VIETNAM AEROSPACE FORUM 2026

EXHIBITOR MANUAL

NOVEMBER 4-6, 2026

National Convention Center (NCC)
Pham Hung Street, Tu Liem Ward, Hanoi

2ND EDITION

STRATEGIC PARTNER

AIRBUS

INDUSTRIAL PARTNER

viettel

ORGANIZED BY

abe advanced business events abe.com

BCI AEROSPACE

CO-ORGANIZER

GLOBAL EXPO

Welcome to the Vietnam Aerospace Forum 2026 (VAF 2026)!

We have prepared this Exhibitor Manual to assist you in preparing for the exhibition. Please read it carefully and contact the Organizer if you need any further assistance or clarification.

To ensure that service requests are processed on time, please submit all forms by the stated deadlines. Please note that late applications will be subject to a surcharge.

Please retain printed copies of all submitted forms for reference when checking subsequent service invoices.

The Organizer also emphasizes that exhibitors may display only products for which they are the manufacturer, agent, distributor, or lawful trader. If a dispute arises, the Organizer will assist the parties in resolving it fairly and in good faith.

We wish you a successful exhibition!

Sincerely,

VAF 2026 ORGANIZER

TABLE OF CONTENTS

General Information	4
Meet Our Team	5
Event Schedule	6
Prepare Your Arrival	7
Access to the Venue	8
Booth Package & Equipment	9
Graphics - Preparation & Conception	10
Additional Services & Equipment	11
Catering	12
Exhibition date and schedule	13
Shipping / Set-up & Move-Out	14
Exhibitor Checklist	15

GENERAL INFORMATION

EVENT LANGUAGE

The official language of **VIETNAM AEROSPACE FORUM (VAF 2026)** is English. All conferences and workshops will be held in English.

BADGE

Badges are personal and non-transferable. Access to the event areas is strictly reserved for registered participants wearing their badge at all times.

PHOTOGRAPHY & VIDEO DISCLAIMER

Please note that photographs and video recordings may be taken during **VIETNAM AEROSPACE FORUM (VAF 2026)** for communication, marketing and promotional purposes.

By attending the event, participants and exhibitors acknowledge and agree that their image may be used by the event organizers on any media (print, digital or online), without compensation, unless they expressly object.

If you do not wish to appear in any photographs or video recordings, please inform the event organizers on site.

HEALTH, SAFETY & INSURANCE

Each exhibitor is responsible for their own equipment and personal belongings.

The organizers cannot be held liable for loss, theft or damage.

CODE OF CONDUCT

VIETNAM AEROSPACE FORUM (VAF 2026) is a professional B2B event. All participants are expected to behave in a respectful and professional manner throughout the event.

MEET THE TEAM

VIETNAM AEROSPACE FORUM 2026

CEO

Stéphane CASTET
scastet@advbe.com

Event Director

Bao PHAN THI
+33 1 41 86 49 11
bphanthi@advbe.com

Marketing

Laura CASTELLANOS
+33 1 41 86 41 30
lcastellanos@advbe.com

Conferences

George WEST
+44 (0)7467 544 896
gwest@advbe.com

SALES TEAM

Soichiro NOMURA
+33 5 32 09 20 02
snomura@advbe.com

Anthelme CAHUZAC-BESSONNET
+33 5 81 80 81 61
acahuzac-bessonnet@advbe.com

Soichiro NOMURA
+33 5 32 09 20 02
snomura@advbe.com

Andrea REINWART
+33 1 41 86 41 54
areinwart@advbe.com

LI Xiang
+86 22 8672 7860
li.x@advbe.com.cn

Akiko ITO
+81 809 735 09 33
aito@advbe.com

Vietnam-based Project Implementer

Nguyen Phi Hung
+84 904 23 99 96
nguyenphihung@globalexpo.com.vn

Official Contractor

Tran Quang Vinh
+84 983 109 909
quangvinh@globalexpo.com.vn

Official Freight Forwarder

David Linh
+84 983 944 228
info@tradelinkslogistic.com

EVENT SCHEDULE

VIETNAM AEROSPACE FORUM 2026

DAY 1 | Wednesday, November 4

9:00-11:00	Opening Ceremony *Room 241 - 2nd Floor*
12:00-14:00	Lunch break (free time)
14:00-17:00	B2B meeting *Exhibition area*
14:00-17h30	Conference *Conference room 101- 1st Floor*
17:30	Close of Day 1

DAY 2 | Thursday, November 5

9:00-12:00	B2B meeting *Exhibition area*
	Conference *Conference room 101- 1st Floor*
12:00-14:00	Lunch break (free time)
14:00-17:00	B2B meeting *Exhibition area*
14:00-16:00	Student Focussed Conference Sessions *Conference room 101- 1st Floor*
17:00	Close of Day 2

DAY 3 | Friday, November 6

9:00-12:00	B2B meeting *Exhibition area*
12:00-14:00	Lunch break (free time)
14:00-17:00	B2B meeting *Exhibition area*
17:00	Close of the event
17:00 - 24:00	Booth move-out

PREPARE YOUR ARRIVAL

Before attending VAF 2026, please make sure that you have provided the required information for exhibitor badge registration (**Form QL-2: Delegate Badge Registration in document 3.2. VAF 2026 @ Exhibitor Forms**), as the badge will be required for access to the exhibition venue.

Please also remember to print your B2B meeting schedule (available in your online profile)

Please visit: **www.meetings.vietnam.bciaerospace.com/2026/signup.php** to connect with attendees, view your B2B meeting schedule, browse exhibitors, and session and help plan your day.

ACCESS TO THE VENUE

VIETNAM AEROSPACE FORUM 2026

VENUE

The exhibition will be held at:

National Convention Center (NCC)

Address: Thang Long Boulevard Gate / No. 2 Pham Hung Road

Directions

BUS

- Route 30/30CT: Stops near the entrance to the Center.
- Routes 60A/60B: Travel along the main roads near the National Convention Center.

From Noi Bai International Airport

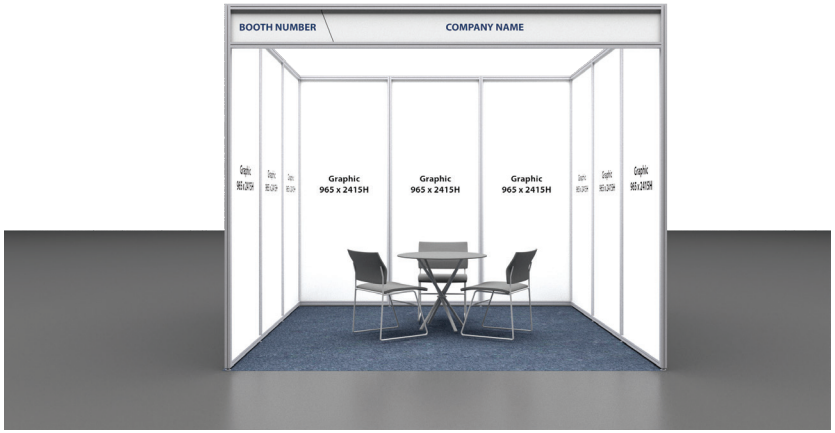
- Distance: 25-27 km.
- Travel time: approximately 30-40 minutes by car.

BOOTH PACKAGE & EQUIPMENT

VIETNAM AEROSPACE FORUM 2026

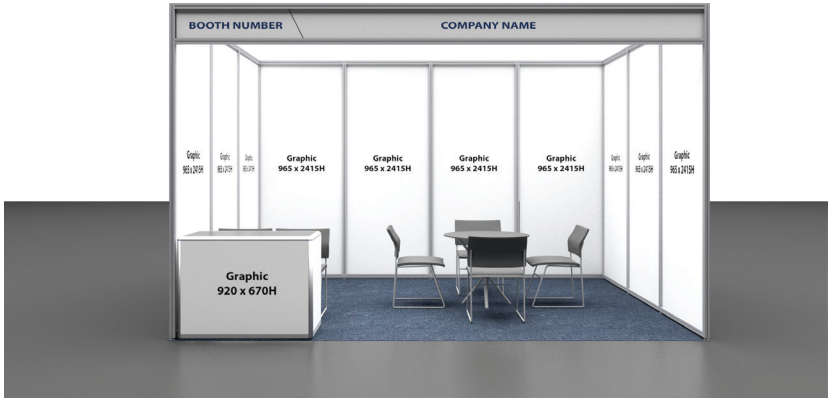
BASIC BOOTH
9 sqm (3m × 3m × 2.5mH) includes

- White partition walls, 2.5m high
- 01 round table
- 03 chairs
- 01 power socket, 5 Amp/220V
- 02 × 1.2m fluorescent tube lights
- Company name fascia in English or Vietnamese
- Carpet flooring (color selected by the Organizer)
- 01 waste bin



DELUXE BOOTH
12 sqm (4m × 3m × 2.5mH) includes

- White partition walls, 2.5m high
- 01 round table
- 01 information table
- 06 chairs
- 01 power socket, 5 Amp/220V
- 02 × 1.2m fluorescent tube lights
- Company name fascia in English or Vietnamese
- Carpet flooring (color selected by the Organizer)
- 01 waste bin



GRAPHICS - PREPARATION & CONCEPTION

Key deadlines & regulations

All orders deadline: October 15, 2026

- Drilling or damaging booth panels is strictly prohibited
- Any booth damage will be charged to the exhibitor
- 1 electrical outlet included (power strip not included - please bring your own if needed)

Other information

Exhibitors may bring standee or additional graphics, provided that:

- they fit within the allocated booth space
- they do not extend into the aisles
- they comply with the VAF 2026 regulations

Please note that visuals and illustrations shown in documents are non-contractual.

Graphic specifications

1. Print with PP paste directly on the wall: 0.965 mm (W) x 2415mm (H)
2. Print with High quality Hiflex on iron frame:

- 3 panels (1file): 3000 mm (W) x 2500 mm (H)
- 4 panels (1 file): 4000 mm (W) x 2500 mm (H)

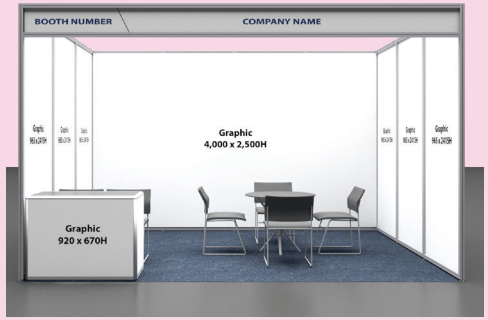
Artwork files:

Please submit the final artwork in Adobe Illustrator (AI) or high-resolution PDF format, together with a JPEG copy for reference.

IMPORTANT:

Please carefully check all artwork files before submission. (See printing specifications)

Non-compliant files may cause printing issues or delays.



Contact

For customized booth options and graphic submission:

Contact your abe / VAF 2026 representative.

ADDITIONAL SERVICES & EQUIPMENT

- **RENTAL EQUIPMENT** (Exhibitors are kindly requested to refer to and register for additional rental equipment using **Form DV1 - Rental Equipment** in document **4. VAF2026@Additional Rental Equipments.**)

  In addition to the equipment provided as part of the standard booth package, exhibitors who wish to rent additional equipment for display purposes, such as **tables, chairs, display cabinets, display pedestals, display shelves, etc.**, are kindly requested to register via this Form.

  Registration deadline: Before 15 October 2026. A 30% surcharge will apply to all registrations submitted after the deadline.

  Exhibitors are kindly requested to complete their registration by the deadline to allow the Organiser sufficient time to prepare and ensure the requested equipment is available.

- **ELECTRICAL EQUIPMENT** (Exhibitors are kindly requested to refer to and register for additional rental equipment using **Form DV2 - Electrical equipment** in document **4. VAF2026@Additional Rental Equipments.**)

  For exhibitors who wish to rent additional **electrical equipment and power supply** for their booths during the exhibition.

  Registration deadline: Before 15 October 2026. A 30% surcharge will apply to all registrations submitted after the deadline.

- **ELECTRONIC RENTAL EQUIPMENT** (Exhibitors are kindly requested to refer to and register for additional rental equipment using **Form DV3 - Electronic rental equipment** in document **4. VAF2026@Additional Rental Equipments.**)

  For exhibitors who wish to rent additional **electronic equipment such as TVs, refrigerators, water dispensers, laptops, fans, etc.** for use at their booths during the exhibition.

  Registration deadline: Before 15 October 2026. A 30% surcharge will apply to all registrations submitted after the deadline.

*Exhibitors are kindly requested to complete their registration by the deadline to allow the Organiser sufficient time to prepare and ensure the requested equipment is available, **while avoiding any additional surcharge due to late registration.***

CATERING

Restaurants and cafes serving snacks and meals are available in the exhibition hall area.

To ensure food safety:

• The venue does not permit food, single-use plastic water bottles, or beverages without clear origin labels to be brought into the Center.

• Single-use plastic shopping bags are strictly prohibited in the exhibition area.

• Reusable shopping bags are encouraged.

SHIPPING / SET-UP & MOVE-OUT

VIETNAM AEROSPACE FORUM 2026

MOVE-IN PROCEDURE

1. Transport vehicles will enter the exhibition hall from the side of the building.
2. During move-in and move-out, transport vehicles must queue in accordance with the traffic plan agreed by the Organizer and the venue.
3. Upon arrival, vehicles must follow staff instructions and use the designated transport route.
When the loading area is full, vehicles must wait in the parking area and enter the exhibition area for unloading only when directed.
4. Vehicles requiring access to the loading area must obtain a Loading Area Vehicle Permit in advance.
When entering or leaving the loading area, drivers must cooperate with security personnel in recording entry and exit times.
5. Each vehicle is allowed 30 minutes of free loading or unloading time.
6. Drivers must follow security instructions and remain in the cab during loading or unloading. Vehicles must leave the area immediately after completion.
7. Loading or unloading goods on the road is strictly prohibited.
Overlength, overloaded, or overheight vehicles must load or unload in the designated parking area.

MOVE-OUT PROCEDURE

1. Power will be switched off at 17:00 on the move-out day, November 6. Exhibitors must switch off electrical equipment before this time. Power will not be restored after disconnection.
2. Exhibitors and contractors requiring a Goods Release List to remove goods from the exhibition hall must register and collect it from the Organizer's Information Counter after 15:00 on November 6.
Goods may be removed from the exhibition only after 17:00 and only after the release form has been stamped and confirmed.
3. Rented equipment must remain in its original position for collection by the Organizer.
4. Exhibitors are responsible for safeguarding their property and must not damage or remove venue equipment without authorization.
5. The vehicle procedure and route for the loading area during move-out are the same as during move-in.

STORAGE

1. The Organizer does not provide on-site storage for packing cases, surplus materials, or other exhibitor property.
2. Exhibitors must make advance arrangements with the Official Freight Forwarder for the safe storage of such items and bear all related costs.

EXHIBITION DATE AND SCHEDULE

VIETNAM AEROSPACE FORUM 2026

	Booth Handover Date	Time	Badge Required	Badge Collection Point
	BOOTH HANDOVER TIME			
Special Booth	November 2 - 3, 2026	08:00 - 22:00	Worker Badge	Register in advance NCC will issue the badges.
Standard Booth	November 3, 2026	08:00 - 22:00	Exhibitor Badge	Organizer Registration Counter
	EXHIBITION SET-UP TIME			
Special Booth	November 2 - 3, 2026	08:00 - 22:00	Worker Badge	
Standard Booth	November 3, 2026	08:00 - 22:00	Exhibitor Badge	
	EXHIBITION OPENING HOURS			
Exhibitors	November 4 - 6, 2026	08:00 - 17:00	Exhibitor Badge	
Visitors	November 4 - 5, 2026	09:00 - 17:00	Visitor Badge	
	November 6, 2026	09:00 -16:30		
	EXHIBITION DISMANTLING TIME			
Dismantling Time	From 17:00 on November 6, 2026 until 12:00 on November 7, 2026		Worker Badge	

EXHIBITOR CHECKLIST

VIETNAM AEROSPACE FORUM 2026

Use this checklist to make sure you are fully prepared for VAF 2026.

FOR NON-CONTRACTOR
(Applicable to Exhibitors renting Raw Space for self-build)

Form	Description	Deadline	Requirement	Submit To
NT-1	Non-Official Contractor Registration	15 Oct. 2026	Mandatory	GE
01-NCC	Letter of Undertaking	15 Oct. 2026	Mandatory	NCC
02-NCC	Event Construction Deposit Confirmation	15 Oct. 2026	Mandatory	NCC
03-NCC	Registration for Brought-in Services, Self-Construction, Decoration, and Equipment Installation	15 Oct. 2026	Mandatory	NCC
04-NCC	Registration of Construction, Decoration, and Equipment-Installation Personnel	15 Oct. 2026	Mandatory	NCC
05-NCC	Declaration of Personnel and Equipment Entering NCC	15 Oct. 2026	Mandatory	NCC

FOR EXHIBITOR
(Application to Exhibitors renting basic booth)

Form	Description	Deadline	Requirement	Submit To
QL-1	Show Catalogue	15 Oct. 2026	Mandatory	GE
QL-2	Delegate Badge Registration	15 Oct. 2026	Mandatory	GE
QL-3	Fascia Name	15 Oct. 2026	Mandatory	GE
DV-1	Furniture Rental	15 Oct. 2026	Optional	GE
DV-2	Electrical and Power-Supply Rental Service	15 Oct. 2026	Optional	GE
DV-3	Electronic-Equipment Rental	15 Oct. 2026	Optional	GE
DV-4	Printing and Backdrop Decoration Services	15 Oct. 2026	Optional	GE
05-NCC	Declaration of Personnel and Equipment Entering NCC	30 Oct. 2026	Mandatory	NCC