



OFFICIAL MOVE-IN SCHEDULE	EXHIBITOR SERVICE DESK								
<p><b>HALLS 4, 5, &amp; 6</b>  <b>*Tuesday 16 May - Sunday 21 May</b> 08:00 - 17:00♦  <b>Monday 22 May</b> 08:00 - 15:00  <i>*On a targeted basis</i></p> <p><b>AIRCRAFT DISPLAY</b>  <b>Sunday 21 May (Aircraft Arrivals)</b>            Access to aircraft display is restricted due to airport security. Access by exhibitors and/or EACs will be considered on a case-by-case basis with advance notification to EBACE management. Same-day requests for access cannot be accommodated. Contact jhart@nbaa.org for approval.</p> <p><b>Monday 22 May</b> 07:00 - 19:00  <b>Access to Aircraft Display for move-in is only available by shuttle bus from Hall 6. Individuals must have security wristbands or badge.</b> As Geneva International Airport is in continuous operation with airline and business aircraft, early move-in is not permitted.</p>	<p><b>Located in Hall 4 next to Bistro</b></p> <table border="0"> <tr> <td>Friday 19 May</td> <td>12:00 – 17:00</td> </tr> <tr> <td>Saturday 20 May - Sunday 21 May</td> <td>08:00 – 17:00</td> </tr> <tr> <td>Monday 22 May</td> <td>08:00 - 19:00</td> </tr> <tr> <td>Tuesday 23 May - Thursday 25 May</td> <td>08:00 - 18:00</td> </tr> </table> <p><b>Representatives from the following groups will be available:</b></p> <ul style="list-style-type: none"> <li>• Technical Installations: Palexpo +41 (0)22 761 11 27</li> <li>• Show Contractor: Freeman +44 1926968785</li> <li>• Shell scheme booths, furniture, carpet, graphics: Freeman</li> <li>• Official Freight Handler on stand deliveries: ExpoLog / TWI <i>located in office in container outside of Door 620</i></li> <li>• Official Florist: Green Me 5 +41 (0)797987212</li> <li>• Official Caterer: Palexpo Restaurants, +41 (0) 22 761 1514</li> <li>• OT Swiss + Limo Service: info@otswiss.ch; during show: Tel: +41(0)78-643-7221; before/after show: +41 (0) 22 979 4600</li> </ul> <p><b>PLEASE NOTE:</b> Claims are not accepted after the end of the show.</p>	Friday 19 May	12:00 – 17:00	Saturday 20 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
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<p><b>EXTENDED HOURS FOR MOVE-IN ♦</b></p> <p>All EACs/stand builders/exhibitors who need to work on their stands after normal work hours – between 19:00 - 07:00 – must complete the Extended Hours Work Request form and pay \$500/day fee in the EBACE Exhibitor office by 16:00, which covers additional lighting and security costs. Once the form has been submitted, all fees become payable in full – <b>no exceptions. Fees must be paid by credit card or in cash prior to the scheduled late move-in.</b> EACs/Exhibitors must exit the exhibit hall via door 620 and will be required to sign out. Additional set-up hours for the outdoor aircraft display are not permitted. <b>NOT AVAILABLE for AIRCRAFT DISPLAY.</b></p> <p><b>Daily Extended Work Hours Fee: \$500 / day</b></p> <ul style="list-style-type: none"> <li>• Neither EBACE nor Palexpo will be held liable for any damage which may occur to the exhibitor's goods, materials and/or installations.</li> <li>• No late work will be permitted without following this procedure.</li> </ul>	<p><b>CHILDREN</b></p> <p>Children under 18 are not permitted at any time during move-in or move-out. Children under 12 are not permitted on show days. Children 12-18 are permitted on show days provided they have a badge and are accompanied at all times by an adult with a badge.</p>								
<p><b>EXHIBITOR AND STAND BUILDER ACCESS</b></p> <p><b>EBACE FREIGHT CHECK-IN GATE POINT P-49:</b>            All freight trucks and personal vehicles must check-in at lot P-49 before accessing the EBACE exhibit halls to unload materials.  <b>Note:</b> In Switzerland heavy trucks (up 3.5t.) are not permitted on the roads on Sundays, at nights (22:00 - 05:00) or on holidays. This includes Ascension day 18 May.</p> <p><b>COMPULSORY VEHICLE CHECK-IN PROCEDURE</b>            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 March 17th, 2023. A BOOKING tab link is accessible from the ExpoLog website: <a href="https://www.expolog-geneva.ch/">https://www.expolog-geneva.ch/</a></p> <p><b>24h/24-HOUR DOOR: Door 620 (Hall 6)</b></p> <p><b>VEHICLES OVER 2m: P-Parc (close to door 48)</b></p> <p><b>CAR PARK P12 (under Hall 5):</b> Parking passes can be purchased at Exhibitor Service Desk or can be paid at exit. <b>PARKING IS NOT PERMITTED IN OR AROUND EXHIBIT HALLS.</b></p>	<p><b>FREIGHT UNLOADING/LOADING</b></p> <p>No deposits of any kind may be made outside the exhibitor's purchased stand area. Vehicles must be removed after maximum of 90 minutes. No parking in front or across the gates. All aisles must be clear of all materials for cleaning and carpeting in Halls 4, 5, &amp; 6 beginning at 15:00 on Monday 22 May. After that time, no carts or trolleys will be permitted in the aisles.</p> <p><b>Note:</b> On move-out, empties stored off site will not have access to exhibit hall on 25 May until all empties stored with ExpoLog have been delivered to stands.</p> <p>Parking tickets for the P12 lot are available from Palexpo at the Exhibitor Service Desk. <b>PARKING IS NOT PERMITTED IN EXHIBIT HALLS.</b></p>								
<p><b>SECURITY WRISTBANDS/BADGES</b></p> <p>Security wristbands are required for exhibitor-appointed contractors (EACs) to access Palexpo exhibits during move-in and move-out days. Wristbands may be picked up beginning on Monday, 15 May. Wristbands may be picked up at the security registration desk located near registration in hall 4 or at Door 620 in hall 6. Wristband usage will be enforced beginning Tuesday, 16 May. On show days, Exhibitors and EACs must wear EBACE2023 badges.</p> <p><b>Aircraft display: Show badges or official airport badges are required.</b></p> <p>All exhibitors and EACs working at EBACE are reminded of the obligation to respect the legal provisions in force in Switzerland and Geneva mentioned in the <i>Exhibitor Service Kit</i> under the Palexpo Administrative and legal Regulations Article 14.</p>	<p><b>FREIGHT HANDLING</b></p> <p><b>ExpoLog:</b>            Location: Door 620, Hall 6: Tel. +41 (0) 22 761 22 97</p> <p><b>CUSTOMS:</b> Freight, handling, transport, customs, Palexpo Regulations, Article 4.2. ATA Carnet or other document to be registered at the Palexpo customs office or with ExpoLog.</p> <p><b>STORAGE/WASTE</b></p> <p>Storage is not permitted beyond stand perimeter. Exhibitors should contact ExpoLog for storage. Exhibitors may not deposit waste in the aisles, outside of halls or on the aircraft display. For rental of waste containers or purchase of waste bags, visit the Palexpo counter at the Exhibitor Service Desk.</p> <p><b>WASTE</b></p> <p>During build up, on show days and during move-out, exhibitors and stand build-ers, both inside and on the aircraft display, are responsible for the disposal of their trash and unused materials. Waste bags, bins and pallets must be ordered through Palexpo at the Exhibitor Service Desk.</p>								

