



IMPORTANT NOTICE: Protect your belongings. Exhibitors and EACs are responsible for their goods.

TRUCK WAITING AREA / PERMITTED ACCESS / PARKING

No stand builder trucks, no vans or cars 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 23:00 through ramp P-49. Cars/vans less than 2m in height may park in P12 and use hand trucks/dollies to transport materials. **Exhibitors who park in P12 lot must use Door 41 to move trolleys/hand trucks into Palexpo.**

EXHIBITOR AND STAND BUILDER ACCESS

No small vehicles or cars will be permitted on site before Friday, 26 May. Trucks may stage in the waiting area at P-49 beginning at 12:00 noon on Thursday 25 May. Trucks may only access the halls via the P-49 ramp.

ACCESS – EBACE FREIGHT CHECK IN GATE P-49

- Parking for vans & stand builders' vehicles is available in P12 & P-Parc.

SECURITY WRISTBAND DISTRIBUTION:

Thursday 25 May

Aircraft Display— Pick up at P-49 gate, beginning at 12:00 noon; access to aircraft display via Hall 6 and aircraft display buses beginning at 13:00.

Indoor Exhibits— Pick up at P-49 gate and Hall 4, from 12:00-21:00; access begins at 15:00.

Friday 26 May — 06:30 - 10:00, Pick up at P-49 gate and door 41.

COMPULSORY VEHICLE CHECK-IN PROCEDURE*

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. Access booking link is accessible at: <https://www.expolog-geneva.ch/>

AIRCRAFT DISPLAY MOVE-OUT SCHEDULE

Due to the need for aircraft movements to begin at 16:45, the following move-out schedule for the aircraft display must be strictly followed.

Thursday, 25 May

- 12:00: EACs/Stand Builders pick up wristbands from P-49 Gate
- 13:00: EACs/Stand Builders may begin boarding bus for aircraft display; wristbands are required to board bus
- 14:00: Last bus leaves to aircraft display for attendees
- 14:00: Exhibitors may begin tearing down exhibits
- 14:45: Last bus from Hall 6 to aircraft display for exhibitors/EACs
- 15:30: All exhibitor materials must be removed from ramp or forklift ready
- 15:30: All exhibitors and EACs must depart the ramp.
- 15:30: Last bus from aircraft display to Hall 6
- 16:45: Aircraft movements begin
- Exhibitors are responsible for removing ALL waste from aircraft display.
- Any materials remaining on aircraft display after 15:00 will be removed by EBACE management with billing for labor charged directly to exhibitor.
- All truck access to the aircraft display must be coordinated through ExpoLog in advance.

EXHIBITOR SERVICE DESK

Located in Hall 4 next to Bistro

Thursday, 25 May 08:00 - 18:00

Friday, 26 May 08:00 - 15:00

and then 1st Floor of Palexpo Administration Building

- Technical Installations*: Palexpo +41 (0) 22 761 11 27
*waste removal
- Show Contractor: Freeman + 41 (0) 22 761 37 10
- Shell scheme booths, furniture, carpet, graphics: Freeman
- Official freight handling: ExpoLog +41 (0) 22 761 22 97

PLEASE NOTE: Claims are not accepted after the end of the show.

PALEXPO HALL SUPERVISOR: Phone +41 22 761 12 07

NOTE: Declaration of site clearance must be requested from the Hall supervisor before leaving to avoid any further waste being invoiced after the exhibition.

INDOOR EXHIBITS MOVE-OUT SCHEDULE — HALLS 4, 5 & 6

Thursday, 25 May

No teardown is permitted until show closes at 15:00 on Thurs, 25 May.

15:00: Show closes, exhibitors may begin to move out*

23:00: Trucks granted access from P-49

Friday, 26 May

07:00 Exhibitor move out continues*

12:00 Shell scheme booths must be completely removed from Palexpo

Saturday, 27 May 07:00 – 15:00

- All truck access to the exhibit halls must be coordinated through the 49 marshalling yard. Please refer to vehicle check-in details.
- Individual (POV) cars and trucks smaller than 2m may park in the P12 lot and use hand trucks/trolleys to move their exhibit materials from hall. Vehicles over 2m can park in P-Parc.
- **Carts of all kinds are prohibited on red flooring outside of Palexpo.**
- Exhibitors and stand builders are responsible for the disposal of their trash and unused materials.
- Waste bags, bins and pallets can be ordered through Palexpo at the Exhibitor Service Desk or through the Hall Supervisor.
- Exhibitors found to be moving out early may jeopardize their exhibit space placement for EBACE2024.

* Move out can continue all night with no extended work hours fees.

♦ EACs needing to work after 15:00 will be required to hire Securitas, which will be charged to stand builder.

FREIGHT HANDLING/EMPTIES

ExpoLog: Location - Container outside Door 620, Hall 6; Tel: +41 (0) 22 761 22 97

CUSTOMS: 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.

EMPTIES: ExpoLog will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor. The process to return empties in Exhibit Halls 4, 5 & 6 will take approx. 9 hours. (Inclement weather may delay this process).

- No deposits of any kind are permitted outside exhibitors' stand areas.
- All vehicles must be removed after maximum 90 minutes.
- No parking is permitted in front or across the gates.

CONTACTS

EMERGENCIES: +41 (0) 22 761 13 18

Palexpo Desk: Technical Services: +41 (0) 22 761 11 27
Hall supervisor: +41 (0) 22 761 12 07

EXPOLOG: Freight Handling ExpoLog: +41 (0) 22 761 22 97

Freeman Exhibitor Service Desk: +41 (0) 22 761 37 10

Security Service (Securitas): +41(0) 22 761 16 81
E-mail: clients_sp.geneve@securitas.ch

Florist: +41 (0) 79 798 72 12
Lost & Found: +41 (0) 22 761 11 27

INDOOR EXHIBITS:

Sarah Kurusz +1 (202) 802-0318

Sacha Carey: +1 (202) 821-8814

AIRCRAFT DISPLAY:

Joe Hart: +1 (202) 415-1219

Sarah Wolf: +1 (202) 280-8729

BARS/RESTAURANTS

Lunch and drinks are available on Friday, 26 May, from 08:00-18:00, at the restaurant located in the Palexpo entrance near Hall 3 and Bar Point Central.

IMPORTANT NOTICE:

- Children under 18 are not permitted in exhibit hall during move out.
- Protect your belongings. Exhibitors are responsible for their 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.

EMERGENCIES/FIRST AID/SECURITY

First Aid is located in Hall 3, Room Secretariat 3.

Accident, fire, theft call: +41 (0) 22 761 13 18 or +41 (0) 22 761 16 81

Fire-fighting equipment must be accessible at all times.

MAKE PLANS TO ATTEND EBACE2024!

Mark your calendar for EBACE2024! 28-30 May

WASTE REMOVAL

Exhibitors/EACs are responsible for properly disposing of all booth trash and unused materials during move out. Kindly remember to order your **red plastic waste bags** or **waste bins** at the **Palexpo counter** located at the Exhibitor Service Desk in Hall 4.

All **"wood" waste** must be put on pallets, weighed and taken away by Palexpo at CHF 390.-/ton (CHF 480.- in bulk). Pallets can be ordered through the Palexpo counter located at the Exhibitor Service Desk, in hall 4. The Palexpo Hall Supervisor will be monitoring this throughout the entire EBACE event.



PALEXPO OVERVIEW

- HALLS 4, 5, 6 - EXHIBITS
- PRESS HEADQUARTERS
- AT-GUIDE PUBLICATIONS
- PRESS CONFERENCE ROOMS
- AIRCRAFT DISPLAY
- SHUTTLE BUS PICK-UP / DROP-OFF
- AIRCRAFT DISPLAY ACCESSIBLE VIA SHUTTLE BUS ONLY

- SHUTTLE BUS TO / FROM HALL 4 REGISTRATION
- 24-HOUR ACCESS DOOR
- EDUCATION RESOURCES EXHIBIT HALL THEATERS 1 & 2
- PRIVATE SHUTTLE PICK-UP / DROP-OFF
- INDUSTRY ZONE, PICK-UP / DROP-OFF
- PRIVATE DRIVERS (UBER) PICK-UP / DROP-OFF

- REGISTRATION
- EXHIBITOR SERVICE DESK
- PROSPECT ACQUISITION, AT-GUIDE PUBLICATIONS, PRESS CONFERENCE ROOMS
- MOTEL + TRAIN STATION PICK-UP / DROP-OFF
- REGISTRATION 1
- COAF - BAG CHECK
- TAXIS

- GUERTE MARCHANDISE DELIVERY GATEHOUSE LIÈRE/SCHIRANGE
- GUERTE ADMINISTRATION ADMINISTRATION GATEHOUSE ADMINISTRATION/SCHIRANGE
- GUERTE PRINCIPALE MAIN GATEHOUSE HAUPT/SCHIRANGE
- DOUANE CUSTOMS OFFICE ZOLL

PLAN DE SITUATION SITUATION MAP LAGEPLAN



LEGENDE - LEGEND - LEGENDE

- ENTREES VISITEURS VISITORS ENTRANCES BESUCHER EINGANG
- SANCTUARIES MAIN ENTRANCES HAUPT/EINGANG
- ACCES MARCHANDISES GOODS ACCESS WARENZUFUHR
- ACCES PEDESTRIAN ACCESS FUSSGANGERZUFUHR
- ACCES TRAINING CABINER ACCESS FAHRHAUSZUFUHR
- AUTOROUTE MOTORWAY AUTOBAHN
- ROUTE ROAD STRASSE
- AEROPORT INTERNATIONAL DE GENÈVE GENÈVA INTERNATIONAL AIRPORT INTERNATIONALE FLUGHAFEN GENÈVE
- GARE CFF GENÈVE-AEROPORT GENÈVA AIRPORT TRAIN STATION BAHNHOF CFF-FLUGHAFEN
- TRANSPORTS PUBLICS GENEVOIS PUBLIC BUSES GVA ÖFFENTLICHE GVA (<http://www.tpg.ch>)