

RUSSIAN
BUSINESS
AVIATION
EXHIBITION



MOSCOW · VNUKOVO-3
SEPTEMBER 12-14 '18

ORGANIZED BY



Vnukovo-3
MOSCOW

EXHIBITOR MANUAL



DO NOT MISS
A BRAND NEW
BUSINESS AVIATION
EVENT **RUBAE**

September 12-14, 2018

LEADING BUSINESS AVIATION
EVENT IN RUSSIA AND CIS
LEARN MORE AT RUBAE.RU

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CONTACTS

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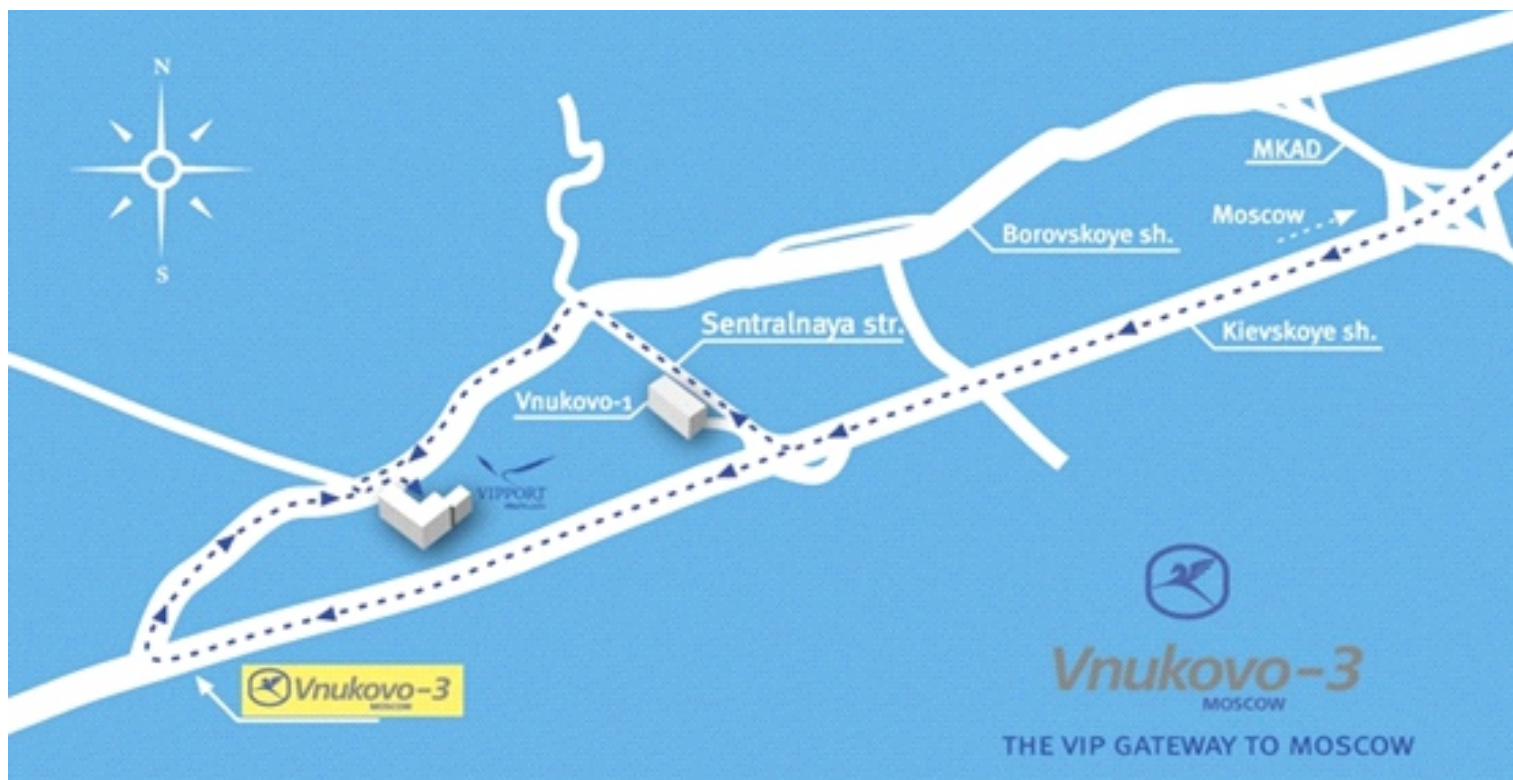
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VENUE

ADDRESS: 1, BLD. 3, AIRPORT VNUKOVO, MOSCOW, RUSSIA, 119027



EXHIBITOR SCHEDULE (MOSCOW TIME)

INSTALLATION

September 7 (Friday)	08:00 - 20:00	Contractors move-in, unloading, installation
September 8 (Saturday)	08:00 - 20:00	Stands installation
September 9 (Sunday)	08:00 - 20:00	Stands installation
September 10 (Monday)	08:00 - 20:00	Stands installation
September 11 (Tuesday)	08:00 - 20:00	Exhibitor Day

EXHIBITION PERIOD

September 12 (Wednesday)	08:00 - 19:00 10:00 - 18:00 12:00	Exhibition is opened for the exhibitors Exhibition is opened for the visitors Official Opening Ceremony
September 13 (Thursday)	08:00 - 19:00 10:00 - 18:00	Exhibition is opened for the exhibitors Exhibition is opened for the visitors
September 14 (Friday)	10:00 - 19:00 10:00 - 16:00	Exhibition is opened for the exhibitors Exhibition is opened for the visitors

DISMANTLING

September 14 (Friday)	16:00 - 19:00	Items packing
September 15 (Saturday)	08:00 - 16:00	Stands dismantling

TERRITORY ENTRANCE

Entrance to Vnukovo-3 territory during move-in / move-out period shall be strictly by nominal passes with a passport.

Entrance to Vnukovo-3 airport territory can be only by the pass.

Car plates should be permanent, the cars with transit plates will not be allowed to Vnukovo-3 territory

For obtaining the car pass during move-in / move-out period:

- Exhibitors issue passes through their contractor
- Contractors should provide the information to the Official Contractor according to T1 Form till 17 August 2018
- Nonresidents, who send cargo should provide the information to the Official Exhibition Forwarder BTG Expo



In order to ensure safety all the persons involved in works at Vnukovo-3 territory should wear signal (light-reflecting) vests of the establish pattern. The persons without vests are not allowed to the territory of the exhibition.

ENTRANCE BY CAR

Entrance to Vnukovo-3 territory by car shall be strictly by car pass



For obtaining the car pass during move-in / move-out period Exhibitors should fill in T1 Form and send it to the Organizers through their personal account or by e-mail org@rubae.ru, info@rubae.ru



For obtaining car-parking pass during event Exhibitors should fill in T2 Form and send it to the Organizers through their personal account or by e-mail org@rubae.ru or info@rubae.ru

EXHIBITOR AREA ACCESS FOR THE EXHIBITORS

Exhibitor badge serves as a pass to the exhibition area for the whole period of its holding.



Free quota of the exhibitor: 2 badges for each 3 sq.m. of the booths space.



You can order badges by completing Form T2. Table must be uploaded through your personal account.



To get badges is possible during Exhibitor Day on September 11, 2018 at the reception of the exhibition hall (Hangar N1).



SECURITY & STAND SAFETY

Exhibitors are solely responsible for the security of materials, equipment and displays at all times. Vnukovo 3 security service will maintain public order during the exhibit and guard the premises at night time, but will not be responsible for guarding the exhibits themselves.



To guard their property, the Organizer encourages Exhibitors to order booth guard service by submitting T4 Form or to make sure there is at least one of their representatives at the booth after the end of guard service at 8 AM until the beginning of guard service at 7 PM.



Please consider that your own guards will not be allowed to stay at the hangar at night hours.

At the exhibition territory it is prohibited:

- To smoke in unauthorized and unmarked places;
- To throw garbage at the wrong and unmarked places;
- To take pictures and video of the aircraft, machinery, people and facilities outside of the exhibition venue perimeter;
- To visit passenger terminal and other areas of the Vnukovo-3 airport terminal, located outside the perimeter of the exhibition venue;
- To be without a special badge, ticket, and/or without signal vest at the time of mounting/dismantling.



All the visitors and exhibitors of this event should strictly follow the instructions of Vnukovo-3 airport representatives and act in accordance with their requirements. In case of violation of these points the offenders pass will be withdrawn with following removal of the offender from the exhibition area without the right to return to this territory ever in the future.

PAVILION TECHNICAL REQUIREMENT

Pavilion floor maximum load: 5t/sq.m.

Pavilion ceiling maximum height: 17m.

Stand maximum height cannot exceed 6m.

There are no canalization and water supply in the pavilion.

If you need drinking water in your booth you should order coolers from the exhibition official contractor.

EXHIBITOR'S INSURANCE

Civil liability insurance policy is included in the cost of exhibition participation.



Insurance of all other possible risks associated with exhibition participation (losses carried in connection with the cancellation of the exhibition, loss damages or damage to exhibits and other property, etc.) is carried out by the exhibitor at his own expense.

TRANSFER, HOTELS

For your convenience, we are happy to assist with Moscow center hotels booking at competitive rates, as well as help you to resolve all issues related to the organization of transfer services.



You can get the detailed information by sending the request form to the Organizers: info@rubae.ru or org@rubae.ru

CLEANING

Cleaning in the Hangar is carried out by the Organizer, under control of General Contractor.

INSTALLING PERIOD

Only cleaning passes is carried out.

DISMANTLING PERIOD

The contractor of the unequipped booth should pay for the cleaning and trash container while obtaining accreditation.



Installation of trash containers of third-party companies at Vnukovo-3 is PROHIBITED.

DURING THE EXHIBITION



If you need this service, please order it from Organizers through personal account (T3 Form). Cleaning includes: vacuuming, solid surface washing (laminated, ceramic tiles), dust removal, glass wiping.

UNLOADING EQUIPMENT

If you need this service, please contact Official Freight Forwarder - BTG Expo GmbH.

ELECTRICITY



Electricity is necessary to order from the Organizer through personal account (T3 Form) till 17th of August 2018



After August 17, 2018, the maximum capacity will be provided at the rate of :

- **Unequipped booth: up to 25 sq.m. - 3 kw**
- from 26 sq.m. to 50 sq.m. - 5 kw**
- from 51 sq.m. to 100 sq.m. - 10 kw**
- from 101 sq.m. - 25 kw**

OVERTIME WORK

During the installation period the exhibitor has an opportunity to order additional working hours. From September 7 till September 11 from 08:00 till 20:00



Additional working hours may be ordered from Organizer through personal account (T3 Form) no later than 8 hours before the beginning of overtime work.

WI-FI

For your convenience and stable transmission of information and data, you may take advantage of the Wi-Fi



If you need this service, please order it from Organizers through personal account (T4 Form).

CONFERENCE HALL

In case of conferences or seminars, you may rent the conference hall. The area of it - 108 m2, capacity - up to 100 persons.



If you need this service, please order it from Organizers through personal account (T4 Form).

TEMPORARY STAFF



If you need this service, please order it from Organizers through personal account (T4 Form).

FIRE SAFETY REGULATIONS

1. During installation process of the booths, damage the cover of the hangar's supporting structures is unacceptable. You better to use the soft pads to prevent peeling off the fire retardant layer.
2. During the installation and operation of the booths requiring electrical power supply, electrical work must be carried out in compliance with the requirements and the Rules for the installation of electrical installations, while not permitting:
 - to perform the installation of electrical equipment by specialists who do not have access to work with devices under voltage;
 - at the same time, several electrical appliances are connected to the power grid, the total power consumption of which exceeds the permissible value for this network;
 - leave unattended at the end of work, live electrical appliances and devices. For devices and devices that require 24-hour electrical connection (refrigerators, freezers, etc.), additional fire safety measures should be taken: 24-hour control, non-flammable basis, absence of combustible items and materials within a radius of 1 meter;
 - connect electrical communications and appliances without standard and serviceable devices;
 - use damaged electrical switches, electrical outlets and plugs (with broken cases, with burnt and smoky contacts, with loose wires, reliably, sparking and heated at the place of contact);
 - use for protection of the electric grid automatic protection devices, the operating current of which does not correspond (exceeds) the maximum permissible value for the given electric network;
 - connect faulty electrical appliances to the mains;
 - to lay current-carrying communications in hidden cavities of combustible constructions of exhibition exposures without the use of corrugated pipes or special boxes;
 - storing various combustible materials near electrical panels;
 - use for any purpose the fire hose barrels (hydraulic monitors) of the internal fire-fighting water pipe, except for their use in extinguishing a fire.
3. Elements of exposures (booths) should be located not less than 5 m from fire hose barrels. Near the fire hose barrels decorating constructions should have an easily removable version for operative fire extinguishing.
4. Obstruct for evacuation routes thresholds and other devices that prevent free evacuation of people, as well as hide or otherwise disturb fire hose cabinets, fire extinguishers, sprinklers or any other fire-safety devices, electrical switchboards and tripping divaces is prohibited;

5. Booth construction should consist from one or two blocks, in general to be a single constructure, be stable and exclude displacement (fall), as well as narrowing of the passages. Be informed, that's impossible to strengthen elements of the booth to the hangar's floor.
6. Elements of exposures should be not less than 1.5 m from the hangar's walls.
7. All passages between exposures should be equipped with exit direction indicators.



All the booths should be equipped with a portable carbon dioxide fire extinguisher with an active expiry date:

Booth up to 50 sq.m. - 1 pcs.

Booth from 51 sq.m. to 150 sq.m. - 2 pcs.

Booth from 151 sq.m. - 3 pcs.



SMOKING is allowed only in specially areas



If the Exhibitor fails to comply with the listed regulations, the Organizer reserves the right to demand the Exhibitor to remove its displays and exhibit materials.



Responsibility to comply with the fire safety regulations and instructions:

Exhibitor's representative is responsible to comply with the fire safety regulations and instructions during the Exhibition at the RUBAE pavilion and open spaces at the Center of Business Aviation Vnukovo-3 territory.

the Contractor is responsible to comply with the fire safety regulations and instructions during the installing and dismantling period at the RUBAE pavilion and open spaces at the Center of Business Aviation Vnukovo-3 territory.

UNEQUIPPED BOOTH



PLEASE provide a copy of the Exhibitor Manual to the contractor of your booth.

Your contractor should coordinate the booth project and technical documentation (to obtain accreditation) with General Contractor of the exhibition not later than:

- for single-floor booth - till 3rd of September
- for double-floor booth - till 17 of August



The company without an accreditation is not allowed to build a booth! Terms and requirements for the coordination of technical documentation for independent developers are posted on the website of the General Developer www.ellingexpo.ru.



The General Contractor reserves the right to ban the contractor company from the installation works in case of systematic violations of installation/dismantling work rules at Vnukovo-3 territory.

While preparing your booth project it is necessary to meet following requirements:

- Pavilion floor maximum load: 5t/sq.m.
- Stand (single-floor or double-floor) maximum height cannot exceed 6m.
- The booth should have floor covering as well as side and back walls according to the type of your booth.
- Placing of logos and advertising messages is allowed only inside your booth, except for surfaces which into the exhibition passages.
- Outer surfaces of your booth visible from the neighboring booths and passages should be decorated properly (only white color is allowed).
- After removing the carpet covering all the sealing tape should be removed from the pavilion floor. In case of violation of this mentioned condition - an act is drawn up and removing of elements is carried out at the exhibitor's expenses;;
- There are no canalization and water supply in the pavilion.



In case of violation of the above mentioned conditions the General Contractor reserves the right to suspend the installation works. All the works connected with the incorrect (uncoordinated) placement of your booth construction elements in the whole exhibition area carried out at the exhibitor's expenses. All the losses brought about by the damaging of any constructions and pavilion details as a result of the exhibitor's or its contractor company actions are compensated by the exhibitor. In order to provide fire safety



All the booths should be equipped with a portable carbon dioxide fire extinguisher with an active expiry date:
Booth up to 50 sq.m. - 1 pcs.
Booth from 51 sq.m. to 150 sq.m. - 2 pcs.
Booth from 151 sq.m. - 3 pcs.

EQUIPPED BOOTH

The system being used for booths is the laminated panel of the Octanorm Exhibition System and lightweight aluminum pillar. If you want to know the exact demensions of the booth parts, you need to address to the General Contractor.

Exhibitors shall not drill, put bolts, nails or adhesive tape into walls, ceilings, floors or other constructions of the exhibition hall. All exhibition furniture and additional equipment shall be returned undamaged and cleared from adhesive tape.



Exhibitor will be liable for any loss or damage to furniture or booth components and shall repay the cost tenfold.



If the Exhibitor for any reason doesn't make use of booth components the rental fee will not be refunded. Additional furniture may be ordered from the General Contractor or trough personal account (T8 Form)

For the reliability of the design and power supply of the booth addition fastening elements and equipment can be used on it, the image of which is not included in the drawing of your stand.



All electrical appliances and equipment connected to the outlets must be certified.



The keys from the doors, cabinets and showcases as well as locks will be available in the Organizer's office on the Exhibitor's Day (11th of September).

Importing of the own equipment to the booth can be performed only 11th of September 2018 in the period from 08:00 till 20:00.

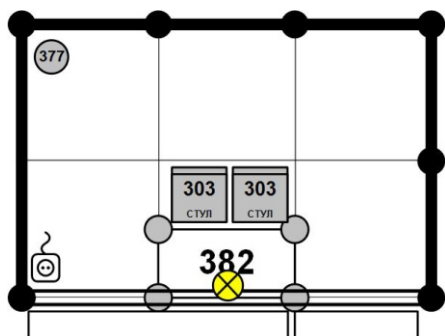
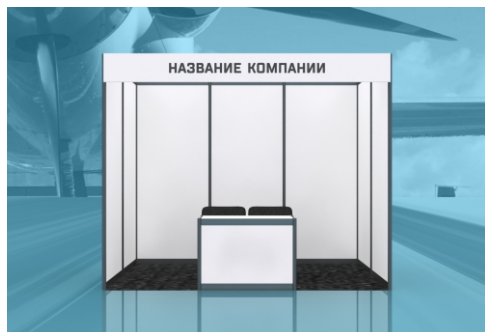
Export of equipment is carried out 14th of September from 16:00 till 19:00 and 15th of September from 8:00 till 12:00.



If you need to access the installation gates to import the equipment, order this service from the Organizer through the personal account (T1 Form)

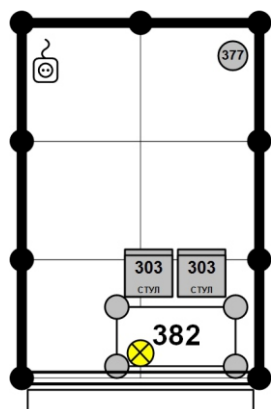
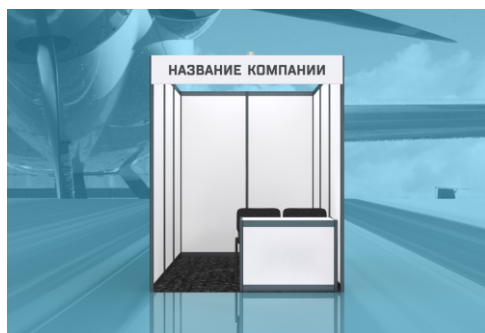
STANDART BOOTH PACKAGE

from 6 to 8 sq.m.



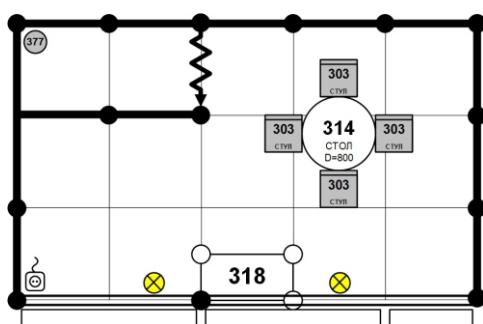
1. Carpeting
 2. Sidewalls
 3. Company name header (up to 9 symbols)
 4. 1 desk (382)
 5. 2 chairs (303)
 6. 1 waste basket (377)
 7. 1 spotlight (510)
 8. 1 electrical socket 1KW (504)
- Total load is 1.1 kW

from 6 to 8 sq.m.



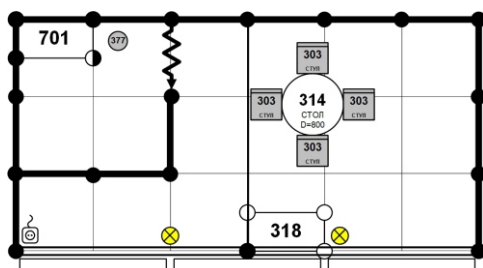
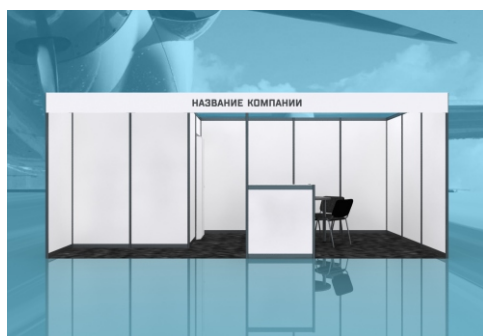
1. Carpeting
 2. Sidewalls
 3. Company name header (up to 9 symbols)
 4. 1 desk (382)
 5. 2 chairs (303)
 6. 1 waste basket (377)
 7. 1 spotlight (510)
 8. 1 electrical socket 1KW (504)
- Total load is 1.1 kW

from 15 to 17 sq.m..

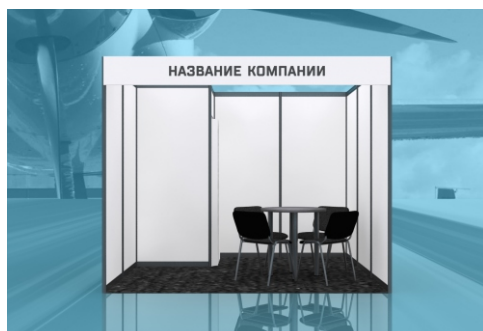


1. Carpeting
 2. Sidewalls
 3. 2 wall panel (220) (office part)
 4. 1 door (240)
 5. 1 company name header (up to 9 symbols)
 6. 1 reception (318)
 7. 1 desk (314)
 8. 4 chairs (303)
 9. 1 waste basket (377)
 10. 2 spotlight (510)
 11. 1 electrical socket 1KW (504)
- Total load is 1.2 kW

from 18 to 23 sq.m.

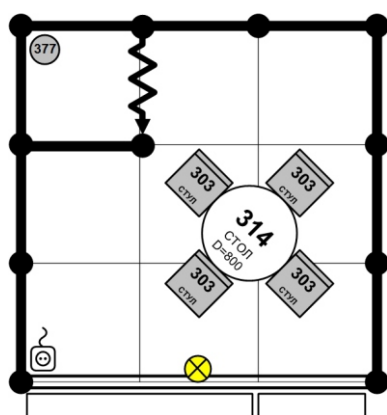
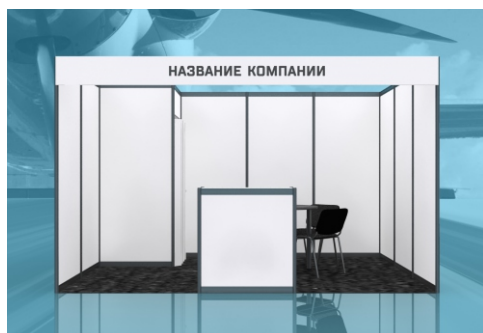


1. Carpeting
 2. Sidewalls
 3. 3 wall panel (220) (office part)
 4. 1 door (240)
 5. 1 company name header (up to 9 symbols)
 6. 1 reception (318)
 7. 1 rack (701)
 8. 1 desk (314)
 9. 4 chairs (303)
 10. 1 waste basket (377)
 11. 2 spotlight (510)
 12. 1 electrical socket 1KW (504)
- Total load is 1.2 kW

from 9 to 11 sq.m.

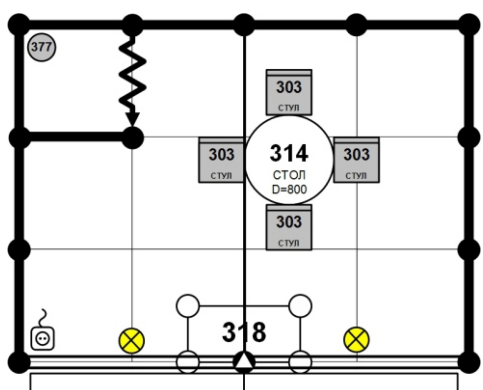
1. Carpeting
2. Sidewalls
3. 1 wall panel (220) (office part)
4. 1 door (240)
5. 1 company name header (up to 9 symbols)
6. 1 desk (314)
7. 4 chairs (303)
8. 1 waste basket (377)
9. 1 spotlight (510)
10. 1 electrical socket 1KW (504)

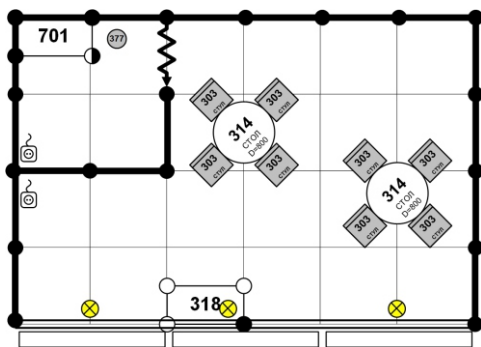
Total load is 1. 1 kW

**from 12 to 14 sq.m.**

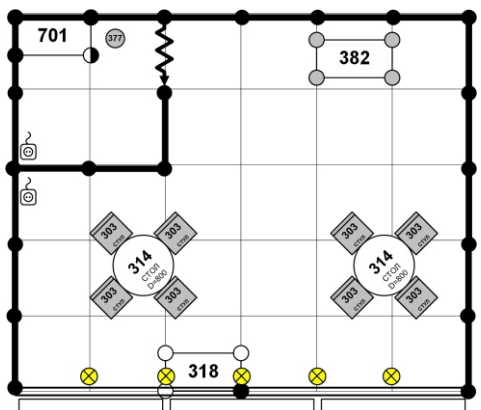
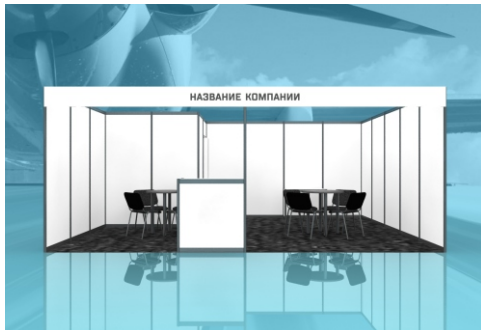
1. Carpeting
2. Sidewalls
3. 1 wall panel (220) (office part)
4. 1 door (240)
5. 1 company name header (up to 9 symbols)
6. 1 reception (318)
7. 1 desk (314)
8. 4 chairs (303)
9. 1 waste basket (377)
10. 2 spotlight (510)
11. 1 electrical socket 1KW (504)

Total load is 1.2 kW



from 24 to 29 sq.m.

1. Carpeting
 2. Sidewalls
 3. 3 wall panel (220) (office part)
 4. 1 door (240)
 5. 1 company name header (up to 9 symbols)
 6. 1 reception (318)
 7. 1 rack (701)
 8. 2 desks (314)
 9. 8 chairs (303)
 10. 1 waste basket (377)
 11. 3 spotlight (510)
 12. 2 electrical sockets 1KW (504)
- Total load is 2.3 kW

from 30 to 35 sq.m.

1. Carpeting
 2. Sidewalls
 3. 3 wall panel (220) (office part)
 4. 1 door (240)
 5. 1 company name header (up to 9 symbols)
 6. 1 reception (318)
 7. 1 desk (382)
 8. 1 rack (701)
 9. 2 desks (314)
 10. 8 chairs (303)
 11. 1 waste basket (377)
 12. 5 spotlight (510)
 13. 1 electrical socket 1KW (504)
- Total load is 2.5 kW

DEADLINES

date	описание	
till 17th of August	The deadline for submitting information to the official catalogue	T7 Form
till 17th of August	The deadline for agreement of the exhibition space contractor	T5 Form
till 17th of August	The deadline for accreditation of the contractor company and double-floors stands approval with the General Contractor	
till 17th of August	The deadline for ordering the necessary power of electricity on stand	T3 Form
till 20th of August	The deadline for additional equipment order without the percent surcharge.	T6 Form T8 Form
till 3rd of September	The deadline for accreditation of the contractor company and single-floor stands approval with the General Contractor	
till 7th of September	The deadline for information submitting for the passes provision during the installation period.	T1 Form
till 8th of September	The deadline for submitting information for Exhibitor badges	T2 Form



In case of violation of the deadline for submitting information, the organizer does not guarantee the execution of the ordered services.