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Dear participants of MAKS-2011,

The Directorate of the 10th International Aerospace Exhibition MAKS-2011 conveys you gratitude for your decision to participate in the Exhibition, and kindly asks to look through the information which would help to quickly and wisely overcome all challenges associated with the preparation and holding of the event.

The Directorate will make its best efforts to make your participation in the MAKS Exhibition the most advantageous.

Closing documents

Please, note that in order to obtain closing documents (invoices, acceptance certificates for services and Exhibition areas, contracts), a company representative should sign an acceptance certificate for services and Exhibition areas at the Directorate office of the Aviasalon, JSC.

A representative should have a signed original of the Contract and Annexes thereto, and application-contract for technical assistance and forms (2 copies), a seal and/or a letter of authorization vesting powers to sign the closing documents.

The closing documents shall be issued by Aviasalon managers (Exhibition department, technical department, catalogue and etc.) at the Directorate office of the Aviasalon, JSC (pavilion D8) August 19, 20 and 21.

Business trip certificates

You will be able to have your business trip cards registered at the Exhibition Directorate office at the cash register within the Exhibition complex premises (pavilion D8).

Contacts

The contact information is provided on page 2 of this Exhibition Participant Regulation.

Wishing you lots of success in your business,

The Directorate of MAKS-2011.

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The International Aerospace Exhibition MAKS-2011 will take place on the territory of Transport-Exhibition Complex "Russia", Ramenskoe Airdrome, Zhukovsky, Moscow region.

The Exhibition organizer:

Ministry of Industry and Trade of the Russian Federation

The Exhibition developer:

Aviasalon, JSC

РАСПИСАНИЕ РАБОТЫ САЛОНА			
FRIDAY	August, 5	8 a.m. – 7 p.m.	Stand mounting
SATURDAY	August, 6	8 a.m. – 7 p.m.	Mounting
SUNDAY	August, 7	8 a.m. – 7 p.m.	Mounting
MONDAY	August, 8	8 a.m. – 7 p.m.	Mounting
TUESDAY	August, 9	8 a.m. – 7 p.m.	Mounting
WEDNESDAY	August, 10	8 a.m. – 7 p.m.	Mounting
THURSDAY	August, 11	8 a.m. – 7 p.m.	Mounting
FRIDAY	August, 12	8 a.m. – 7 p.m.	Mounting
SATURDAY	August, 13	8 a.m. – 7 p.m.	Mounting
SUNDAY	August, 14	8 a.m. – 7 p.m.	Mounting
MONDAY	August, 15	8 a.m. – 7 p.m.	Mounting
TUESDAY	August, 16		Official Exhibition opening ***
WEDNESDAY	August, 17	10 a.m. – 6 p.m.	Exhibition open for experts
THURSDAY	August, 18	10 a.m. – 6 p.m.	Exhibition open for experts
FRIDAY	August, 19	10 a.m. – 6 p.m.	Exhibition open for experts and visitors
SATURDAY	August, 20	10 a.m. – 6 p.m.	Exhibition open for experts and visitors
SUNDAY	August, 21	10 a.m. – 6 p.m.	Exhibition open for experts and visitors
MONDAY	August, 22	8 a.m. – 7 p.m.	Dismantle
TUESDAY	August, 23	8 a.m. – 7 p.m.	Dismantle
WEDNESDAY	August, 24	8 a.m. – 7 p.m.	Dismantle
THURSDAY	August, 25	8 a.m. – 7 p.m.	Dismantle
FRIDAY	August, 26	8 a.m. – 7 p.m.	Dismantle

During the Exhibition work period, the territory will be open for participants from 8 a.m. to 7 p.m., and for experts and visitors - from 10 a.m. to 6 p.m.

Extension of working hours during mounting, holding and demounting as well as prolonging the mounting/ demounting term shall be permitted at extra charge and shall be documented at least 24 hours beforehand.

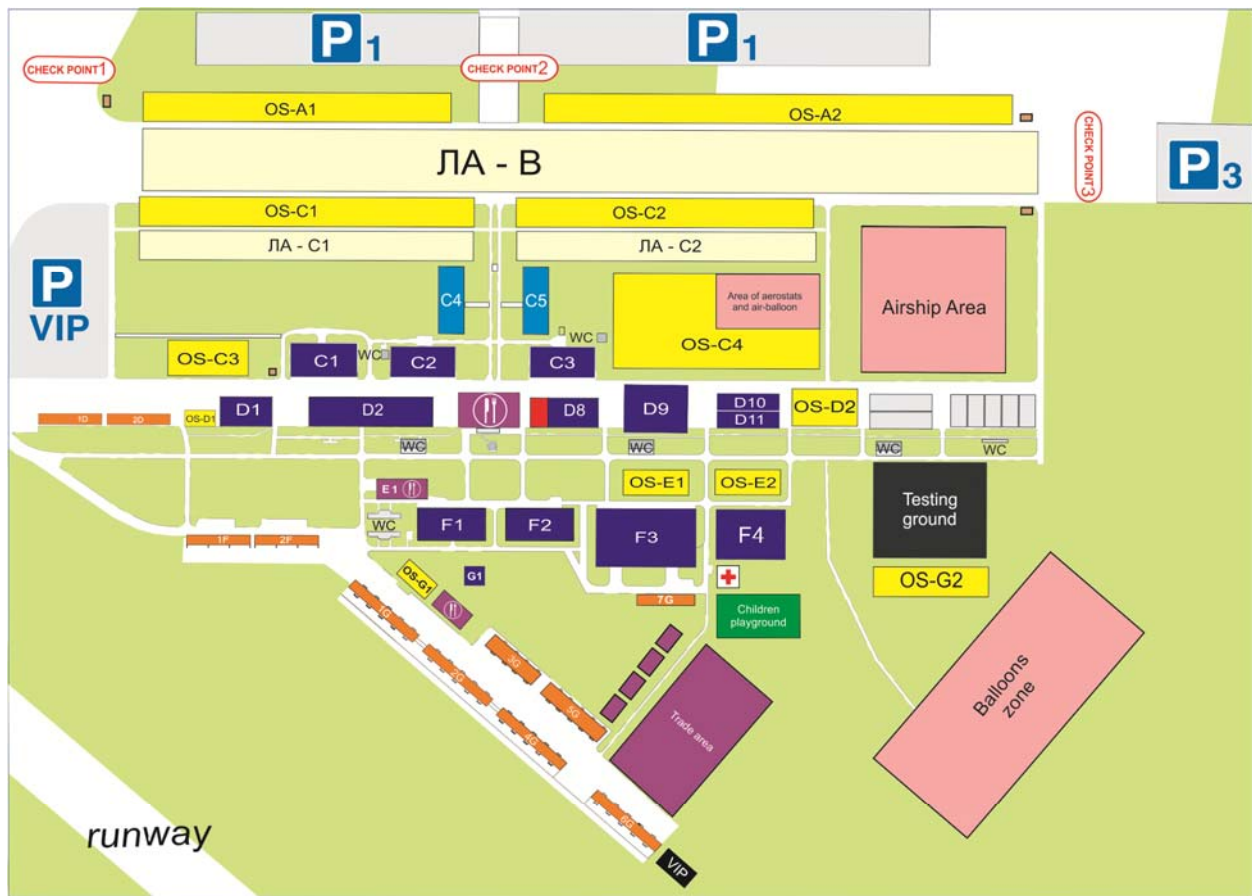
***** On the day of the Exhibition official opening, the following persons shall have access to the show area:**

- VIP guests according to the management lists
- Exhibition participants by passes

Tickets for the Official Day of the Exhibition opening shall not be sold.

All vehicles shall be parked outside the Exhibition area.

10th INTERNATIONAL AEROSPACE EXHIBITION MAKS-2011



- | | | |
|---|---|--|
| ■ — directorate | ■ — restaurants | ■ — Children playground |
| ■ — conference hall, press center | ■ — balloons zone | ■ — Parking zone |
| ■ — exhibition halls | ■ — chalet | ■ — check-point (KPP) |
| ■ — open space | ■ — static display | + — emergency |

Pavilion Specifications	C1	C2	C3	F1	F2
Pavilion dimensions	63x33	60x30	60x30	63x33	63x33
Total area of the pavilion	2079	1800	1800	2079	2079
Maximum permissible floor load	2t/m ²	2t/m ²	2t/m ²	2t/m ²	2t/m ²
Height to the ceiling beams	6	5	5	8	8
Maximum permissible construction height	For maximum admissible construction height, refer to the official website of the Exhibition in the section "Exhibition scheme"				
Quantity of mounting gates	4x4(2)	4x4(3)	4x4(3)	4x4(2)	4x4(2)
	4x6(1)			4x6(1)	4x6(1)
Electricity: voltage 380/220V 50 Hz	+	+	+	+	+
Water supply	+	+	+	+	+
Fire alarm	+	+	+	+	+
Telephone lines	+	+	+	+	+
Internet Networks	+	+	+	+	+

Pavilion Specifications	F3	D9	D10	D11	
Pavilion dimensions	96x60	60x48	60x17	60x17	
Total area of the pavilion	5760	2880	1020	1020	
Maximum permissible floor load	5t/m ²	20t/m ²	20t/m ²	20t/m ²	
Height to the ceiling beams	7	8			
Maximum permissible construction height	For maximum admissible construction height, refer to the official website of the Exhibition in the section "Exhibition scheme"				
Quantity of mounting gates	6x4.5(5)	6x4.5(5)	4x4(2)	4x4(2)	
Electricity: voltage 380/220V 50 Hz	+	+	+	+	
Water supply	+	+	+	+	
Fire alarm	+	+	+	+	
Telephone lines	+	+	+	+	
Internet Networks	+	+	+	+	

Pavilion Specifications	D1	D2	D8	C4	C5	F4
Pavilion dimensions	50x30	130x30	70x30	25x40	25x40	30x40
Total area of the pavilion	1500m ²	3900m ²	2100m ²	1000m ²	1000m ²	1200 m ²
Maximum permissible floor load	250kg/m ²	250kg/m ²	250kg/m ²	250kg/m ²	250kg/m ²	250 kg/m ²
Height to the comb	6.9m	10.6m	7.7m	7.7m	7.7m	7.7 m
Lateral wall height	5.7m	5.7m	3.7m	3.7m	3.7m	3.7m
Maximum permissible construction height	For maximum admissible construction height, refer to the official website of the Exhibition in the section "Exhibition scheme"					
Quantity of mounting gates	5x4	5x4	3.5x4	3.5x4	3.5x4	3.5x4
Electricity: voltage 380/220V 50 Hz	+	+	+	+	+	+
Water supply	+	+	+	+	+	+
Fire alarm	+	+	+	+	+	+
Telephone lines	+	+	+	+	+	+

Attention! Construction of Exhibition stands close against the walls is forbidden.
Observe the 1 m clearance off the load carrying structures and ceiling beams of the pavilion.

Chalet specifications	2D	1D	2F	1F	1G	2G	4G	6G	3G	5G
Number of chalet	6	6	6	6	12	10	10	12	4	5
Chalet dimensions	10x10	10x10	10x10	10x10	10x8	10x8	10x8	10x8	14x7	14x7
Patio area dimensions	10x16	10x16	10x14	10x14			8x10	8x10	14x10	14x10
Second level									+	+
Height to the ceiling beams	2.9m	2.9m	2.9m	2.9m	5.1m	2.5-3.8m	2.5-3.8m	5.1m	1floor 3,1m	1floor 3,1m
Capacity	10kW	10kW	10kW	10kW	15kW	10kW	10kW	15kW	15kW	15kW
Water supply	+	+	+	+	+	+	+	+	+	+
Fire alarm	+	+	+	+	+	+	+	+	+	+
Telephone lines	+	+	+	+	+	+	+	+	+	+
Internet Networks	+	+	+	+	+	+	+	+	+	+
WC	+	+	+	+	+	+	+	+	+	+

Connection to a self-contained supply shall be possible only within open and static display areas subject to coordination with the Exhibition Directorate.

Load on pavilion floor	<p>The load shall be evenly distributed, and collective location of heavy objects shall be avoided. If you plan to demonstrate heavy exhibits you may need floor boards to evenly spread the exhibits weight over the floor.</p> <p>Attention!!! When calculating the exhibits or supported (footed) or wheeled equipment loads on the pavilion floor, the total weight of an exhibit shall be divided by the total area of each support. Damage to the pavilion floor is forbidden.</p>
Pavilion ceiling height	<p>The stand height shall correspond to the standard exposition height – 2.5 m. Any deviation from the specified value requires a written coordination with the Technical Directorate. The permissible height of construction depends on the pavilion and your stand location therein. The height values are provided in the Table “Specifications and Restrictions of the Pavilion”.</p>
Rules of pavilion cleaning	<p>The rent rate includes the cost of general cleaning of the pavilion and exhibition complex. During the Exhibition work period, the passages between the stands will be cleaned. The participants shall have to collect trash from the stands into plastic bags and leave them in the passage by the stand in order to be further disposed. The participants who need stand cleaning may order the service of everyday stand cleaning on an individual basis.</p> <p>The final cleaning of common Exhibition areas and passages between the stands shall be complete on the last day of the Exhibition demounting (see section “Mounting and Demounting of Stands”). The final cleaning complete, it is forbidden to perform works associated with dusting and to leave trash in the passages. Should the construction and mounting fail to be complete by the mounting works deadline, the developer or participant shall themselves remove trash from the adjacent passages area between the stands. Should the necessity arise, such cleaning may be ordered from the Technical Directorate.</p>
Permissible noise level	<p>During the Exhibition hours, the noise level within your stand shall not interfere with the normal work of the other participants. The noises exceeding 75 dB along the stand margin shall not be permitted. Should any complaints be filed by the rest of the Exhibition participants regarding a high noise level from your stand, the Technical Directorate shall be authorized to demand the reduction of noise level down to acceptable levels.</p> <p>Attention! Should the above-mentioned requirements be ignored, the Technical Directorate shall have the right to cut off the audio signal and power off the stand.</p>

Security. Check mode

The security service shall be responsible for check mode and general security of the Exhibition territory. At nighttime, the Exhibition territory shall be secured from 7 p.m. till 8 a.m. During the specified period, the presence of participants and third companies' representatives engaged in stand servicing shall be forbidden in pavilions and within the Exhibition territory.

The safety of particular stands shall be of the participant's concern during mounting, working hours and demounting of the Exhibition. The Technical Directorate shall not bear any responsibility for damage or losses encountered to the stands, exhibits, goods or private property of the exhibitors. In order to procure safety within the stand, the exhibitor shall have to order individual protection of the stand or provide permanent presence of the company representative within the stand from the moment of the Exhibition guard removal at 8 a.m. till delivery to guard at 7 p.m. ATTENTION! Any cases of loss or damage shall be reported to the representative of official authorities of the Ministry of Internal Affairs. Should this requirement be violated, violation of this requirement may become grounds for the insurance companies to refuse the insurance premium payment.

Access to the Exhibition Territory

Access to the territory of the Exhibition during mounting, working hours and demounting of the Exhibition shall be provided by passes in compliance with the time period stated therein, with a document of identification. **Transfer of a pass to any other person shall be strictly forbidden.** Transportation within the Ramenskoe Aerodrome shall be performed only by service buses MAKS-2011 and passenger cars subject to automobile pass of the relevant category.

Participants (procedure of passes acquisition)

Free badge passes of the Exhibition participants shall be given as proceeding from the ordered Exhibition area according to the Terms of Participation. In order to get a badge pass, a participant shall have to register on the official Exhibition website within the CMR electronic system and obtain access to the relevant forms execution. If necessary, the participants may order additional badge passes on a commercial basis. Additional badge passes shall become available only subject to payment.

Badge passes shall be issued subject to having a letter of authorization signed by the Head and certified by a company seal, and passport of the persons receiving a pass.

Entry to the Exhibition territory by badge passes shall be open at the MAKS checkpoint and shall be subject to the time period specified on the pass, with a document of identification.

Contractors (procedure of passes acquisition)

Mounting badge passes for personnel engaged in mounting/demounting works on your stand shall be valid only for the period of official mounting/demounting days of the Exhibition (see section "Exhibition Schedule"). In order to get passes you will have to fill an electronic application form on the Exhibition official website. The Exhibition Directorate reserves a right to refuse issuance of badge passes. Mounting badges shall be issued subject to the procedure of the technical coordination of the stand.

Badge passes shall be issued against an authorization for passes acquisition, signed by the Head and certified by a company seal, a passport of the person receiving the pass. The authorization shall be supplemented by a letter for pass badges issuance corresponding to the executed electronic application form.

Entry to the Exhibition territory by badge passes shall be open within the Exhibition mounting and demounting term specified on the badge, subject to having an ID.

Automobile passes for the Exhibition work period

The participants renting display areas within pavilions and open display area shall not be authorized to get free automobile passes. A participant may obtain an automobile pass at extra charge. In order to get an automobile pass, a participant shall have to register on the Exhibition official website within the CMR electronic system and obtain access to the relevant forms execution. Passes shall be issued at the Exhibition Directorate office subject to payment. An automobile pass should be attached to the lower right part of the automobile windscreen to be clearly visible for employees in charge with traffic regulation at the MAKS-2011.

Automobile passes for the term of mounting/demounting

Passenger cars entry to the Exhibition territory during mounting/demounting term shall be payable and subject to having a pass.

*A **single passenger car pass** shall give authorization for 1 (single) entry/ exit to/from the Exhibition territory.*

For the purposes of ordering and obtaining a single pass, you should refer to the official forwarding agent of the Exhibition – “EXPO-M”, LLC.

*A **multipass** shall give authorization for entry/ exit to/from the Exhibition territory during the whole term of mounting/ demounting.*

For the purposes of execution and payment for such a pass, you should refer to the Accreditation Service of the Exhibition.

Passes shall be executed on the basis of the following documents:

- Badge pass
- Driver's passport
- Certificate on the transport vehicle and trailer registration

Attention: Carriage of stand equipment and exhibits to the Exhibition territory by passenger cars having passes of the specified type shall be strictly forbidden. The driver and all the passengers shall have badge passes.

Procedure of entry and removal of loads

The entry to the Exhibition territory of load-carrying (and passenger) transport intended for loading/ unloading shall be subject to payment and having a pass. The pass shall be a single pass authorizing entry to the territory of the exhibition complex in the period of mounting/ demount from 8 a.m. till 6 p.m.

Attention: The maximum stay time of a vehicle within the Exhibition territory shall be 4 hours.

In order to obtain a single pass, the documents to be submitted to the official forwarding agent of the Exhibition are as follows:

- Driver's passport
- Certificate of the transport vehicle and trailer registration
- Passport of the accompanying person (no more than 1 person from participating/ developing company);
- CMR note (3 copies)
- Letter for entry/ exit (by sample) bearing a mark of the Directorate employee (see cl. "Procedure of entry/ removal of loads")

The document samples are available from the Exhibition official forwarding agents, and provided in the Annex to this Regulation.

In order to save time for entry documents execution, you may direct copies of the required documents to the Exhibition official forwarding agent EXPO-M, LLC ten days in advance of your goods arrival. Thus, the entry right shall be documented before arrival of your transport. The automobile pass shall be issued **OUT OF TURN ON THE ARRIVAL DATE.**

Procedure of entry/removal of loads

Entry of exhibits and stand equipment shall be subject to single passes for entry/removal of equipment. For the purposes of passes obtaining, when executing documentation, the Exhibition developers and exhibitors shall have to submit to the Exhibition official forwarding agent a letter for entry/ removal of equipment bearing the Directorate mark "Entry permitted". The exhibitor's letter shall be executed in 3 copies – 2 copies to be given to the Directorate employees, and 1 – to remain with the Exhibitor/ Developer. The mark "Move-out permitted" shall be attached to a letter only should it bear a record of entry. You may have your letters registered either in Moscow office of the Exhibition or in the principal office in Zhukovsky. Besides, you may send a letter for entry beforehand by e-mail and thus obtain the record "Entry permitted". For this purposes, you have to execute a signed letter original, scan it and send by e-mail addressed to your technical directorate manager.

The entry of load-carrying transport with the capacity:

- up to 3 tons – at the checkpoints No. 3 and No. 4;
- over 3 tons – at the checkpoints of FUSE "FRI named after V.M. Miasischev" (See the location map).

More detailed information on the procedure of loads entry/ removal documenting and passes cost shall be available from the Exhibition official forwarding agent. Customs clearing services shall be provided by the Exhibition official forwarding agent.

Procedure of entry of material valuables and equipment

Equipment and hand luggage of 60 cm x 40 cm x 30 cm shall be permitted to the Exhibition territory without a waybill execution. Equipment of larger dimensions shall be documented and carried by a vehicle.

It shall be forbidden to bring cut and thrust objects, weapons, explosive, flammable or poisonous substances, and drugs or aids for their use.

Entry of laptops, mobile phones, video cameras, photo cameras and other mechanisms does not require a waybill execution. Please note, that property or equipment being brought to the Exhibition territory may be inspected.

Procedure of mounting works execution

Prior to mounting works commencement, the Exhibition areas layout shall be performed according to the exposition plans of the pavilion/ open Exhibition areas. The Exhibition stand mounting shall be performed only within the limits of the area rented by the participant. Otherwise, any works associated with incorrect location of your stand structures within the whole of exposition shall be performed at the participant's expense.

During the Exhibition mounting and demounting, for the purpose of labour and health safety arrangement and precautions and free access to the stands, the construction contractors and participants shall remove trash as far as it accumulates, and immediately if demanded by the Technical Directorate should the trash endanger the safety of the environment. All passages between the stands shall remain free of packing and construction waste.

Should the participant or its developer fail to coordinate the Exhibition exposition project with the Technical Directorate or deviate from the coordinated project, then the Technical Directorate shall have the right to suspend mounting works and demand conduct of works as compliant with the project.

- Stands mounting shall be permitted from half-ready components pre-assembled and pre-coated at the developer's operating area and treated with fire appliances. It shall be permitted to perform only coupling of ready components, fixation and painting of seams.
- Painting of the stand components shall be permitted only using aqueous dispersion, with adjacent stands and passages covered with a protective film.
- Electrical works at the stand shall be permitted only using certified electrical equipment and materials.
- Connection of the stand to the electric power supply (following execution of insulating resistance Certificates), and all plumbing connections shall be performed by technical personnel of the Exhibition.
- Elevated job shall be performed only by the industrial alpinists of the Exhibition.
- Participants, their representatives and contractors shall bear full responsibility for any damages caused by their activity or inactivity to the buildings or property of the Exhibition area and to other participants of the event.

ATTENTION! During the Exhibition stand and exposition mounting (before opening of the Exhibition), the participant and its mounting company shall be obliged to remove all packing, boxing and construction, mounting and other waste from the Exhibition area.

You may order construction waste removal according to the additional services list.

IT SHALL BE FORBIDDEN:

- to mount engineering structures in the location areas of stationary switchboards, structural access doors, fire cabinets and such other technical equipment;
- to bring woodworking equipment and industrial wood, and perform woodsawing, chipping and such other woodworks associated with structural parts manufacturing of Exhibition stand;
- to perform paint and varnish works associated with complete coating of the Exhibition stand structure being mounted;
- to apply paint, varnish, glue or such other problem coating onto the floors, walls and pillars of the Exhibition pavilions;
- to use stationary circular saws, reciprocating-table surface grinding machines not equipped with a vacuum cleaner.
- to use bunch strands for electrical conductors extension;
- to use pavilion structures (pillars, beams) as fixtures or stand elements without a consent of the Technical Directorate;
- to punch various wholes in the floor, walls or pillars.

Should any of the above-mentioned requirements be violated, the Technical Directorate shall have the right to suspend construction works until rectified.

Procedure of demounting works execution

On the last day of the Exhibition period all works associated with demounting of exhibits and setting of stands (wrapping delivery, packing and removal of exhibits and equipment) shall be forbidden.

Works on the stand demounting may be commenced only April 24 at 8 a.m. (see section "Exhibition Schedule").

ATTENTION! It is forbidden to dispose the elements of demounted stand structures and packages (industrial wood, flake boards, wood fiber boards, fiberboards, plywood and etc.) into sanitary waste bins. Following the demounting works, the participant and its mounting company shall be obliged to remove all Exhibition waste of main and auxiliary construction and mounting materials, trash and hard sanitary waste from the Exhibition area, and to deliver the rented area to the representative of the Technical Directorate against the Acceptance Certificate.

Mounting/demounting deadlines

In compliance with the Exhibition schedule, all stand mounting and setting works shall be complete on the last mounting day so that to provide for correctness and completeness of your stand structure, as you have to timely equip and decorate your stand.

ATTENTION! On the last mounting day you have to vacate your stand area and passages from wrapping and packing by 5 p.m. Should this requirement be violated, the Technical Directorate shall have the right to individually organize removal of packing materials and their storage at the participant's expense.

Works on the stand demounting, restoration of the original state of the rented Exhibition area, and removal of Exhibition loads shall be complete no later than the specified deadline (see section "Exhibition Schedule"). Should the demounting terms be violated, the Technical Directorate shall not assume any responsibility for security of the Exhibition equipment and exhibits.

Stand dimensions

Positioning of structures, stand equipment and exhibits shall be permitted only within the limits of the ordered Exhibition area. Height of your stand shall correspond to the standard height of the exposition erection – 2.5 m for one level stands. Deviation from the above-mentioned parameters shall not be permitted without a written coordination with the Technical Directorate. Passages for the Exhibition visitors shall be obligatory free with a width of at least 3 m. The exhibits shall be located within the stand during the Exhibition period.

Stand location within the pavilion

In order to provide energy and water supply within the pavilions, the electric wiring and hoses for supply and discharge of water shall be laid; electrical boards and such other equipment shall be installed. Should it become necessary, the Technical Directorate shall have the right to lay additional cables or hoses in the passages or within your stand. It should be noted that bearing pillars, structural access doors and such other pavilion structures may be located not entirely convenient with respect to your pavilion.

General requirements to a stand

When designing your stand, the following requirements shall be satisfied:

- The whole of the stand floor shall be covered with a floor covering (carpet, laminate and etc.), as well as the back and side walls (according to the ordered area type).
- It is forbidden to erect walls in the open stand sides without coordination with the Technical Directorate.
- The stand height shall correspond to the standard exposition height – 2.5 m. Any deviation from the specified value requires a written coordination with the Technical Directorate.
- Every stand shall be equipped with an electric board with a residual current circuit-breaker.
- The participants are strictly forbidden to recover any failures encountered in operation of electrical equipment installed at the stand on their own, and to connect electric appliances to stationary electrical power sources of the Exhibition pavilion on their own.
- Positioning of logotypes and advertisements of your company shall be permitted only on inner surfaces of your stand.
- Outside surfaces of the stand structure visible from the passages between the stands and from the adjacent stands shall be duly decorated (in the colours permitted).
- None of the stand structure parts shall go beyond the limits of the rented Exhibition area.
- The stand structures erection from the side of passages shall be permitted at the distance at least 0.5 m inward from the stand margin. The stand structures height at a distance of 0.5 m from the stand margin from the passage side shall not exceed 2.5 m.
- Glass panels or such other glass elements used for construction shall be hardened or laminated, which should be proved by a glass marking or a certificate copy. In cases when glass may be confused with an open passage, such glass panels shall be marked at eye level with additional elements (company logotype, shading). Positioning of the glass stand elements at the height over 2 m from the pavilion floor level shall require coordination with the Technical Directorate.

Should the above-mentioned requirements be violated, the Technical Directorate shall have the right to suspend the stand construction until rectified.

**Structural types of
Exhibition area**

Standard stand – is a stand erected using Exhibition structures on the fitted carpet, panel colour – white. The walls colour may be varied by application of self-adhesive film. The height of a standard stand makes 2.5 m, however, it may be increased by extension using Exhibition structures.

Irregular stand – it is a stand erected using irregular Exhibition systems, elements made of other materials (wood, flake boards, fiberboards, fabric and etc.) according to an individual project and comprising special technological solutions, and two level stands. Gluing of panels, positioning of logotypes, extension of walls, application of suspension electrodynamic structures, remote-mount borders and such other auxiliary elements shall not refer a stand to the irregular type.

ATTENTION! All works on Exhibition stand construction, decoration and supplementing with additional Exhibition equipment shall be performed by the Exhibition General Developer – EXPOLINK COMPANY, LLC, tel.: (495) 989 26 63, fax: (495) 989 26 64.

Invitation of outside developers to perform mounting-demounting and decoration works shall be permitted only for construction of irregular Exhibition stands and with coordinated design documents available (see Section “Coordination Procedure of Design Documentation”).

Standard stands

You may order your stand on the basis of modular display system Octanorm or such other similar system with the panel height of 250 cm or above and aluminum rack pit of 100 cm. Stands shall be equipped with basic set of furniture and stand equipment (See section “List of Services”).

You may complement your stand according to the auxiliary equipment list.

The equipment sample designs are given in the section “Samples of auxiliary equipment for standard stands”. The stand structures and equipment, as ordered, shall be leased out to the participant for the exhibition period.

All the stand structure elements and auxiliary equipment shall be returned at the end of the Exhibition undamaged and cleared of adhesive tape. The participant shall be liable for any damage to the stand structures and auxiliary equipment, equal to threefold rent price. Fixing of your equipment to the stand structures, holmaking, fixing of advertising materials using pins, fasteners, use of self-adhesive film and etc. shall be forbidden. The price of the elements ordered by the participant but unused for any reason shall not be indemnified.

Doors keys and/or locks for archives cabinets and displays shall be available at the General Developer office on the territory of the Exhibition holding subject to reimbursable deposit.

The stand layout shall be drawn in the relevant section using an applied meter grid specifying positions of ordered stand structures and equipment, and submitted to the Technical Directorate. Please note that in order to stabilize the structure, there may be introduced additional holding elements which are not included into your stand layout. Should you need to temporary remove them (e.g. to install large exhibits), you shall have to obtain a permit from the Technical Directorate and make sure all the required precautions are made.

ATTENTION! It is forbidden to use proper electric equipment (extension cords, tee-joints, lamps) at the stand. Positioning of portable stands equipped with individual electric circuits, mounting of irregular stand structure elements and interior decoration other than exhibits shall be permitted only following coordination of construction documents of the suggested works.

**Irregular stands.
Exclusive construction**

Only companies having their construction documents coordinated shall be allowed to perform mounting works. The permit for mounting and decoration works execution shall be awarded based on the results of construction documents coordination (see section "Procedure of design documents coordination"). Services on documents coordination and insulation resistance metering shall be paid by the company in charge with the stand construction. Connection of the stand to the power supply source shall be performed only following execution of the Certificate and metering of the insulation resistance. Responsibility for initial inspection of the area allocated for the stand construction shall be vested with the contractor in charge with the stand design and construction. The area inspection is required to avoid potential introduction of expensive changes into the stand structure caused by limitations of heights, and load on the pavilion structures.

Two level stands

Two level stands construction shall be subject to additional requirements:

- extra charges for the stand upper level (rate per 1 sq.m. of the second level makes 30% of the 1 sq. m. rate of the Exhibition area);
- two level stand shall be equipped with a fire extinguisher or fire fighting system;
- the load-bearing of the two level structure shall have static calculation of carrying load;
- wooden elements of the load-bearing structure are not allowed
- enclosing structures of the second level shall be at least 1 100 mm high above the second level floor, prevent downfall of various objects and endure lateral load of 100 kg/m²;
- second level walls made with application of light fillings shall have a reinforcement securing filling at the height of 1 100 mm above the second level, floor capable to sustain lateral load of 100 kg/m²;
- width of stair steps shall be minimum 250 mm; - pitch of a staircase shall not exceed 36° against the horizontal axis;
- balustered enclosure shall be provided should the stair elevation exceed 450 mm;
- stair railings shall be at least 1 100 mm enduring lateral load of 100 kg;
- for reasons of safety and installation reinforcement, margin of the stand second level and the point of staircase origin shall at least 1 m deviate inwards from the stand main stairs.

The requirements are prepared on the basis of:
 SNiP 21-07-97* "Fire safety of buildings and structures";
 SNiP 2.01.07-85* "Loads and Impacts".

Chalet

The participants renting a chalet shall to the fullest extent conform to the Participation Terms and the requirements of this Regulation for a Exhibition participant.

The contractor performing works for the chalet decoration shall be in charge with the preliminary inspection of the rented chalet. The inspection shall be required to prevent potential expensive modifications.

Only organizations having their construction documents coordinated shall be allowed to perform chalet display works (see section "Procedure of stand design documents coordination").

Chalet construction and display works execution shall be subject to General rules of mounting and demounting works execution (see section "Mounting and demounting of stands"), and fire prevention rules.

All elements of a chalet structure shall be returned undamaged following the Exhibition termination. A participant/developer shall be materially liable for any damage caused to the chalet structure. You shall not be allowed to fix your equipment to the chalet structure or perforate holes therein.

It shall be forbidden:

1. to climb to the roof and fix any object thereto.
2. to connect to reserved networks or wires and to conduits.
3. to demonstrate exhibits at the chalet or adjacent territory.
4. to use chargrills or such other equipment to cook food.
5. to mount any structures beyond the rented territory or use area in from of the chalet.
6. to mount enclosures between the chalet patio areas exceeding the permitted height of 1.10 m, and to mount and fix any structures (flagstuffs, sun protection roofs, aerostats and etc.), hindering the overview.

Chalets shall be provided without any inside finish.

The G1 and G6 chalet blocks provide possibility to use the accessible roof area.

It shall be forbidden to perform any installation works of split systems within a chalet. All split system installation works shall be performed by TVC "Russia", JSC

For the air conditioning in the chalets please fiill-un the necessary Form «Chalet air conditioning» (App. 4). For the further information please contact

Tatyana Kaplina

Tel.: +7 (495) 556 – 53 – 11

Static display and flight programme

The arrangement of aircraft static display shall be performed according to the layout scheme agreed with the management of the FRI named after M.M. Gromov.

For the purposes of aircrafts arrangement, the crew and technical personnel shall carefully follow instructions of the relevant technical services of the airdrome.

The aircrafts shall be grounded.

Every aircraft shall have operating authorized firefighting aids.

The aircraft positioning shall be performed subject to the below mentioned clearances between the plate ends of two adjacent aircrafts:

- On-engine aircrafts – at least 2 meters
- Two-engine aircrafts – at least 3 meters
- Four or more engine aircrafts – at least 5 meters

The clearance between the rows shall be at least 1.5 of wingspan.

The aircrafts shall have a mooring device in compliance with the existing standards.

Attention! It shall be forbidden to turn on aircraft auxiliary power units (APU) at the static display during the Exhibition working hours. All infringements shall be fined.

Exhibitors may order services on static display connection to the ground power units and services on static display conditioning provided by the Exhibition official partners. The contact data of the official partners and prices for the offered services shall be made available on the Exhibition website.

Flight programme

Flight permits for the MAKS-2011 flight programme shall be approved by the Flight Director and issued by the Committee on flight control.

All the procedures required for the purposes of participation in demonstration flights are described in the "Regulation on organization and execution of flights in the area of the Rumeskoe Aerodrome during the International Aerospace Exhibitions".

Open display areas

The participants renting open display areas shall to the fullest extent conform to the Participation Terms and the requirements of this Regulation for the Exhibition participant.

In order to mount any structures or buildings in the open display area, participants shall be obliged to:

1. To have the design of the structure/building agreed with the chief engineer of the Aviasalon, JSC, Yuriy Anatol'evich Kaplin, tel.: 7(495) 787-66-51 ext. 119.
2. To have the design of the structure/building agreed with the fire department representatives (see section "Rules of fire prevention, occupational safety").
3. To perform technical coordination (see section on coordination procedure of technical documentation).

Procedure of stand designs documents coordination (irregular stands, two level stands)

In order to obtain a permit for mounting works conduct, the exhibitor or developer shall submit for coordination by the General Developer (to the Technical Directorate) a complete package of construction documents as well as documents attesting to the right for the activity of all of the organizations engaged in design documentation development, and to the right for mounting and electrical installation works before **June 24, 2011**.

Attention!!!

The obligatory requirement for the construction documents to be accepted for coordination and consideration shall be the submission of a money order executed for the amount calculated as 400 roubles per a square meter of the construction area, as a security against the following obligations:

- Cleaning and removal of construction waste remaining after the stand demounting.
- Conforming use of Exhibition pavilions and chalets, preservation of the due form of all of the external and internal elements of the given structure, including ceiling, walls, floors, and floor coverings.

The amount of security for the above-mentioned obligations fulfillment shall be returned event within the term of 30 business days provided that all requirements are executed to the fullest extent. Should these requirements be violated, the amount of security shall be withheld in the amount necessary to cover the expenses specified in clauses 1 and 2.

The basis for the security amount to be withheld shall be Act and bills issued by the Technical Directorate to the organizations in charge of the indicated requirements execution.

List of the documents necessary for coordination of technical documentation

- Original of the certificate on compliance to international standards of the GOST R ISO 9000 series (the original to be returned) or notarially certified copy of the specified documents;
- Letter of authorization for stand (chalet) construction on a headed paper issued by the participant in the Exhibition;
- Letter with the name of the company for which Exhibition stand is constructed with the list of equipment and materials to be imported and exported;
- Project of the stand including drawings and views in isometric perspective;
- Detailed plan of the stand specifying all the dimensions with description of all types of construction materials;
- All electrical connections of the stand specifying power voltage, maximum load power for each unit of equipment, points of connection of electrical equipment with comprehensive description of conventional designations and specification of total power on the stand;
- Certificates of compliance for all the materials and structures used for stand construction including electrical engineering, acts of flame-retardant treatment of flammable materials used for stand construction;
- License for the right to design a two-stage stand with the positional plan of the structure element enclosed;
- Drawings for construction of a two-stage stand specifying all the dimensions in scale 1:100 with sectional views signed by the engineer with the stamp of the organization developed the project of the stand;
- List of electrical engineering personnel (on the headed paper of organization) involved in electric wiring of the stand signed by the director of the developer;
- Copy of the register of electrical engineering personnel knowledge assessment;
- Copy of orders on appointment of the person responsible for electrical works and occupational safety;
- Photocopies of certificates of electrical engineering personnel specified in the list (not lower than the third class of electrical safety), including qualification credit;
- Constructors and architects professional liability insurance policy;
- Permission of the special fire department No. 45

All the documents shall be certified by the director of the developer.
Attention! If you delegate performing of construction, electrical installation and decoration works to the external company, make sure to bring the abovementioned information to its notice.

The Technical Directorate shall reserve the right to request additional information related to safety of the stand construction.

Introduction of independent changes to the agreed projects without a written permission of the Technical Directorate shall be prohibited.

Representative of the participant/developer shall have available the letter of authorization for the right to sign the Paid Services Agreement and the Act of compliance of the submitted documentation to the general conditions of participation.

Manager of cooperation with Russian stand builders Sergey Shipin, tel.: (495) 989-26-63, ext. 157. shipin@expo-link.ru

Manager of cooperation with foreign stand builders Evgenia Korochenskaya, tel.: (495) 989-26-63, ext. 156. evgenia@expo-link.ru

Documents on formalization and coordination of construction

The documents are available on MAKS-2011 website: www.aviasalon.com

- Form C-1** Contract
- Form C-2** Certificate of compliance to the technical documentation
- Form C-3** Act of partition of responsibility for electric installations operation
- Form C-4** Letter of authorization (passport available)
- Form C-5** Letter for two-level stand construction
- Form C-6** Letter of guarantee (for outside stands)

Procedure of execution and coordination of technical hangings

Any requests for hanging the banners, illumination girders, stand structure elements etc. on ceiling display structures in pavilions shall be coordinated with the Technical Directorate not later than June 24, 2012. In order to coordinate technical hangings it is necessary to complete the form P-1 (see Annex No. 2 or website www.aviasalon.com) for hanging the structure with its brief description and to submit the stand and structure project. Coordination of technical hangings is performed on a paid basis.

- During the review of the documentation submitted by the client the Organizing committee has the right to request introduction of changes in the structure to be hung.
- Hung structure shall not stretch out of the limits of the rented Exhibition area of the participant.
- The client shall be responsible for mounting and stability of the structure as well as for allocating the points of attachment on the structure.
- During a visual inspection of the assembled structure on the stand in case of its incompliance with the specified technical parameters as well as provided that the strength and quality of the assembly raises doubts, the Organizing committee has the right to refuse the client in providing the services on hanging.
- Hanging of additional equipment (illumination equipment, advertising means etc.) on the structure already hung is prohibited.
- During the days of holding the Exhibition the orders on hanging and demounting the structures are not accepted, works on hanging and demounting the structures are not performed.
- If the client uses its own winch, the client shall submit the required documentation on operating the hoisting machines and movable hoist-handling devices.
- The ordering company is responsible for quality of its own winch and its operating.

Works on technical hanging are performed on a paid basis and are executed only by the rope access technicians of the Exhibition in the period of mounting and demounting works.

Documents on formalization and coordination of hangings and demounting of structures at the height inside the pavilion

P-1 form. Application for structures hanging (see Annex No. 2)

Requirements to execution of electrical installation works and to the personnel involved therein

1. Only companies and organizations having licenses for performing electrical installation works are invited to execute that kind of activity.
2. The persons who meet the requirements to electrical engineering personnel and have a relevant qualification on electrical safety (not lower than the 3d class) are allowed to perform electrical installation works and operating maintenance of the equipment.
3. The representatives of mounting organizations shall bear responsibility for control over compliance with the requirements of occupational safety from the moment of permit of the personnel to electrical installation works.
4. All electrical technical works shall be performed in accordance with the acting Operational Code for Electrical Installations (OPEI), Safety Requirements (SR), Electrical Installation Regulations (EIR), Fire Fighting Regulations of the Russian Federation (FFR 01-03) and Construction Codes and Regulations (SNiP). At that it is necessary to meet the special requirements determined by the peculiarities of the Exhibition events.
5. Electrical installation works are performed in compliance with the project of electric power supply of the stand, presented by the participant, where points of location of power equipment and illumination, power voltage, maximum load power for each unit of equipment, points of connection of electrical equipment to electrical power sources are specified.
6. All electrical installation works in current-carrying areas (or near) shall be performed only after de-energizing.
7. Cables with fireproof sheath shall be used in case of a surface power supply network provided there is no danger of its mechanical damage.
8. Cables shall be covered with special ramps on open areas and in the places of passages.
9. Laying of exposed electric wire and installation of lighting fixtures on combustible structures is prohibited.
10. Laying of electric wire under the display platform is allowed only in isolation sleeve.
11. All the connections and tapping-off of wires and cables shall be performed only by special protected containers or cases by means of clamps and connectors; using of terminal blocks without isolating containers, connecting the current collector to the electric network by means of direct connection of cables is prohibited.
12. To hook-up movable or portable current collectors it is necessary to use flexible wires, cables and protect them from mechanical damage.
13. Every stand shall be equipped with an electric board with protection devices corresponding to the nominal loads separately for the lighting system, technological equipment as well as for the equipment that needs power voltage to be supplied to 24 hours (refrigerators, fax machines etc.).
14. A free access to the electrical distribution input equipment shall be ensured.
15. Voltage is supplied to the input equipment of the Exhibition stand by the employees of the General developer in the presence of the representative of the participant responsible for electric power supply after the Act on Differentiation of Belonging and Responsibility for operating of electrical installations between the General developer and the Participant-Consumer.
16. The exhibitor performs control over the state of electrical equipment of Exhibition stand and expositions during the Exhibition according to the act of differentiation of operating responsibility.
17. De-energizing of the input equipment after the Exhibition is over shall be done by the electrical engineering personnel of the General developer on the request of the representative of the company-participant or responsible for demounting of electrical equipment.
18. Electrical equipment demounting and respective disconnection on the stand shall be done by the personnel that performed mounting works.

Fire fighting and safety regulations

1. The Organizing committee provides pavilions (facilities) for the Exhibition that comply with the requirements of the existing fire fighting norms and regulations.
2. The Participants of the Exhibition bear responsibility for fire safety of the rented Exhibition areas and compliance with the requirements of the fire fighting regulations within the period of mounting and demounting of the Exhibition equipment and holding the Exhibition.
3. The Exhibition Technical Directorate and the representatives of the Federal Fire Fighting Service are responsible for control over compliance with these instructions.
4. The display plan as well as technical and design solutions on locations of exhibition equipment shall be submitted to the **Fire department no. 45 (1 Garnaeva str., Zhukovsky 140186, Moscow region; SI Special department of FFD No. 3, special department No. 7, tel.: (495) 556 32 63, contact persons – Sergey Mikhailovich Burmistrov, Vyacheslav Sergeevich Kozlov** to be reviewed concerning compliance with the standard requirements and fire safety rules no later than 45 days in advance of the established date of the mounting works commencement. All submitted documents should have translation or comments in Russian.
5. The Exhibition participants shall beforehand, but anyway no later than a month before the mounting works commencement, submit to the Special department No. 7 data on all explosive, radioactive and chemically aggressive substances and materials used in exposition. It shall be forbidden to bring all the abovementioned substances and exhibits to the Exhibition territory without a permit from the Exhibition directorate.
6. Immovable stand structures shall be manufactured from building structures and materials having the certificates of compliance and fire safety and meeting the requirements of acting fire fighting norms and regulations. The materials having the respective fire hazard index allowing to be used for stand facilities, offices, display platforms, ceilings and handrails finishing shall be used in those rooms. All combustible materials shall be treated with a fire retarding composition. Use of finishing materials made of combustible plastic not subjected to flame retardant treatment is prohibited. Use of flammable finishing materials on escape routes (in halls, lobbies, corridors, staircases) is prohibited. For receiving the acceptance of the Fire Safety Service you need to have Russian fire certificates for your materials. You also can be obliged to order impregnation of your stand materials with the special fire-safe compound. This procedure can be subject for payment.
7. Carpets and carpet strips used in pavilions shall be fastened to the floor along the perimeter and at the joints.
8. In the period of mounting and demounting of exhibit items the fire safety requirements shall be met concerning free access to the Exhibition pavilions and fire hydrants. Passes in the pavilions shall be free. Transportation containers, packing materials and equipment shall be immediately removed from the pavilions and adjacent territory.
9. Escape routes and routes of movement of visitors shall be free and shall have geometrical sizes not less than required according to the norms. Thresholds and turnstiles on the escape routes and routes of movement of visitors are prohibited. Passages for visitors shall be at least 3 meters and shall ensure circular movement as well as free access to the escape routes, electrical boards, fire cabinets and other means of fire fighting. Fire exits, technological passes, corridors, entrance vestibules shall be free of any objects obstructing the movement of visitors.
10. In case of fire cabinets or electrical boards, located on the territory of Exhibition stand, free access shall be ensured (decorative curtains or other drapery not preventing from immediate access is permitted). In case of such disguising of fire cabinets and fire extinguishers special signs of fire safety shall be used in accordance with the requirements of Fire Fighting Regulations 166-97.
11. Arrangement of expositions of flammable materials, location of offices and service rooms on staircases and under stair flights is prohibited.
12. Electrical appliances for making tea, coffee may only be used in the rooms that are specially allocated and equipped for that purpose. Use of gas equipment for food cooking in the rooms is prohibited.
13. It is prohibited on the Exhibition stands:
 - to arrange storage rooms and workshops
 - to store combustible and highly flammable liquids
 - to keep bottles with flammable gas
 - to demonstrate the exhibit items in action with open fire.
14. Electrical equipment and electrical installations shall correspond to the requirements of OCEI.
15. Flexible wires protected from mechanical damage having a respective level of

16. Electrical lamps with the level of protection corresponding to the class or zone according to OCEI shall be used for illumination of halls and stands. Use of organic glass diffusers from organic glass, polystyrol and other highly flammable materials is prohibited. Distance from illumination lamps to fire-proof or nonflammable surfaces shall be at least 50 cm.
17. Demonstration of acting models and units running on highly flammable liquids or flammable gases in the Exhibition hall is permitted only provided that the fuel is supplied from the tanks and reservoirs mounted outside the building and exhaust gases carried off outside.
18. Installation and demonstration of exhibition items and processes that may cause fire flashing (welding works and plumbery, other types of extremely hazardous works as well as works with flammable solvents etc.) shall be performed only after elaboration of the required fire fighting measures.
19. Arrangement of promotional materials and official goods store rooms in Exhibition halls, pavilions and chalets is prohibited. These materials can be stored in the offices in the quantity not exceeding the daily demand. Storage of exhibit items, spare equipment, containers and packing materials shall be organized outside the pavilions in specially equipped rooms.
20. All the employees prior to commencement of works shall be properly instructed. Persons who have not attended the induction firefighting meeting shall not be allowed to perform works.
21. Temporal welding and other hot works shall be carried out in accordance with the requirements of FFR 01-03 and instruction on measures of firefighting on the territory of FSUE "FRI after M.M. Gromov" with issuance of work permit. Gas and arc welders shall always have available qualifying certificates and coupon on fire safety. Permit to fire hazardous work is given only after the assessment of the fire safety requirements knowledge and inspection of serviceability of gas and electric welding equipment and devices, undertaking the measures on ensuring fire safety on the area of fire hazardous works.
22. Fire hazardous works shall be performed only after receiving a "work permit" on execution of hot works. "Work permit" is issued in the Federal Fire Fighting Service not later than one day prior to the works commencement.
23. Should the exposition display fail to conform to the requirements of this Regulation, the Exhibition directorate shall have the right to request the participant to dismount the exposition display until it is brought into compliance of these requirements.
24. All the pavilions, offices of administration and other rooms, halls, lobbies etc. must be cleaned of combustibile rubbish and materials every day. All electrical equipment shall be de-energized except for refrigerators and equipment used in the continuous technological process.
25. All the participants of the Exhibition shall know and adhere to the requirements of fire safety, be able to act in case of fire and use the primary means of firefighting. Violations of the norms of fire safety the punitive measures shall be applied to the participants of the Exhibition including the representatives of foreign companies in accordance with the legislation of the Russian Federation.
26. Any questions concerning fire safety not stipulated in these instructions and arising in the period of mounting, holding and demounting the Exhibition items shall be resolved in due course by the representatives of the Federal Fire Fighting Service with participation of the Technical Directorate.

- Medical assistance** In case of emergency call 03. Qualified medical personnel will be present on the territory of the Exhibition during mounting, demounting and during the period of work of the Exhibition. Location of primary medical care stations is specified on the scheme of the Exhibition.
- Temporary personnel of the stand** You can order cleaning of the stand according to the list of additional services. The participant provides the passes on the territory of the Exhibition to the representatives of external companies involved by the participant in the work of the stand or its maintenance at its own expense and makes sure to order the required number of passes (See section "Access to the territory and entry/removal procedure" for the Participants (passes issuance procedure)).
- Insurance and responsibility** MAKS's third party liability insurance is figured up to 1 bln. Rubles. The organiser is reliable for loss or damage of the Exhibitor's equipment in case that mentioned loss or damage took place through the Organiser's fault. **ATTENTION!**The organiser is not responsible for the personal harm, loss or damage of the equipment that took place through the fault of the Exhibitor, Participant or any other person or company.
Have you any further questions for insurance on MAKS please contact MAKS' official insurance partner – «AlfaStrakhovanie», PLC
- | | |
|--|---|
| Mr. Oleg Lukyanov:
Tel: +7 495 788 0999 (ext. 5953)
Cell .: +7 915 459 3983
e-mail: LukyanovOA@Alfastrah.ru | Mr. Dmitry Nazarenko:
Tel: +7 495 788 0999 (ext. 2725)
Cell .: +7 903 210 0260
e-mail: NazarenkoDA@Alfastrah.ru |
|--|---|
- Fire Fighting regulations** All the persons on the territory of the Exhibition shall comply with the Fire Fighting Regulations (See section "Fire Fighting Regulations").
These rules shall be followed by in engineering and shall be complied with in construction of your stand as well as in decorating it with different materials (fabrics, panels etc.)
If the development of your stand is performed by a contracting company, submit the copy of "Fire Fighting Regulations" to the developer of your stand.
Smoking inside the Exhibition pavilions and vehicles static station is prohibited.
- Special conditions** The Organizing committee reserves the right to undertake the necessary measures to ensure safety. Traffic Regulations are in effect on the territory of the Exhibition, control over their compliance shall be performed by the State Road Traffic Safety Inspection employees. Overnight parking, washing and repair of automobiles on the territory of the Exhibitions shall be prohibited.
Automobile vehicles parked in the unspecified locations will be evacuated to the paid parking station with further compensation by the owner of the automobile vehicle of expenses for its evacuation.
Security service of the Exhibition shall have the right to handle suspicious items left under no supervision at its own discretion.

Payments

Ordered services shall be paid according to the conditions specified in the contract application. If you would like to cancel the order made earlier on the basis of the form of this Manual you should send an official letter to the Technical Directorate (not later than two months prior to mounting of the Exhibition) with a stamp signed by the General Director of your company. Otherwise the order will be considered accepted for execution.

Procedure of payment for services ordered during the build-up

Services ordered during mounting shall be subject to 100% extra charge and are rendered only upon 100% cash payment to the cash-office of Aviasalon, JSC (Hall D8, Directorate). To make a payment, it is necessary to have a passport, the signed application-contract. Payment can be made on behalf of an individual person. In this case closing documents are not provided.

In case of indebtedness under previous contract it shall be discharged by cash payments made to the cash-office of Aviasalon, JSC (Hall D8, Directorate). To make a payment, it is necessary to have a passport, the signed application-agreement. Payment can be made on behalf of an individual person. In this case closing documents are not provided.

Late order and an order during mounting term

An order accepted after **June 24, 2011**, shall be subject to 50% extra charge, while an order made after **July 19, 2011**, shall be subject to 100% extra charge. Please, note that some services or equipment can thus become unavailable.

An order made during the Exhibition mounting shall be subject to 100% extra charge.

Penalty sanctions

In case of violation of basic requirements of the Participation Terms and Participant Regulation, the Directorate of the Exhibition shall stop all works at the stand and impose a penalty upon the participant.

Works can be resumed upon confirmation of the penalty payment and removal of reasons for sanctions imposition. Should the violation be repeated, the penalty shall be imposed repeatedly.

A penalty shall be imposed in case of default on obligations specified in the Participation Terms and Participant Regulation which are an integral part of the agreement on participation in MAKS-2011 and which shall not increase the cost of services under the agreement.

For the list of penalty sanctions, please, see Annex 3 of this Participant Regulation.

Advertising services

Advertising manager: **Marina Edapina**

Tel.: **(495) 989-26-65**

E-mail: edapina@aviasalon.com

1. Outdoor advertising

- outdoor advertisements in the entrance/exit control areas
- outdoor advertisements on the building face of the FRI named after M. M. Gromov, FSUE
- bench advertisements
- pavement advertisements

2. Audio and video advertising

- broadcast of audio messages/commercials on MAKS RADIO
- demonstration of videos on video screens in the territory of MAKS-2011
- demonstration of videos on video screens located at the entrance to the town of Zhukovsky

3. Advertising activity

- permit for promotion activity
- permit for special presentations

4. Advertisements on entrance tickets and pass-tickets

- placement of logos on entrance tickets of different categories
- placement of logos on pass-tickets of different categories

5. Advertisements in tethered air devices

- advertisements on hot air balloons
- advertisements on gas balloons
- advertisements on geostats

6. Advertisements in official editions of MAKS-2011

- advertising modules in MAKS-2011 official booklet
- advertising modules in MAKS-2011 official guidebook

Technical services

Technical manager:

Natalia Kuznetsova

Tel.: **(495) 989-26-65**

E-mail: nk@aviasalon.com

1. Engineering services

- connections and electricity
- water supply and plumbing
- technical brackets to open-web joists

2. Connection services

- telephone communication
- Internet access
- portable radio renting

3. Temporary staff

- cleaning
- security
- interpreter, stand-assistant, hostess, model, promoter, barman, waiter

4. Presentation equipment

- audio and video equipment
- projection equipment
- projection screens

5. Related services

- clean water
- electric golf cars
- floristics
- material debris removal

Technical services

6. Standard construction of stands

- stand equipment
- furniture
- kitchen equipment
- electric appliances, lighting devices
- graphic works

7. Exclusive construction

8. Overtime use of rented areas

- additional working time
- extension of mounting/ demounting term

Catering services

Please note that all catering services within the territory of MAKS 2011 shall be rendered only by companies accredited in the Directorate committee. In case any unaccredited catering companies are found to operate on the territory of MAKS 2011, the company employees and transport will be immediately removed from the territory.

Contacts:

Stanislav Ivashkevich

Cell: + 7 926 919 05 29

1) Arrangement of:

- banquets
- stand-up parties
- buffet lunches
- coffee breaks

(events can be held at customer's place and also in banquet halls and restaurants within the Aeroshow territory)

2) Special offer for Aeroshow participants – **Coffee Station**

3) Corporate meals for participants

4) Delivery of ready products

5) Renting of tableware and equipment

6) Renting of coffee machines

**Logistic services.
Forwarding services.
Customs clearance**

Forwarding services, customs clearance of exhibition goods and stand equipment is performed by the official forwarding agents of the Show EXPO-M, LLC and EXPOWESTRANS, ZAO.

The companies provide delivery, handling of goods and packages, customs clearance of the exhibit items, stand equipment, loading and unloading operations, storage of empty containers.

For detailed information on works and pricing, please, contact official forwarders of the Show.

EXPO-M, LLC

44, Marshala Timoshenko str., Moscow, Russia, 121359

Tel. : +7(495) 933 48 30 / 31 / 32

Eugene Brunin ext. 303, jekku@expo-m.ru

Georgy Zakharov, geo@expo-m.ru

Issuance of pass tickets for motor transport

Elena Ruleva ext. 413, ruleva@expo-m.ru

EXPOWESTRANS, ZAO

123100, Moscow, Krasnopresnenskaya quay, 14

Tel.: +7 (495) 605-66-50

Fax: + 7 (495) 605-34-31

Polina Solov'jova, tel.: +7 (495) 605 35 48, ewt18@ewt.ru

Sergey Mints, tel.: +7 (499) 256 74 72, customs@ewt.ru

Vladimir Azarov, tel.: +7 (499) 256 72 38, ewt4@ewt.ru

Loading and unloading operations performed by hoisting mechanisms shall be performed only by specialists and aids of EXPO-M, LLC and EXPOWESTRANS, ZAO, official forwarding agents of the Exhibition. Use of mechanized aides (including motor vehicles equipped with load lifting manipulators) and personnel of other organizations shall not be allowed.

Touristic services

For **visa support** for the Exhibition participants can refer to the Directorate of the Show: Olga Savochkina, tel.: +7(495) 556 77 86, (495) 787 66 51 (ext. 106)

For booking of hotels, air and railway tickets, visa support, VIP-servicing in airports, transfer, excursions, contact the official travel agent of the Show **Expo Travel Group**:

Moscow, 74-6 Leningradsky Prospect

Tel.: + 7 499 155 78 73

Fax: + 7 499 151 26 81

e-mail: maks2011@expotravelgroup.ru

www.expotravelgroup.ru

Contacts:

Marina Volkova tel. + 7 905 540 46 33

Yekaterina Repina tel. + 7 916 523 96 87

The procedure of fixing and removal of structures/banners inside exhibition pavilions of the International Aerospace Exhibition MAKS-2011 shall be fulfilled as follows:

- The customer (exhibitor or developer) shall submit to the Technical Directorate of the Forum the following documents to be agreed:
 - designs of the stand and structures for hanging up inside the halls;
 - information letter with a short description of the construction according to the pattern.
- When considering the documents submitted by the customer, a representative of the Technical Directorate shall be entitled to demand introduction of changes to the structure meant for hanging up.
- The hanging structure shall not go beyond the limits of the display area rented by the exhibitor.
- The responsibility for mounting and safety of the structure as well as for positioning of mounting points on the structure shall be borne by the customer.
- During inspection of the mounted structure within the stand, should it fail to comply with the claimed specifications and should the stability and quality of such structure mounting give rise to doubt, the Performer shall have the right to refuse the customer in rendering hanging services.
- **NO** additional equipment (lighting devices, advertising media, etc.) shall be allowed on the construction already hung up.
- If the customer wishes to use proper lifting mechanisms, only chain electric hoists can be used.
- The customer is responsible for the operation of its own hoists.
- The cost of the order includes only hanging up and demounting of the structure using the required equipment.
- The customer **SHALL BE FORBIDDEN** to independently demount the structure.
- During the Exhibition holding, works can be performed in the morning – before the Exhibition opening and in the evening – after the Exhibition closing.
- The customer shall reimburse the Performer against damage, breakage and loss of the devices, equipment and materials used to hang up the structure at the amount of 50% of the cost of structure hanging and demounting works.

Information on the construction to be hung up

Company name
(customer)

Pav. No. Stand No.

Structure dimensions

Materials

Weight of the structure

Inventory and total weight of the equipment fixed on the structure (lighting devices, advertising media, decoration)

Total weight of the equipped structure

Rated quantity of hanging points

Rated load on each hanging point

Rated hanging height above the floor (to the highest structure point)

Person responsible for designing

Person responsible for mounting and safety (last name, position, telephone number)

Cost of agreement per construction – 80 EUR (excl. 18% VAT)

I have read, understood and agreed with the execution procedure of orders for hanging up and demounting of structures/ banners

AGREED

Signature of the Head _____
of the Company (customer)

_____/_____/_____
L.S.

PENALTY SANCTIONS FOR VIOLATION
OF THE PARTICIPANT REGULATION REQUIREMENTS

ITEM	FINE, EUR
Performance of mounting works based on the technical documentation not approved according to the established procedure	1500
Forgery	500
Building of stands not compliant with the claimed specifications	500
Entry, mounting and use of equipment and materials not included into the technical documentation and without certificates	300
Use of poor building structures during stand mounting	150
Use of pavilion structures (pillars, beams) as stand elements or as fixtures	500
Violation of mounting work rules at the heights over 5 m	300
Independent execution of hanging works	300
Independent demounting of the hanging structures	50% of the order cost
Mounting and operation of the equipment in violation of the electric installation code (use of non-standard, self-made, damaged electrical devices, electrical fittings)	250
Use of open fire, welding works	250
Installation of field cable between the stands by forces and expenses of the client	300
Use of combustible materials untreated with flame-retardants for stand coating	300
Use of manual tools unequipped with a vacuum cleaner	250
Displacement of the exhibition equipment and exhibit items by wheeled vehicles along the aisles after carpeting	400
Exceeding of the permitted noise level	500
Connection of telecommunications equipment to render services to third organizations	300
Blocking of escape routes, access to electric boards, fire extinguishers and other technological equipment	250
Violation of rules for disposal of waste, building debris, discharge liquors, paint material waste in the territory	200
Abandonment of the stand or any part thereof non-demounted after demounting works are over	1200
Keeping vehicles meant for loading/ unloading during mounting/ demounting term within the Forum territory for more than 4 hours	150
Vehicles locating in the territory of the Forum without a pass/ in a place or at the time not specified in the pass	100
Washing of vehicles on the territory of the Forum, per unit	100
Damage of stand structures and equipment	100% of the order cost
Damage of pavilion structures	2000
Loss of telephone apparatus	35
Loss of facsimile apparatus	70
Unauthorized connection to electric and water mains	500
Switching on of the auxiliary power units (APU) at the static display during the exhibition working hours	4000
Parking of vehicles on the lawn	650
Unauthorized promo activity at the Exhibition Complex	450