

LABOR CHECK-IN AND WRISTBAND DISTRIBUTION
P49 RAMP CHECK POINT
24-HOUR ACCESS DOOR
Door 620

NEW FOR 2024 – Protective Equipment Requirement – All exhibitor staff and Exhibitor Appointed Contractors are required to wear hi-vis vests, hard hats and work shoes during move-in and setup at the Palexpo Convention Center. You can find the requirements and law/ordinance that will be enforced at Palexpo in the Exhibitor Resource Center.



28-30 MAY 2024 | GENEVA

Floor Plan as of 30 April 2024 and is subject to change

TARGET MOVE-IN DATES & TIMES

- TUESDAY, 21 MAY - 0800
- WEDNESDAY, 22 MAY - 0800
- THURSDAY, 23 MAY - 0800
- FRIDAY, 24 MAY - 0800
- SATURDAY, 25 MAY - 0800
Shell Scheme Exhibitors

EXHIBITOR MOVE-IN

- Check your assigned freight delivery on this target schedule.
- Advance shipments sent to ExpoLog/TWI will be delivered to your stand on or before your target date and time.
- Target time is per truck check-in and does not necessarily represent the time your truck will be unloaded

IMPORTANT: If you are delivering display items direct to show site and are scheduling exhibit labor, make arrangements at least 4 hours after your scheduled target time.

NOTE: Due to shows preceding and post-EBACE move-in and move-out extensions are not possible. Exhibitors wishing to change their targeted move in time may send a request at the following link -

[Targeted Move-In Date Change Request Form](#)

- EACs/Stand builders/Exhibitors who need to work after normal work hours (19:00 and 07:00) must complete the Extended Hours request form and pay appropriate fees on site. If you have questions, please contact exhibits@ebace.org or stop by the Exhibits office on site.
- Exhibitors who wish to come in after their targeted date/time do not need to submit a request.
- Stand construction is permitted until 15:00 on Monday, 27 May. At that time, all empty crates must be removed from the floor for aisle carpet installation.

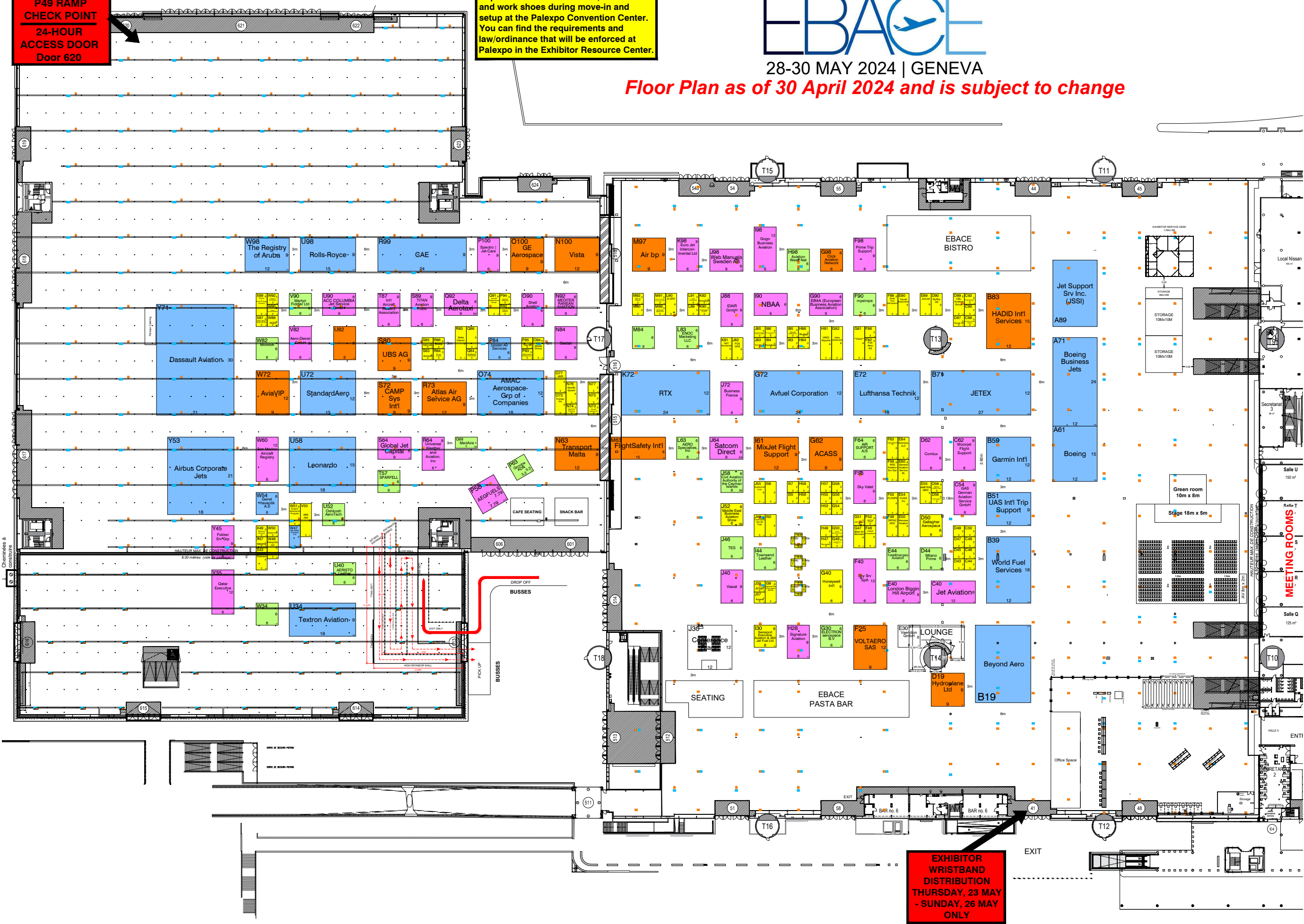
NOTE: all freight trucks must check in at Lot P-49 before accessing the exhibit halls on your assigned target date. Trucks will be greeted by an ExpoLog representative on a first-come, first-served basis. Once paperwork is complete, ExpoLog will dispatch each truck as freight doors become available. All personal vehicles (POVs) must also check in at lot P-49 before accessing the exhibit hall.

EXHIBITOR MOVE-OUT

- Move out for indoor exhibitors will begin at 15:00 Thursday 30 May. All exhibit materials must be dismantled and moved into crates and secured by 17:00 on Friday, 31 May.

NOTE: trucks are not permitted on the roads on holidays or Sundays.

ExpoLog will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor. NOTE: The entire process to return empties could take approximately 8 hours. Inclement weather may delay this process. **Please plan accordingly.**



EXHIBITOR WRISTBAND DISTRIBUTION
THURSDAY, 23 MAY
- SUNDAY, 26 MAY
ONLY