



## EXHIBITOR-APPOINTED CONTRACTOR MOVE-IN INFORMATION – PALEXPO EXHIBITS

### EBACE SECURITY WRISTBANDS

EBACE Security Wristbands will be available for pickup 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, 15 May from 12:00 - 19:00. Wristbands will be required to access Palexpo exhibits beginning on Tuesday, 16 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 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.

<b>Move In</b>	<b>Hall 4 near Registration</b>	<b>Door 620, Hall 6</b>
Monday, 15 May	13:00 – 19:00	n/a
Tuesday, 16 May -Thursday, 18 May	07:00 – 19:00	06:30 – 19:00
Friday, 19 May - Sunday, 21 May	07:00 – 19:00	06:30 – 17:00
Monday, 22 May	<b>Only at Door 620</b>	06:30 – 13:00
<b>Move Out</b>	<b>Hall 4 near Registration</b>	<b>Door 620, Hall 6</b>
Thursday, 25 May	13:00 – 21:00 <b>For Aircraft Display ONLY</b>	12:00 – 21:00 <b>12:00 – 15:00</b>
Friday, 26 May	<b>Only at Door 620</b>	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 by 16:00 prior to the scheduled late work.**

EACs/Exhibitors must exit the exhibit hall via door 620 and will be required to sign out. Additional setup hours for the aircraft display are not permitted.

**Daily Extended Work Hours Fees:** US\$500/day

- 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

Review the [Target Floor Plan](#) to find your scheduled move-in time.

### EAC BADGES

**EACs who require access to the exhibit hall during official show days – Tuesday, 23 May; Wednesday, 24 May; and Thursday, 25 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.

### COMPULSORY VEHICLE CHECK-IN PROCEDURE

Due to the 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 March 17th, 2023. A **BOOKING** tab link is accessible from the ExpoLog website: <https://www.expolog-geneva.ch/>

## SECURITY

### Security During Move-In and Move-Out

While EBACE management will provide security roamers during move-in beginning on Tuesday, 17 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](mailto: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](mailto:services.speciaux@securitas.ch)**

### NEW! Enhanced Security for EBACE on Event Days

EBACE has increased security protocols for the 2023 event. All participants must pass through security for bag inspection and ID check upon arrival at EBACE each day of the event on Tuesday, 23 May through Thursday, 25 May. Press Day, Monday 22 May, will have bag inspection and ID check at Hall 3 for those who are attending press conferences and related events. Participant's government photo ID must match his/her badge. Additional bag inspection will be conducted at the access point to the aircraft display as per airport security regulations. Allow additional time in your schedule to pass through security each day upon arrival at Palexpo.

## EXHIBITOR SERVICE DESK

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

Friday 19 May	12:00 – 17:00
Saturday 18 May - Sunday 21 May	08:00 – 17:00
Monday 22 May	08:00 – 19:00
Tuesday 23 May - Thursday 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.ch.ch/en/foreign-nationals-in-switzerland/working-in-switzerland/>

## SMOKING & VAPING

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 AND SAFETY REGULATIONS

As a reminder, personal protective equipment (such as helmets, safety glasses, safety shoes, reflective vests) is required during certain types of work at Palexpo. Each exhibitor is responsible for their stand builder's adherence to these policies. Review the details in the document linked below.

See article 1.6 / page 17 :

[https://assets.palexpo.ch/public/reglementation-generale-palexpo/general\\_regulations\\_palexpo.pdf](https://assets.palexpo.ch/public/reglementation-generale-palexpo/general_regulations_palexpo.pdf).

## BIKES & SCOOTERS

Bikes and scooters are permitted to be ridden by EACs or their workers in the exhibit halls during move-in and move-out, provided they are operated in a safe manner. Skateboards and motorized devices are NOT permitted.

## MOVE-IN BULLETIN

Please take a moment to review the [EBACE2023 Exhibitor Move-in Bulletin](#) with your team.

## EBACE EXHIBITS STAFF

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

### INDOOR EXHIBITS:

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### AIRCRAFT DISPLAY:

Joe Hart: + 1 (202) 415-1219  
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