



## EXHIBITOR MANUAL



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

September 7-9, 2022

LEADING BUSINESS AVIATION  
EVENT IN RUSSIA AND CIS  
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## CONTACTS

## EXHIBITION ORGANIZER



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Kislova Anna

## GENERAL CONTRACTOR



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e-mail: [info@ellingexpo.ru](mailto:info@ellingexpo.ru)  
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## OFFICIAL FREIGHT FORWARDER

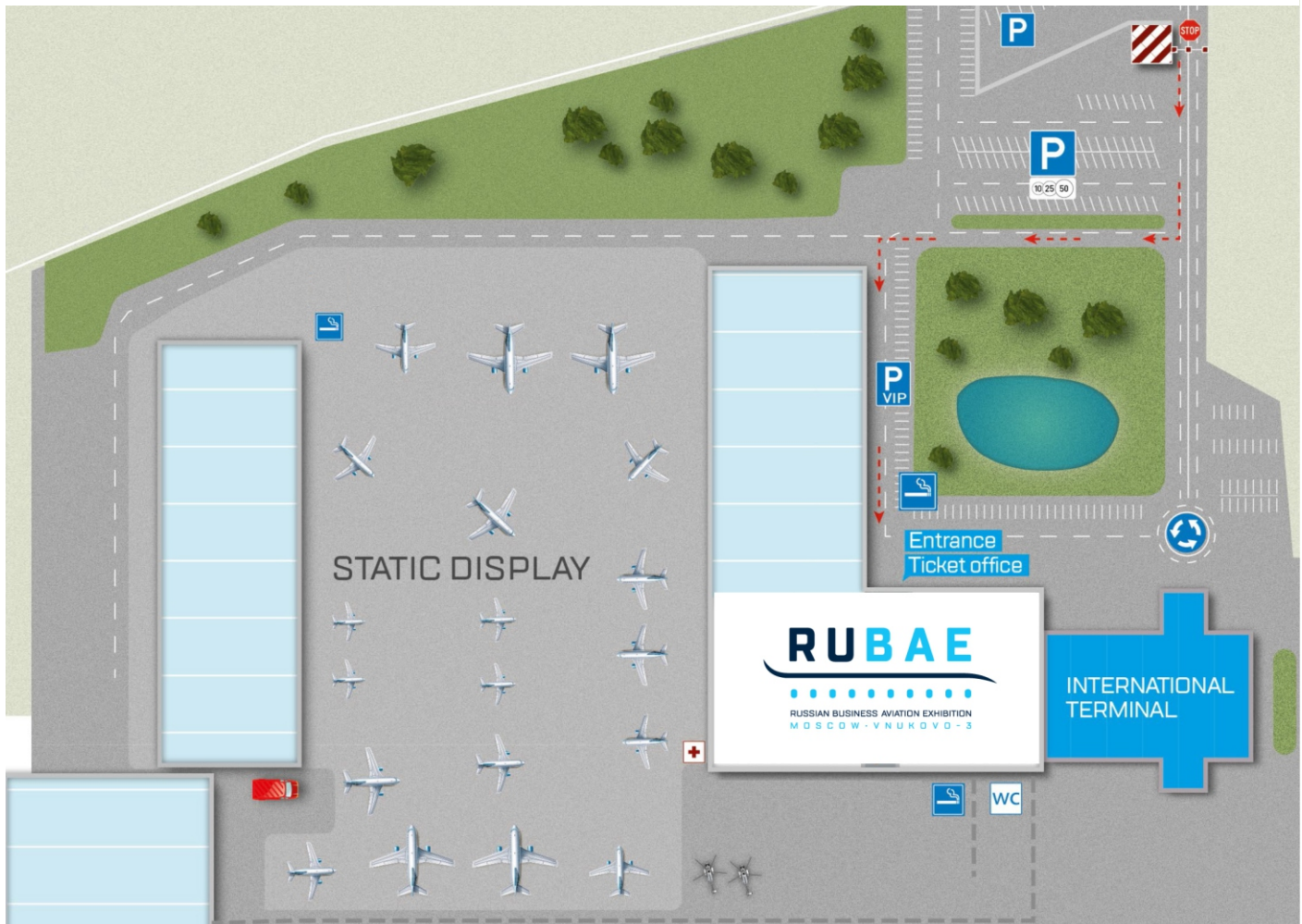


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## VENUE

119027, Moscow, Airport VNUKOV, 1 bld. 3





## EXHIBITOR SCHEDULE (MOSCOW TIME)

## INSTALLATION

2 September -	08:00 - 20:00	Stands installation
5 September		Access of contractors to the installation gates for loading / unloading works
Friday -		Pavilion is open for the exhibitors with unequipped booths <sup>1</sup>
Monday		

## EXHIBITOR DAY

6 September	08:00 – 20:00	Completion of installation works, cleaning on stands
Tuesday		VIP parking is open
		Parking for attendees is open
	10:00 – 18:00	Pavilion is open for the exhibitors
		Exhibitors registration (badges and guests bracelets obtaining)
		Access to the ramp for unloading works is open (without parking) <sup>2</sup>
	10:00 – 12:00	Access to the installation gates for the unloading works (for exhibitors only) <sup>3</sup>

## EXHIBITION PERIOD

7 September	08:00 – 20:00	Exhibition is open for exhibitors
Wednesday		VIP parking is open
		Parking for attendees is open
	08:00 – 10:00	Catering loading / unloading (access to the ramp) <sup>4</sup>
	10:00 – 18:00	Exhibition is open for visitors
	12:00	Official opening ceremony
	18:00 – 20:00	Catering loading / unloading (access to the ramp) <sup>4</sup>
8 September	08:00 – 20:00	Exhibition is open for exhibitors
Thursday		VIP parking is open
		Parking for attendees is open
	08:00 – 10:00	Catering loading / unloading (access to the ramp) <sup>4</sup>
	10:00 – 18:00	Exhibition is open for visitors
	18:00 – 20:00	Catering loading / unloading (access to the ramp) <sup>4</sup>
9 September	09:00 - 20:00	VIP parking is open
Friday		Parking for attendees is open
	09:00 - 18:00	Exhibition is open for exhibitors
	09:00 - 10:00	Catering loading / unloading (access to the ramp) <sup>4</sup>
	10:00 - 16:00	Exhibition is open for visitors
	16:00 - 20:00	Packing and exporting of exhibits (access to the ramp) <sup>2</sup>
	18:00 - 20:00	Access to the installation gates for the loading works <sup>3,5</sup>
	18:00 - 20:00	Pavilion is open for contractors (access to the ramp) <sup>2</sup>

## DISMANTLING

10 September	08:00 - 16:00	Stands dismantling
Saturday	08:00 - 20:00	Access of contractors to the installation gates for loading / unloading works <sup>5</sup>

<sup>1</sup>badges for the move-in period should be issued by the contractor company, access to the show territory only in signal vests<sup>2</sup>for vehicles weighing no more than 2.5 tons<sup>3</sup>for participants who paid for the entrance to the installation gate<sup>4</sup>only with a pass<sup>5</sup>time may be changed due to aircraft departure

## 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 General Contractor
- Nonresidents, who send cargo should provide the information to the Official Exhibition Forwarder



**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.**

## 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.**



**Badges can be ordered using your online personal account**



**To get badges is possible during Exhibitor Day at the reception of the exhibition hall (Hangar N1).**

## ENTRANCE BY CAR

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



**If you need to drive to the loading/unloading area or need parking (for loading/unloading only) during move in/move out period, you can order this service through your online personal account**



**If you need parking during the show period you can order this service through you online personalaccount**

## 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 secure your property at the exhibition stand you can order individual security or arrange permanent presence of your company representatives at your stand from the moment the pavilion is removed from general security at 8.00 a.m. till the moment it handed over under general security at 20.00 p.m.**



**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 ENSURANCE

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.**

## HOTELS

For your convenience, we are happy to assist with Moscow center hotels booking at competitive rates.



**You can get the detailed information by sending the request form to the Organizers: [info@rubae.ru](mailto:info@rubae.ru) or [org@rubae.ru](mailto:org@rubae.ru)**



## ELECTRICITY



**Electricity is necessary to order from the Organizer through personal account**



**In case of violation of the this service ordering terms, maximum capacity will be provided according:**

- **Equipped booth: up to 3 kw**
- **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**

## 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.**  
**Cleaning includes: vacuuming, solid surface washing (laminated, ceramic tiles), dust removal, glass wiping.**

## 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**

## UNLOADING EQUIPMENT



**If you need this service, please order it from Organizers through personal account**

## 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 be 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, thats 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.
8. Floor coverings of the entire area provided for the exhibition inside the hangar structures should be glued to the ends of the concrete slabs of the hangar floor.
9. Welding, cutting and other work related to the additional heating and the formation of sparks are prohibited.
10. At the closing of the exhibition at night, the responsible representatives of the participants are obliged to ensure the disconnection of electrical equipment and the main lighting of their expositions and to provide free access to the disconnecting devices.

## FIRE SAFETY REQUIREMENTS



**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 demantling 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



**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](http://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.**



**The Organizer reserves the right to prohibit transportation and placement of the exhibitor's own furniture at the RUBAE static display (Vnukovo-3 apron)**



**Electricity is not included in the rent of the area and must be ordered and paid separately**

## 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 equipment may be ordered from the General Contractor**

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.**

Delivery of personal equipment to the stand is possible only on the Exhibitor day in the period from 8.00 till 20.00.

Equipment removal can be carried out on the last exhibition day from 18.00 till 20.00.



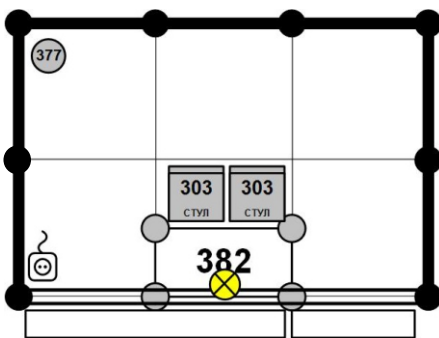
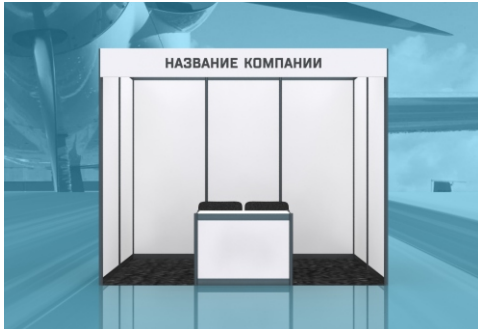
**If you need to access the installation gates to import the equipment, order this service from the Organizer through the personal account**



**Electricity is not included in the rent of the area and must be ordered and paid separately**

## STANDART BOOTH PACKAGE

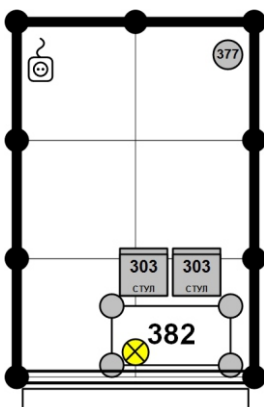
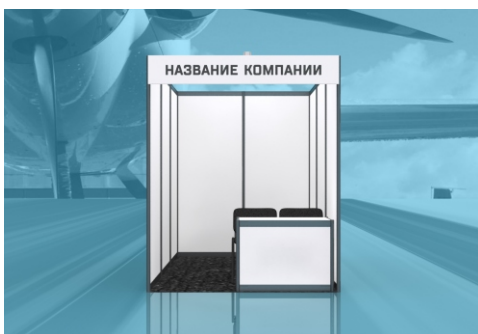
from 6 to 8 sq.m.



1. Carpeting
2. Sidewalls (according to the configuration)
3. Company name header (up to 9 symbols)
4. Display table (code 382) - 1 pcs.
5. Chair (code 303) - 2 pcs.
6. Waste basket (code 377) - 1 pcs.
7. Spot-light (code 510) – 1 pcs.
8. Electrical socket (code 504) - 1 pcs.

Electricity is not included in the rent of the area and must be ordered and paid separately

from 6 to 8 sq.m.

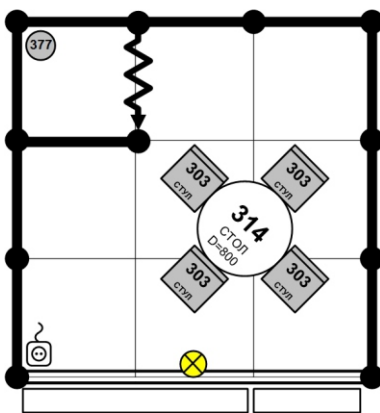
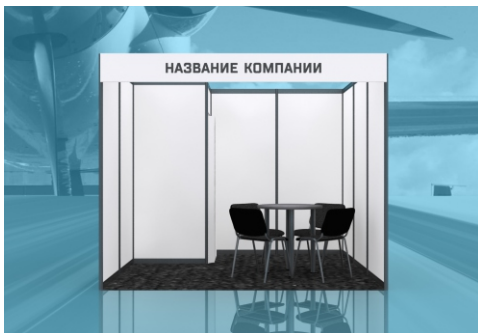


1. Carpeting
2. Sidewalls (according to the configuration)
3. Company name header (up to 9 symbols)
4. Display table (code 382) - 1 pcs.
5. Chair (code 303) - 2 pcs.
6. Waste basket (code 377) - 1 pcs.
7. Spot-light (code 510) – 1 pcs.
8. Electrical socket (code 504) - 1 pcs.

Electricity is not included in the rent of the area and must be ordered and paid separately



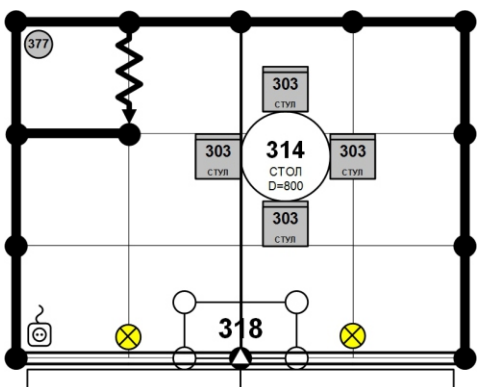
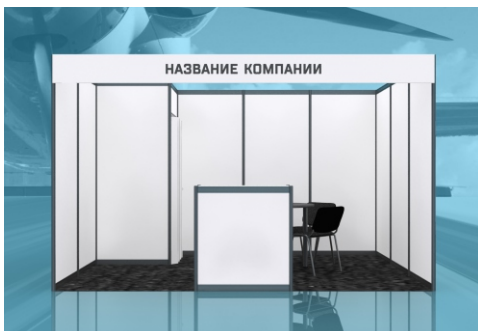
## from 9 to 11 sq.m.



1. Carpeting
2. Sidewalls (according to the configuration)
3. Wall panel (code 220) - 1 pcs.
4. Sliding door (code 240) - 1 pcs.
5. Company name (up to 9 symbols)
6. Table (code 314) - 1 pcs.
7. Chair (code 303) - 4 pcs.
8. Waste basket (code 377) - 1 pcs.
9. Spot-light (code 510) - 1 pcs.
10. Electrical socket (code 504) - 1 pcs.

**Electricity is not included in the rent of the area and must be ordered and paid separately**

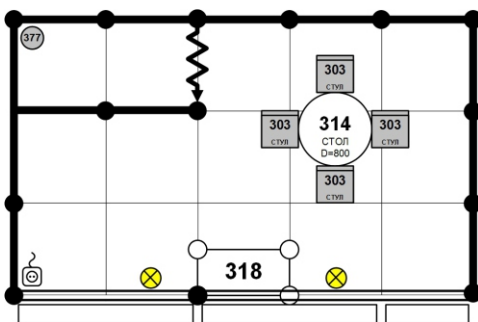
## from 12 to 14 sq.m.



1. Carpeting
2. Sidewalls (according to the configuration)
3. Wall panel (code 220) - 1 pcs.
4. Sliding door (code 240) - 1 pcs.
5. Company name (up to 9 symbols)
6. Reception (code 318) - 1 шт.
7. Table (code 314) - 1 pcs.
8. Chair (code 303) - 4 pcs.
9. Waste basket (code 377) - 1 pcs.
10. Spot-light (code 510) - 2 pcs.
11. Electrical socket (code 504) - 1 pcs.

**Electricity is not included in the rent of the area and must be ordered and paid separately**

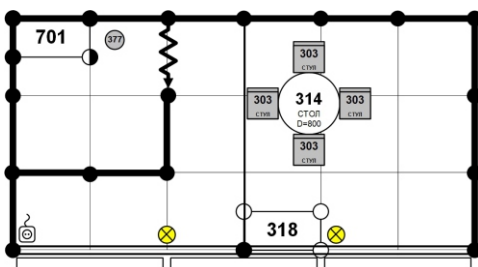
## from 15 to 17 sq.m.



1. Carpeting
2. Sidewalls (according to the configuration)
3. Wall panel (code 220) - 2 pcs.
4. Sliding door (code 240) - 1 pcs.
5. Company name (up to 9 symbols)
6. Reception (code 318) – 1 шт.
7. Table (code 314) - 1 pcs.
8. Chair (code 303) - 4 pcs.
9. Waste basket (code 377) - 1 psc.
10. Spot-light (code 510) – 2 pcs.
11. Electrical socket (code 504) - 1 pcs.

**Electricity is not included in the rent of the area and must be ordered and paid separately**

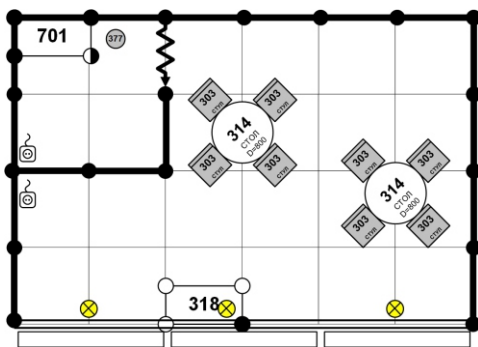
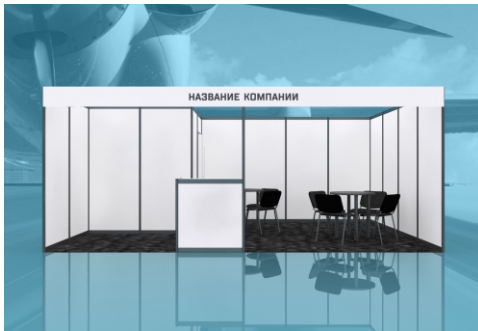
## from 18 to 23 sq.m.



1. Carpeting
2. Sidewalls (according to the configuration)
3. Wall panel (code 220) - 3 pcs.
4. Sliding door (code 240) - 1 pcs.
5. Company name (up to 9 symbols)
6. Reception (code 318) – 1 шт.
7. Rack (code 701) – 1 шт.
8. Table (code 314) - 1 pcs.
9. Chair (code 303) - 4 pcs.
10. Waste basket (code 377) - 1 psc.
11. Spot-light (code 510) – 2 pcs.
12. Electrical socket (code 504) - 1 pcs.

**Electricity is not included in the rent of the area and must be ordered and paid separately**

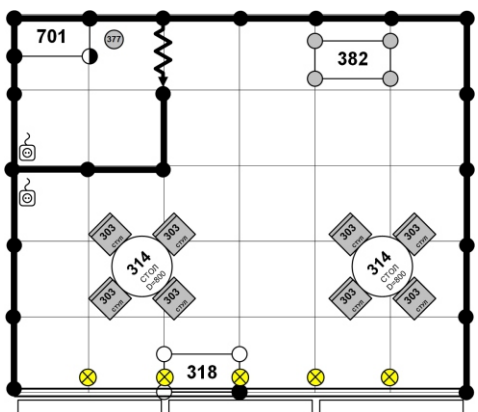
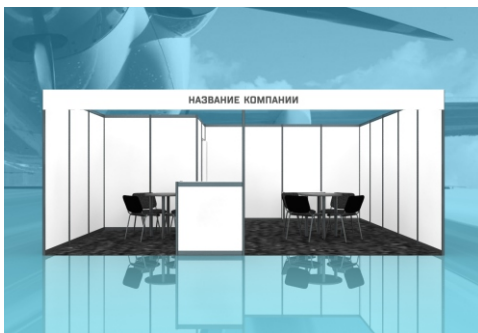
## from 24 to 29 sq.m.



1. Carpeting
2. Sidewalls (according to the configuration)
3. Wall panel (code 220) - 3 pcs.
4. Sliding door (code 240) - 1 pcs.
5. Company name (up to 9 symbols)
6. Reception (code 318) – 1 шт.
7. Rack (code 701) – 1 шт.
8. Table (code 314) - 2 pcs.
9. Chair (code 303) - 8 pcs.
10. Waste basket (code 377) - 1 psc.
11. Spot-light (code 510) – 3 pcs.
12. Electrical socket (code 504) - 2 pcs.

**Electricity is not included in the rent of the area and must be ordered and paid separately**

## from 30 to 35 sq.m.



1. Carpeting
2. Sidewalls (according to the configuration)
3. Wall panel (code 220) - 3 pcs.
4. Sliding door (code 240) - 1 pcs.
5. Company name (up to 9 symbols)
6. Reception (code 318) – 1 шт.
7. Desk (code 382) – 1 шт.
8. Rack (code 701) – 1 шт.
9. Table (code 314) - 2 pcs.
10. Chair (code 303) - 8 pcs.
11. Waste basket (code 377) - 1 psc.
12. Spot-light (code 510) – 5 pcs.
13. Electrical socket (code 504) - 2 pcs.

**Electricity is not included in the rent of the area and must be ordered and paid separately**



## DEADLINES

date	description
till 10th of August	The deadline for ordering the necessary power of electricity on stand
till 10th of August	The deadline for additional equipment order
till 1st of August	The deadline for submitting information to the official electronic catalogue
till 20th of August	The deadline for accreditation of the contractor company and single-floor stands approval with the General Contractor
till 4th of September	Deadline for information submission about car passes to the mounting gate on the Exhibitor day
till 5th of September	The deadline for submitting information for Exhibitor badges



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

**COVID-19 RULES AND RESTRICTIONS**

RUBAE organizing committee is paying attention to safety of exhibitors and visitors of the show during COVID-19 pandemic period. Please find below recommendations and new safety rules for RUBAE exhibitors and attendees as well as contractor companies representatives under new safety standards.

These rules are based on Rospotrebnadzor recommendations and worldwide exhibition rules, as of 10.03.2021. The rules can be changed as soon as COVID restrictions are weakened.

**Before attending:****Before attending:**

- Print your badge (only online registration is available)
- Collect a lanyard and badge holder at the entrance to the show

**International travelers:**

- Check your visa and permission to enter Russian Federation
- Present a valid (not later than 72 hours) negative PCR test result
- Fill in and print [application form](#)
- Once entering Russian Federation, proceed with a new PCR test (can be done at the airport, hotel or any laboratory/clinic) and stay quarantine until receiving the results
- Print your badge (only online registration is available)
- Collect a lanyard and badge holder at the entrance to the show

**During move in/move out period and show period:**

- While attending the show, we recommend to have a valid (not later than 72 hours) negative PCR test result with you
- Every participant/visitor or contractor companies representative should have personal safety masks, gloves and sanitizers, in enough quantity to be changed every 3 hours
- Thermal scanners are located at the entrance to the show. In case higher temperature (above 37C) or any virus symptoms will be noticed, access to the show can be prohibited
- Keep social distance 1,5 meters during all the show period
- All pathways are 3m width minimum, please follow special marks on the floor
- Sanitizers will be located at all common areas of the show
- Every 2 hours sanitizing cleaning will be organized in common areas
- Every exhibitor is responsible for the quantity of visitors at the booth. Please try to keep 1,5-meter distance between your visitors