor are guaranteed not to violate these or other intellectual property protection laws.

## FURNITURE DELIVERY DATES

- Advance orders placed on or before **14 April** will be delivered to stands no later than 17:00 on Friday, 20 May.
- Late orders received after **14 April** will be delivered by 17:00 on Saturday, 21 May.
- On-site orders (from 19 May on) will be delivered no later than 17:00 on Sunday, 22 May, if not earlier.
- Large furniture orders for stands over 180 sq. m (2,000 sq ft) will be delivered on Friday, 20 May to allow for build-up to be completed and all trash/debris to be removed from the 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 in advance for approval by 24 March 2023.

- 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](mailto: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

- **PLEASE NOTE:** Target changes will not be accepted two weeks prior to the first day of move in, Tuesday, 16 May. This ensures all of our vendors have the appropriate lead time to

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complete orders before an exhibitor's freight arrives.

- Move-in for indoor exhibitors in Hall 4, 5 and 6 begins on Tuesday, 16 May 2022 at 08:00 and will be on a targeted basis.
- **Note: Thursday, 18 May is Ascension Day, which is a holiday in Geneva. In Switzerland, heavy trucks (greater than 3.5 tonnes) are not permitted on the roads on Sundays, at night (22:00 – 05:00) or on holidays.**
- All exhibits must be fully installed by Monday, 22 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](mailto:exhibits@ebace.aero), with your request.

**Important:** If you are delivering display items directly to the 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.

## **MOVE-OUT**

### **Exhibit Halls:**

**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, 25 May. It is anticipated that trucks will be granted access starting at 21:00. Please plan accordingly.**

- **Move-out for exhibits in Hall 4, 5 and 6 will begin at 15:00 on Thursday, 25 May 2022.**
- All exhibit materials must be completely dismantled, packed into crates and secured by 17:00 on Saturday, 27 May.
- **Please note that trucks are not permitted on the roads during holidays and on Sundays.** ExpoLog 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.

For general freight/material handling questions, please contact ExpoLog directly at +41 22 798 1328 or via email at [roberto.fumani@expolog-geneva.ch](mailto:roberto.fumani@expolog-geneva.ch).

### **Aircraft Display:**

- Move-out for the aircraft display on Geneva International Airport will begin at 14:00 on Thursday, 25 May.
- No aircraft movements may commence until 16:45.

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- All materials must be removed from the static display by 15:30 on Wednesday, 25 May.

## PARKING

### Cars:

- Passes for Lot P12 under Hall 5, valid for move-in, show days and move-out Tuesday, 16 May – Saturday, 27 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 54.00 for the three show days, including VAT. Orders can only be placed for the duration of the show, which covers move-in / move-out. For one-day parking, please pay at the parking machine.
- 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 20.00/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.
- Passes will be required for show days, 23-25 May.
- 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 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

**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 the show on Thursday, 25 May. Be aware and lock up all items of value.

- Securitas is the official security provider for EBACE.
- Main security number +41 (0) 22 761 1681.
- **Note:** Please call the 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.



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### SECURITY WRISTBANDS

EBACE security wristbands are required for all exhibitor-appointed contractors (EACs)/I&D labor 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.

SECURITY WRISTBAND DISTRIBUTION SCHEDULE		
	Hall 4 Foyer	Door 620 – 24-hour Security Door
Tues, 16 May – Mon, 22 May	12:00 – 17:00	12:00 – 17:00
Thur, 25 May	n/a	15:00 – 17:00

Wristbands can be picked up in the Hall 4 foyer during move in between 12:00 and 17:00 beginning Tuesday, 16 May and at the 24-hour security door 620 between 12:00 and 17:00 during move in and during move out. (See *Target Floor Plan* for exact location).

### 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.

- 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.
- Note:** These items must be purchased separately by exhibitors from Freeman.

### SMOKING

EBACE is a non-smoking event. Smoking is prohibited in all public areas in Geneva and all Palexpo premises, as well as the aircraft display, are considered public areas. Smoking is strictly prohibited by all staff, attendees, exhibitors and EAC's at all times. Those found in violation risk fines and/or removal from premises

### 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.