



FARNBOROUGH
INTERNATIONAL

AIRSHOW

22-26 JULY 2024

EXHIBITION

REGULATIONS



Space



Defence



Sustainability



Innovation



Future Flight



Workforce

Welcome to the Farnborough International Airshow 2024 Exhibition Regulations

The Farnborough International Airshow 2024 (“Exhibition”) Regulations (“Regulations”) together with the terms and conditions of the application to exhibit form one agreement governing exhibitors’ participation in the exhibition.

The following documents will also form part of the exhibition regulations.

Aircraft Regulations

The aircraft regulations and application forms, whether in relation to static, flying, customer demonstration flights, or support aircraft are available from the [flight operations team](#) or on the online portal (E-Net).

The aircraft regulations also include the rules and requirements of the UK Civil Aviation Authority (CAA) and the FIA 2024 Flying Display Director (FDD) and the Flying Control Committee (FCC).

Order Forms for Exhibition Services

The order forms are available online through the online portal (E-Net). The order forms should be completed and uploaded in respect of the relevant supplier or service by the dates specified. Any conditions stated on the order forms constitute part of the exhibition regulations.

Please note that these exhibition regulations are written in line with the Association of Exhibition Organiser’s (AEO) and Association of Event Venue’s (AEV) eGuide, which can be downloaded as a pdf from the AEV website [here](#).

We want your experience of working with us to be as positive as possible, if you have any questions or require any assistance or clarification, our team are also available to assist you. You can find our contact details [here](#).

INTRODUCTION

The 45th Farnborough International Airshow 2024 takes place in Farnborough, Hampshire, UK from Monday 22 July to Friday 26 July 2024 and is organised by Farnborough International Ltd.

Exhibitors must ensure their contractors have access to these exhibition regulations before providing quotations. Exhibitors will be advised of any subsequent amendments or additions through the online portal (E-Net).

All enquiries regarding the Farnborough International Airshow should be sent to: enquiries@farnborough.com

HOW TO USE THIS DOCUMENT

COLOUR CODING

Keep an eye out for our highlights throughout the manual:



CONTENTS

Click on the headings on the contents page to navigate to the relevant section.

HYPERLINKS

Hyperlinks within the document will either take you to another place within the document that is relevant to that section, or to an external site. Click on any blue links to reach the hyperlink. The icon at the top right of each page is a hyperlink back to the contents page.

SEARCH

Use 'CTRL+F' to search for any keywords within the document.

CONTENTS

SECTION 1: IMPORTANT INFORMATION AND EVENT SCHEDULE

- Construction & Dismantle Schedule
- Early Access
- Late Working
- Pioneers of Tomorrow
- Important Dates & Deadlines
- Key Changes from 2022 and for 2024

SECTION 2: EXHIBITION HALLS

- Shell Scheme Stand Information
- Self-Build Stand Information
- Self-Build Exhibitor Responsibilities
- Submission of Stand Plans
- Exhibition Hall Stand Regulations A-Z

SECTION 3: BUSINESS CHALETS AND OUTDOOR EXHIBITS

- Business Chalet Types
- Outdoor Exhibits
- Exhibitor Responsibilities
- Submission of Design Plans
- General Regulations A-Z

SECTION 4: ACCESS

- Site Plan
- Gates & Opening Hours
- Pass Information
- Access Times
- Vehicle Labels
- Onsite Traffic
- Parking Information

SECTION 5: ENVIRONMENT, HEALTH, SAFETY & SECURITY

- Health & Safety Considerations
- Environmental Health
- Fire Safety
- Insurance
- Security

SECTION 6: GENERAL INFORMATION (A-Z)


SECTION 7: ONSITE SERVICES

SECTION 8: TERMS & DEFINITIONS

SECTION 1: IMPORTANT INFORMATION AND EVENT SCHEDULE

1.1 CONSTRUCTION AND DISMANTLING SCHEDULE

Construction:			
Area	Dates	Site Open	Construction Hours
Outdoor Exhibit (OE) Structures Build	17 to 22 June	07:00 to 19:00	08:00 to 18:00
		Site closed on Sunday 23 June	
Chalet & OE Interiors 240sqm and over	24 June to 19 July	07:00 to 19:00	08:00 to 18:00
		Site closed on Sunday 30 June and Sunday 7 July	
Chalet & OE Interiors up to 240sqm	1 July to 19 July	07:00 to 19:00	08:00 to 18:00
		Site closed on Sunday 7 July	
Early Access for Self-Build Stands in Restricted Access Locations.	8 to 9 July	07:00 to 19:00	08:00 to 18:00
Self-Build Stand Construction and Installation of Exhibits	10 to 19 July	07:00 to 19:00	08:00 to 18:00
Shell Scheme Interiors and Installation of Exhibits	15 to 19 July	07:00 to 19:00 Daily	
All Works to be Completed By	19 July	19:00	
Cleaning & Carpeting Day - NO CONSTRUCTION	20 July	07:00 to 19:00	
Rehearsal Day - NO CONSTRUCTION	21 July	07:00 to 18:00	
Open Period:			
Area	Dates	Timing	
Opening Trade Day (Monday)	22 July	10:00 - 16:00 Event Open 06:00 – 19:00 Exhibitor Access <small>*Visitors can access the event from 07:00</small>	
	Flying Display	13:30 – 16:00	
Trade Days (Includes Pioneers of Tomorrow on Friday)	23 to 26 July	09:00 - 17:30 Event Open 06:00 – 19:00 Exhibitor Access (Access to 22:00 on Friday) <small>*Visitors can access the event from 07:00</small>	
	25 July <small>(Pioneers of Tomorrow Set Up)</small>	18:00-21:00	
	Flying Display	Mon-Thurs: 14:15 – 16:45 Friday: 12:30 – 16:00	

Dismantling:	Please note that all stands should be manned, and all exhibits and display material should remain on their stands throughout the duration of the event (Monday 22 July - Friday 26 July inclusive throughout the published event open hours).	
Area	Dates	Timing
Removal of Shell Scheme Exhibits & Valuables	26 July	18:00 - 22:00
Removal of Hand-carriable Items from Exhibition Stands and Chalets	26 July	18:00 - 22:00
Vehicles up to 3.5t only will be permitted access to site		
CEVA will provide empty case returns for shell exhibitors between 18:00-20:00		
All shell scheme interiors and exhibits MUST be removed from site by 22:00 on Friday 26 July as the shell scheme contractor will begin dismantling from 22:00. Anything left on the stands after this time will be deemed waste and disposed of. The cost of this will be charged back to the exhibitor.		
Chalets and OE Interiors & Structures Official Breakdown Commences	27 July	08:00 - 19:00
Hall 1 Self Build Stand Official Breakdown Commences	27 July	10:00 - 19:00
Halls 2, 3 & 4 Self Build Stand Official Breakdown Commences	28 July	07:00 - 19:00
Exhibition Halls Self Build Stand Dismantling Continues	29 July to 1 Aug	07:00 to 19:00 (Daily)
Chalet & OE Interiors & Interiors Dismantling Continues	28 July to 1 Aug	
Site to be cleared by: (The pass system will no longer be operational after this time and no access to the site will be possible)	1 Aug	19:00
 IMPORTANT This construction and dismantling programme is subject to change.	November 2023	
Please email operations@farnborough.com to obtain the latest version		

You must ensure that the design of your space allows it to be built within the times as stated within the published schedule. Failure to complete the works by 19:00 on Friday 19 July will result in additional costs to the Organiser which will be charged to exhibitors at the rate of £7.50 + VAT per square metre, per hour.

1.2 EARLY ACCESS – EXHIBITION HALLS

Self-build stands in the reduced access zones within the exhibition halls can request early access on either Monday 8 July or Tuesday 9 July, free of charge, via the form [here](#). Please consult the plan [here](#) to check if your stand is within these zones. All early access stands must book their deliveries for unloading through our Official Supplier, CEVA.

Self-build stands in other locations of the exhibition hall can request early access, prior to Wednesday 10 July, via the form [here](#). Early access is subject to a charge of £620 + VAT per day per stand, if permitted.

1.3 EARLY ACCESS – CHALETS AND OUTDOOR EXHIBITS

Contractors who would like to request early access to site for the construction of outdoor exhibits or chalet fit outs, can do so, by contacting the [operations team](#). Such works are subject to a charge of £620 + VAT per day per site to cover the reasonable additional costs incurred by the Organisers.

1.4 LATE WORKING

Late working outside of the above event schedule hours is permissible only at the Organiser's discretion & subject to a fee. Late working applications will only be considered between Monday 15 July and Thursday 18 July. Any late working requests must be submitted online using the permit system and payment must be made via the Organiser's office before 15:00 on the day it is required. The contractor must have a qualified first aider in attendance at their working area during the late working period.

The cost to continue to work after 19:00 (between 19:00 – 22:00) is £720+VAT per day, per exhibition space. Working beyond 19:00 on Friday 19 July is not permitted. The Organiser reserves the right to allow or deny periods of late working and will consider the location and nature of the works. Under no circumstances must any chalet or exhibition space be used for overnight accommodation.

1.5 PIONEERS OF TOMORROW (FRIDAY)



Pioneers of Tomorrow (Friday 26 July) is a normal trade day but has been especially designed to appeal to a youth audience from 15 – 25 years. Pioneers of Tomorrow is an exclusive opportunity to facilitate vocational options and connect industry with the people and skills required. Exhibitors are encouraged to take part in this important initiative for the industry and as such we welcome you to bring in any extra stand items for activities on Thursday evening (25 July) following the close of show. Set up and installation of exhibits may begin on Thursday 25 July at 18:00 and must be completed by 21:00 on Thursday 25 July. Contractor passes will be valid during this time. No set up will be permitted after this time without the written permission of the Organiser.

1.6 IMPORTANT DATES & DEADLINES

A full list of tasks, including ordering deadlines can be found within the online portal (E-Net) by hovering over the clipboard on the top right-hand side of this portal. You can also find a list of our Official and Approved Suppliers, along with order forms which include key dates for early bird rates and ordering deadlines.



The FIA Official and Approved Suppliers can provide everything you need for your participation at Farnborough International Airshow. They are vetted and competitively priced and should offer you the best option for the product or service. Look out for the below logos in their communications.

<p>Official Supplier:</p> <p>A supplier appointed by FIL to undertake Organiser services on site during FIA2024 and is recommended to the exhibitors.</p>	 <p>Official supplier</p>
<p>Approved Supplier:</p> <p>A select number of suppliers chosen by FIL who will be recommended to the exhibitors and allowed to undertake services on site during FIA2024.</p>	 <p>Approved supplier</p>

1.7 NEW & IMPORTANT CHANGES FOR 2024

For ease of reference, we have detailed below the main changes and what is new for FIA2024.

2024	<p>Programme – Build, Open and Dismantling</p> <p>Access timings for the build and dismantling periods are dependent on location and space occupied. Please ensure you read the new programme thoroughly to ensure you are aware of your access dates and times.</p>
	<p>Air Conditioning to Exhibition Stands and Internal Meeting Rooms (Halls)</p> <p>Air conditioning to internal meeting rooms or any other spaces within exhibition stands, either open or enclosed, is <u>not</u> permitted. This is to ensure a comfortable environment is maintained in the halls for all visitors and exhibitors.</p>
	<p>Air-Conditioning to Chalets and Outside Exhibit Structures</p> <p>The installation, connection, and disconnection of all air-conditioning systems to the chalets and outside exhibit structures must be undertaken by the air-conditioning Official Supplier.</p>
	<p>Chalet Balconies</p> <p>The branding of balcony balustrades within the main four chalet rows is permitted only if instructed via our Official Supplier and subject to a charge. For more information on this opportunity contact sponsorship@farnborough.com.</p> <p>The balcony carpet that is included within the chalet packages, is optional and must be requested. The green floor covering laid to the balcony must be requested to the Official Supplier by the deadline Friday 24 May, any requests after this date will be chargeable.</p>
	<p>E-Scooters</p> <p>E-Scooters will not be permitted to be used, stored, or charged anywhere on the site. Any E-Scooters found on the site will have to be removed immediately and the owner/user's details will be recorded and reported to their employer/client.</p>
	<p>Golf Buggies – Labelling & Permits</p> <p>All golf buggies used on the site must be supplied by the Official Supplier and be clearly labelled using the FIA designated system. In addition, all drivers will be required to obtain an FIA buggy driving permit.</p>
	<p>Plumbing to Chalets</p> <p>All chalet primary water and waste supplies will be supplied directly by Farnborough International Ltd to each chalet when the order is placed using the form in E-Net. The primary water and waste supply will consist of a 22mm water feed, 100mm waste pipe and 22mm flow and return feeds (2 No.) terminating through the floor in ONE location in the chalet. The flow and return feeds will also terminate in the adjacent chalet façade area and can be used for external water heaters. This plumbing must be in a specified location within the first 2 meters from the roadside of the chalet.</p> <p>All internal chalet pipework and plumbing should be completed by a supplier/contractor of your choice. No additional pipework will be permitted under the chalet floors. Pipe runs MUST be planned into your design through/behind temporary walls that you install. Where chalets exceed 300m² additional water feeds and waste outlets can be ordered through Farnborough International Ltd, however these are dependent on the location requested and may not always be possible. Internal routing of pipework is therefore recommended in these chalets too.</p>

	<p>There is a list of suppliers that could be used for the internal chalet plumbing on E-net.</p> <p>For further information please click here.</p>
	Self-Build Perimeters
	<p>Self-build perimeter stands within Hall 1 & within the space zone are an empty space (space only) in which you are responsible for providing everything. A raised platform floor, or carpet is NOT included.</p> <p>Self-build perimeter stands within Halls 2,3 and 4 will be provided with a 40mm raised platform floor and you are responsible for providing everything else (Carpet is NOT included).</p>
	Sustainability
	<p>We will be asking exhibitors, contractors, and visitors to answer a few simple questions relating to their participation to ensure that we can accurately calculate the overall environmental impact (tCo2e) of FIA2024. For more information, please login to the online portal (E-Net).</p>
	Walling regulation
	<p>Long runs of walling are not permitted along the perimeter of the stand. If more than 1m high, walling must not occupy more than 50% of any one side. If stepped in by 1m from the perimeter, walling over 1m high can exceed 50% of the length of any one side.</p>

1.8 FAILURE TO COMPLY

Failure to comply with any of the provisions of the terms and conditions of the “Application to Exhibit Form”, and these regulations, will entitle the Organiser to exclude the exhibitor and / or their contractors and their respective personnel from the exhibition site and / or from the exhibition. The Organiser also has the right to refuse any such person’s admittance to the exhibition and to the exhibition site without liability.

SECTION 2: EXHIBITION HALLS

Please refer to the 'Application to Exhibit' for your stand details. If you are unsure of what stand you have booked, or would like to upgrade your stand, please contact your Account Manager.

Every exhibitor is responsible for making sensible adjustments to their space and onsite activities to ensure we maintain a safe environment across the show for everyone during build up, show open and breakdown. [Click here](#) for more information on the exhibitor, contractor, and stand designer's legal duties.

2.1 SHELL SCHEME STANDS

2.1.1 PACKAGES

Please refer to the links below for what is included in your package.

[9SQM FIRST TIME EXHIBITOR \(FTE\)](#)

[STANDARD SHELL SCHEME](#)

[PREMIUM SHELL SCHEME \(UP TO 17.99sqm\)](#)

[PREMIUM SHELL SCHEME \(ABOVE 18sqm\)](#)

2.1.2 PLATFORM FLOORING

All shell scheme packages in Halls 2-4 include a 40mm raised platform floor (not including a ramp).

The shell scheme packages in Hall 1, and/or the space zone stands will not have a raised platform. No alterations to the platform by an exhibitor will be permitted without the written permission of the Organiser. Such alterations must be carried out by the Official Supplier.

2.1.3 FACIA NAMEBOARDS

Shell scheme exhibitors must provide the company name (to be shown on the stand name sign) by completing the relevant field in the profile section of the online portal (E-Net). If information is not provided, the Organiser will use the 'Exhibiting As' name from the application form. Any subsequent alterations will be at the exhibitor's expense. The Organiser reserves the right to use abbreviations where necessary. Company logos on the fascia are not permitted unless purchasing a stand extra through the shell scheme Official Supplier.

2.1.4 ADDITIONAL ITEMS

Additional items to the standard provision must be ordered separately. Additional power, furniture, electrics, and graphics can be ordered through the Official Supplier. A daily cleaning service is included with all shell scheme stands, however additional cleaning or waste services can be ordered via the Official Suppliers.

2.1.5 HEALTH AND SAFETY

Exhibitors occupying shell scheme stands **MUST** use the system exactly as erected by the shell scheme Official Supplier. **Alterations, including the removal of fascia, ceiling grid and support poles, are STRICTLY PROHIBITED.** Exhibitors who are found to have dismantled any part of the structure provided, will be required to have the structure re-installed prior to the opening of the show.

Shell scheme stand exhibitors will not be required to submit drawings, details, or a risk assessment for the stand. However, a copy must be available onsite/electronically if requested by the Organiser.

2.2 SELF BUILD STANDS

2.2.1 PACKAGES

Please refer to information below for what is included in your package.

2.2.2 SELF-BUILD PERIMETER STAND HALL 1 & SPACE ZONE

Self-build perimeter stands within Hall 1 & within the space zone are an empty space (space only) in which you are responsible for providing everything. A raised platform floor or carpet is NOT included.

2.2.3 SELF-BUILD PERIMETER STAND HALLS 2, 3 & 4

Self-build perimeter stands within Halls 2,3 and 4 will be provided with a 40mm raised platform floor and you are responsible for providing everything else. Self-build perimeter stands are not permitted to cancel the raised platform floor.

2.2.4 SELF-BUILD STAND (ALL HALLS)

If you have booked a self-build stand this means you will be allocated an empty space (space only) with a 100mm raised platform floor and you are responsible for providing everything else. A 40mm platform floor option is available from the Official Supplier, subject to availability. All self-build stands will be provided with a stand number floor sticker. This must be displayed in the aisle in front of your stand. Carpet and electrics are NOT included in any self-build stands.

2.2.5 PLATFORM FLOORING

All raised platforms include skirting board and an aluminium trim. You must notify the platform supplier if you do NOT require the platform by the deadline date in the online portal (E-Net).

Unless cancelled the platform will be laid as a default. Should you not require the platform, once it has been laid, an uplift fee of £18 + VAT per sqm will be charged to the exhibitor's account.

2.2.6 RESPONSIBILITIES

Exhibitors are responsible for their own stand design and construction on self-build stands. It is your responsibility to ensure the design and build of your stand ensures your stand can be built within the specified times stated within the [published schedule](#). It is your responsibility to examine the area and site allotted to you to avoid costly adjustments to stand structures. NO stand fitting is provided by the Organiser. Please download a [technical floorplan](#) which includes the floor duct position within your stand.

If exhibitors and/or their contractors wish to visit the exhibition site for inspection and survey purposes before Thursday 13 June, they may do so only by arrangement with the Organiser. The site will be operating under CDM Regulations so PPE in the form of high visibility clothing and safety footwear must be worn. Stand build requirements contained within this document must be observed by you when planning your stand design and layout.



To achieve a smooth run up to the exhibition, all exhibitors should provide us with details of their selected contractors. This will enable us to supply them with passes and any additional information they may require. If you have an appointed contractor, please register your contractors through the online portal (E-Net). They will receive a username and password for their own account.

2.2.7 HEALTH AND SAFETY

Exhibitors should be aware of their responsibilities and obligations under the current UK health and safety law to ensure the safety of their staff and visitors. [Click here](#) for more information on the exhibitor, contractor and stand designers legal duties.

2.2.8 STAND PLAN SUBMISSIONS

All self-build stands are required to submit their stand plan designs and other relevant, mandatory documents prior to arrival onsite. For more information on what is required as part of the stand plan submission, [click here](#) to view the submission checklist.

No stand build may commence prior to obtaining permission to proceed. All documents must be submitted prior to:



NON- COMPLEX SELF-BUILD SUBMISSION DEADLINE: Friday 31 May 2024



COMPLEX & DOUBLE DECK SELF-BUILD SUBMISSION DEADLINE: Friday 24 May 2024

All documentation must be submitted via this [form](#).

Our stand auditing Official Supplier will be looking after the stand plan submissions process for the event, including managing all queries you may have about your stand designs. They will review your submission and once they are satisfied that all requirements have been met will issue you with permission to proceed.

You will not be able to commence build without permission to proceed. Please contact the stand auditing Official Supplier with queries as they will make the process as easy as possible for you.



Once you have appointed your build contractor, register them via the online portal (E-Net) so they can create their own account and log in to start uploading all the documentation on your behalf.

2.2.9 LATE FEES

Stand plan submissions received after this date will be subject to a charge of £580 + VAT, to cover the Organiser's reasonable additional costs. The Organiser will advise and invoice accordingly. Such charges are to be paid before the drawings are approved and work can commence on site.

2.2.10 APPROVED SUPPLIERS

Our approved list of suppliers has been carefully selected to offer a diverse range of options for our exhibitors. We are proud to work with the best in the industry who can offer you an in-depth knowledge of the show site, proven expertise, as well as delivering truly dynamic and creative options to suit all budgets. Please contact the listed suppliers directly for a quotation for the Farnborough International Airshow 2024.

Below 48 SQM	Showlite Ltd
Above 48 SQM	Cook & Associates
	Full Circle
	Whitespace Xpo

2.3 EXHIBITION HALL STAND GENERAL REGULATIONS A-Z

The regulations below apply to ALL stands within the exhibition halls. Please note that this is not a definitive list, and it is the responsibility of the exhibitor and their contractor to ensure their stand complies with all applicable regulations. Please contact the [operations team](#) if you have any queries about any regulations.

In addition, Farnborough International Ltd is a formal adopter of the AEV [eGuide](#).

This is a nationally implemented combination of rules and guidance for UK venues. We ask all event participants to familiarise themselves with its contents and to work within the parameters described.

The AEV [eGuide](#) can be downloaded [here](#). Failure to comply with the regulations in this document, or within the AEV [eGuide](#), may lead to your permission to proceed being revoked; modifications to the stand build being requested onsite; or the stand being removed completely at the cost to the exhibitor.

2.3.1 AIR CONDITIONING

Air conditioning to internal meeting rooms or any other spaces within exhibition stands, either open or enclosed, is not permitted.

2.3.2 AISLES & GANGWAYS

Exhibitors and contractors are not permitted to leave items in the aisles and must remove all waste materials. Designated emergency aisles must always be kept clear. Any items placed in these aisles will be immediately removed, and any disposal charges will be passed on to the exhibitor. Please refer to the floorplan [here](#). Ensure you always co-operate with our floor managers and health and safety team to ensure a safe & accessible build-up. During the open period exhibitor items must not protrude into the aisles.



Consider your delivery schedule and be ready. You may be charged for extra handling if there is not enough space on your stand to receive your delivery.

2.3.3 AUDIO VISUAL EQUIPMENT (AV)

All AV installations should not affect other exhibitors and should be positioned so that no crowding is caused in the aisles/gangways. Proposed positions must be shown on stand drawings submitted for approval. Sound levels must not affect neighbouring exhibitors. The Organiser reserves the right to request the removal of any equipment at the exhibitor's cost.

Exhibitors must ensure that they obtain licensed authorisation from (and pay the appropriate fees to) the organisations responsible for protecting the copyright in the reproduction or use of any sound recordings. If any sound recordings are used, the exhibitor must display proof of authorisation (licence) and payment of appropriate fees as required by the Organiser.

Exhibitors should be aware that the licensing authorities can attend the exhibition in an official capacity to inspect the use of sound recordings and the relevant authorisation thereof. For further information, including fees payable, please contact: Performing Rights Society (PRS for Music) www.prsformusic.com and Phonographic Performance Limited (PPL) www.ppluk.com

2.3.4 CATERING & KITCHENS

Kitchens and the preparation and cooking of food products on exhibition stands is strictly prohibited.

All catering (food & beverages), for the consumption of visitors and guests, on your stand MUST be supplied by the stand catering Official Supplier. Chalet exhibitors, that also have a self-build stand, may use their appointed approved chalet caterer. Ensure you register your caterer as a contractor via the online portal (E-Net).

Please liaise with the relevant catering supplier to ensure your stand design accommodates any catering delivery requirements.

Payment of a concession charge is applicable if you wish to bring your own coffee machine. Contact the stand catering Official Supplier directly to arrange payment.



Ensure you have ordered sufficient stand power for your coffee machine by the early-bird deadline to save money and avoid any issues on the exhibition site.

[Click here](#) for more information around stand catering and food/drink sampling.

2.3.5 CEILINGS ON STANDS

Ceilings on stands are permitted; however, we recommend you consider suitable ventilation for any enclosed spaces on your stand. Ensure you include the ceiling material in your stand plan submission and fire risk assessment.

2.3.6 COMPLEX STRUCTURES

A complex structure is any form of construction of any height, which would normally be designed by an engineer and/or has, through a risk assessment, been found to provide significant risk. The following are classed as complex structures:

- Double deck structures
- Platforms at 600mm and above in height.
- Any structure, regardless of its height, which requires structural calculations.
- Custom-built/bespoke suspended structures (suspending certain items from the ceiling is not permitted – see [here](#) for more information)
- Anything deemed by the Organiser to be a complex structure.

All complex structures, must submit technical drawings and structural calculations electronically to our online stand design submission system along with all other stand plan submission documents by **Friday 24 MAY 2024**

2.3.7 DEMONSTRATIONS & STAND ACTIVITIES

Activities and demonstrations are only permitted to take place within your stand space, during the event opening hours and must comply with noise and catering regulations. Demonstrations on stands during the event must be safe and without risks to health and safety and where necessary covered by a risk assessment.

Any demonstration or presentation areas likely to interest groups of 10 or more people must be located towards the centre of the stand and clearly shown on stand drawings. If they cause obstruction to the gangway and/or nuisance to any other exhibitor, we reserve the right to cancel the presentation/demonstration or restrict the frequency.

Log into the online portal (E-Net) and visit 'share your activities' to notify us of activities planned for your exhibition space. This will be reviewed and approved by the operations team and will be shared with the marketing team who may be able to support with promoting applicable activities.



Notify us about your planned activities for Pioneers of Tomorrow so we can help promote these. [Click here](#) to find out more about Pioneers of Tomorrow.

Exhibitors are responsible for the safe demonstration of working exhibits. All such exhibits which create a risk to visitors must be protected with suitable protection. Exhibits displaying moving parts should have the moving parts securely fixed or safeguarded to prevent access by visitors. Exhibitors should ensure all stand activities and demonstrations have been included within their risk assessment.

For more information about special exhibits, please [click here](#).

2.3.8 DRONES

Should you wish to display or demonstrate a drone within the exhibition hall, please contact the [operations team](#). Any permission granted will be at the discretion of the Organiser.

2.3.9 DILAPIDATIONS

Exhibitors must leave their sites in the condition in which they found them and must satisfy the Organiser that they have done so. Any damage caused by an exhibitor, or their nominated contractor, will be charged to the exhibitor.

2.3.10 DIVIDING WALLS

All adjoining stands must provide dividing walls on all sides to a minimum height of 2.5m. Walls between 2.5m and 4m tall must be decorated on the reverse side (overlooking the adjoining stand) in a neutral plain colour only (no branding).

2.3.11 DOORS ON STANDS

Doors must be recessed from the edge of your stand by a minimum of 1m and must not open directly on to an aisle/gangway. All doors must have a vision panel. Emergency exit doors must open outwards in the direction of escape (sliding doors are not permitted).

2.3.12 DOUBLE DECK STANDS

There are areas of the halls where the height is restricted, and double deck structures will not be possible. In locations where double deck structures are possible, the additional upper level of the stand is subject to a charge and a maximum height limit of 4m. Please contact your Account Manager to arrange.

Be aware there are lighting, and air conditioning ducts located overhead in the exhibition halls. Request a plan from the [operations team](#) prior to starting your design work.

Design and construction of double deck structures must be carried out in accordance with applicable building regulations, AEV [eGuide](#), and/or [I.Struct.E.Manual](#) for temporary demountable structures as appropriate.



KEY DATE

The stand plan submission **deadline is Friday 24 May 2024**, failure to submit this in FULL, by this deadline will result in permission for the upper level being revoked.

Please see the checklist [here](#) for all the information required.

2.3.13 DUST

There is zero tolerance on dust-creating activities in the halls to protect health and reduce cleaning requirements. All dust must be extracted/contained at source by mechanical means. MDF and chipboard must not be machined on site, as the dust produced is hazardous to health.

2.3.14 ELECTRICAL INSTALLATIONS

The supply and installation of all mains electrical cabling, up to but excluding the exhibitor's main isolator or C form connector on each stand, must be carried out by the electrical Official Supplier.

Installations will be made during build-up, with initial connections made as early as possible, but in some cases, this could mean opening morning if the stand (or block of stands) is not complete. You or your contractors are advised to contact the Official Supplier to arrange a temporary power supply for the construction of your stand if required. Power must not be taken from cleaners' sockets, adjacent stands, other hall sockets or lighting circuits.

The power to all stands will be switched off 30 minutes after the close of the show each day. Remember to order a 24-hour supply for the open period if required for fridges etc. In all cases, exhibitors should complete the relevant order form through the online portal (E-Net) by the due date to avoid any additional charges.



Power is available on a first-come, first-served basis and is dependent on your location. Order early and prior to the deadline to ensure power is available and to save money. Charges increase after the deadline.

Drawings must be uploaded to the electrical Official Supplier's portal with the following information:

- Location of mains position ([see technical floorplan](#))
- Dimensions
- Orientation, showing stand numbers to each side.
- Power supply position, including the dimensions from all sides.
- Positions of any additional under floor works you wish to be carried out by the electrical Official Supplier (at additional cost).

To guarantee availability, the order form and drawings must be returned by Tuesday 30 April 2024. Orders received after this date cannot be guaranteed and will result in additional charges. Any alterations after the form has been submitted, may be chargeable. Alterations cannot be guaranteed. It is the exhibitor's responsibility to ensure the power requirements are requested accurately.

Orders are not confirmed until payment has been received in full.

It is the exhibitor's responsibility to order adequate power for the stand. Failure to do this will result in delays onsite and could be a fire risk. Onsite checks will be carried out by the appointed health & safety team, as well as the Official Supplier. If the power supply is not adequate equipment may be prohibited from being operated. In all cases, the decision of the Organiser and its appointed representatives is final.

2.3.14 ELECTRICAL INSTALLATIONS - TESTING

Every electrical circuit in a temporary installation requires additional testing when it is installed. The costs are solely to cover the labour involved in the testing.

Shell scheme exhibitors:

All shell scheme exhibitors will be charged a one-off fee of £15 + VAT to test their stand when any additional electrical items are ordered. The shell scheme electrical Official Supplier will do the test and there is nothing else the exhibitor needs to do.

Self-build exhibitors who use the official electrical supplier to install their electrics:

Most exhibitors building their own stand use the electrical Official Supplier to do the electrical installation. When the electrical Official Supplier quotes for the installation, they will also automatically include the cost of the additional testing (price will be dependent on requirements). Please bear in mind this cost will vary depending on the complexity of the installation.

Self-build exhibitors who buy the mains only and use their own electricians to install their circuits:

An exhibitor may use an alternative electrical supplier who must be competent and qualified. All work carried out must comply with the current Electricity at Work Regulations, the current IEE Wiring Regulations BS7671, the EVA Electrical Regulations and the venue's electrical regulations.

Prior to any electrical installation being energised, a signed electrical test certificate must be provided to the electrical Official Supplier by the qualified person requesting the installation to be energised. Proof of electrical qualifications of the signer may be requested and should therefore be available.

No installation will be energised without a test certificate being provided. Any electrical suppliers must be competent and qualified in their fields and be able to provide proof of qualifications where necessary. A request to energise a supply must be made in person at the electrical Official Supplier's site office at the end of Hall 2 by the installation electrical contractor. You will be required to provide a completed "Exhibitor Request for Energising of Supply" form that will have been provided to you on the exhibition site by the electrical Official Supplier. Full payment is required with the order. Proof of payment will be required prior to installation energisation.

Some electrics on stands are designed as 'plug and play' this means that often the stand builder's electrician who comes on to the exhibition site is not a qualified electrician as they are only plugging items together. These electrics do need to be tested once they are all plugged together. If you have qualified electricians on your stand, they will be able to do the test themselves. If your onsite electricians are not qualified, then you will need to bring in someone who is qualified or get a quote for the testing from the electrical Official Supplier. Contact details for the installing engineer, including mobile number, and email, must be provided on the certificate.

Any non-compliant equipment found will be isolated pending replacement. It is the exhibitor's responsibility to ensure that equipment complies. The Organiser and electrical Official Supplier will not be held liable for any costs relating to the removal and replacement of such equipment and any resulting impact on the installation surrounding them.

2.3.15 ELECTRICAL DISTRIBUTION

An exhibitor may use an alternative electrical supplier for works beyond the incoming supply isolator or C form supply connector. A main isolator must be provided by the exhibitor's supplier for compliance with the IEE wiring regulations 18th edition (BS 7671: 2018). All electrical suppliers must be suitably qualified to carry out the electrical installation in accordance with the IEE wiring regulations 18th edition (BS 7671: 2018).

All supplies are protected by residual current devices (RCD) by the Organiser. These devices are not necessarily rated to 30mA and therefore may be a higher rating. The exhibitor and the exhibitor's supplier should ensure that they provide additional RCD protection within their installation for general socket outlets to 30mA. This will reduce nuisance tripping which would necessitate the main electrical supplier resetting the supply. All installations where required under the regulations, must be RCD protected.

You are advised that no surge protection is provided by the Organiser or electrical Official Supplier and therefore, local surge protection should be provided and installed by the exhibitor if required.

2.3.16 ELECTRICAL – MAINTENANCE OF SUPPLIES

You must permit the electrical Official Supplier unrestricted access to inspect your electrical installation during the build-up, open and dismantle phases.

During the exhibition, the electrical Official Supplier will maintain the mains supply throughout the halls, together with the installations for which they are responsible. It may, in exceptional circumstances, be necessary to carry out essential maintenance or other such work to the mains installation during the hours of the exhibition. Any interruptions will be kept to a minimum. The Organiser shall not incur any liability to an exhibitor or supplier if the service is temporarily disconnected to carry out such work, nor shall the exhibitor or contractor be entitled to any allowance or compensation in respect of any payments made for participation.

The electrical Official Supplier will not be responsible for the maintenance of installations carried out by other electrical contractors unless insurance cover has been taken out with the electrical Official Supplier prior to the exhibition.

Any faults occurring to an exhibitor's installation or the main electrical supply as a result of poor exhibitor installations or faulty exhibitor equipment will be chargeable to the exhibitor. This includes nuisance tripping of RCD's. The electrical Official Supplier will reset any RCD trip at their earliest convenience once notified and reserves the right to charge a standard call out fee following the first free visit. Payment for this will be required on the exhibition site at the time of reset unless insurance cover has been taken out with the electrical Official Supplier prior to the exhibition opening. Ultimate responsibility for payment rests with the exhibitor.



If you do not have on site breakdown cover for electrical faults that may arise during the show. The electrical Official Supplier provides a pre bookable cover system that you may wish to purchase.

2.3.17 FIRE & SAFETY

There are strict rules governing what materials can be used to build stands. Please see the [AEV eGuide](#) for more information. In general, you are not permitted to build your stand with anything that is flammable or non-flame resistant unless it has been treated. All stand construction and displays must be made from fireproofed materials and installed to the satisfaction of the Organiser.

Hydrants are provided solely for firefighting. Their use for any other purposes is forbidden. It is forbidden to block access to any hydrant. Suitable access hatches and markings should be installed if hydrants are to be obscured but this may only be undertaken with the permission of the Organiser.

2.3.18 FIXINGS

No exhibit, item of stand fitting or any form of lighting supplied by the exhibitor may be supported or suspended from any part of the exhibition hall structures.

No holding down bolts or tie downs into the hall floors are permitted.

The use of plastic cable ties is to be restricted to securing cables only.

2.3.19 FLOOR LOADING

There are floor loading restrictions within the halls and on the provided raised platforms, if you are bringing any heavy equipment, please contact our platform Official Supplier or [operations team](#) for further information.

2.3.20 HANDOVERS & MAINTENANCE

All stands must be complete by 19:00 on Friday 19 July as outlined in the [construction & dismantling schedule](#). Access to the site on Saturday 20 July is only for handovers and any contractors that need to be onsite for this need to ensure they have the correct pass/badge. [Click here](#) for more information on badges and passes.

For contractors who need access to the site for stand maintenance throughout the week, [click here](#) for information about which pass types are required.

2.3.21 HEIGHT LIMITS / RESTRICTIONS

Self-build perimeter stands have a height limit of 2.5m (including the platform).

Self-build stands have a height limit of 4m (including the platform).

2.3.22 MEETING ROOMS

Meeting rooms on stands are permitted, however must consider the following regulations:

- [Air conditioning in meeting rooms](#)
- [Ceilings on stands](#)
- [Doors on stands](#)
- [Walling on open sides](#)

2.3.23 PLATFORM FLOORING

All raised platforms include skirting board and an aluminium trim. You must notify the platform supplier if you do NOT require the platform by the deadline date in the online portal (E-Net).

Unless cancelled the platform will be laid as a default. Should you not require the platform, once it has been laid, an uplift fee of £18 + VAT per sqm will be charged to the exhibitor's account.

No alterations to the platform by an exhibitor or contractor will be permitted without the written permission of the Organiser. Such alterations must be carried out by the Official Suppliers.

Any damage caused by an exhibitor or their nominated stand contractor to the provided platform flooring will be charged to the exhibitor.

2.3.24 RAMPS

It is recommended for accessibility that all stands with a platform that exceeds 13mm in height should incorporate a ramp with a minimum unobstructed width of 1m.

Please contact the platform floor Official Supplier [here](#) to make any alterations to your provided platform.

2.3.25 RIGGING

No exhibit, item of stand fitting or any form of lighting supplied by the exhibitor may be supported or suspended from any part of the exhibition hall structures.

The rigging of lightweight banners is possible in certain areas of Hall 1 and the Space Zone only and is subject to a charge. Please contact sponsorship@farnborough.com to arrange.



The charge from the Organiser does not include production or rigging costs. The exhibitor (or their appointed contractor) is responsible for arranging production of the banner(s) and for ordering rigging directly with the rigging Official Supplier. Order forms are available online through the online portal (E-Net).

Any rigging must comply with the following:

Size & Location:

- Only lightweight banners permitted above self-build stands within the stand area.
- A 1.0m clear zone around the perimeter of the stand must be maintained.
- Banners may only be suspended so that the bottom of the banner is 4.5m high from the ground.
- Banners are not permitted to be rigged higher than 6m (from the top of banner/signage).
- Where a stand adjoins another stand, banners may only be positioned parallel to the wall if they are at least 2m from the adjoining wall.

Ordering & Installations:

- All submissions for rigging must be supported by rigging plans showing the location of each banner in relation to the hall and stand layout using metric measurements. There may be some instances where rigging locations may not be possible in the requested position. The rigging Official Supplier will contact you directly to discuss all workable solutions if this applies.
- Before any banners are rigged, they must be inspected by the rigging Official Supplier. The Organiser and their appointed supplier reserve the right to not suspend any items that they deem unsafe or not suitable for purpose.

- Only the rigging Official Supplier is permitted to install rigging within the hall. Their qualified riggers will install the lifting point, attach hoists, or drop wires, and attach the flown items.

2.3.26 STAND NUMBER

It is the responsibility of all self-build exhibitors to ensure the stand number is clearly displayed on their stand.

2.3.27 STORAGE

No excess stock, literature, or packing cases may be stored around or behind your stand. If you require storage whilst on site at the exhibition, please contact the logistics Official Supplier for a quote.

They will collect items from your stand, store them and promptly return them to you during breakdown.

2.3.27 VEHICLES & LARGE EXHIBITS

If you are intending to have a vehicle, aircraft or large exhibit displayed on your stand please confirm the details in writing to the Organisers so that written approval can be given.

Depending on the type, size, age and use of the exhibit you will be required to confirm a number of details and may require a risk assessment detailing how the risk of bringing and displaying the exhibit in the hall is controlled.

2.3.28 WALLING ON OPEN SIDES

Long runs of walling are not permitted along the perimeter of the stand. If more than 1m high, walling must not occupy more than 50% of any one side. If stepped in by 1m from the perimeter, walling over 1m high can exceed 50% of the length of any one side.

2.3.29 WASTE REMOVAL

Wherever possible we encourage you to reduce waste at source, it is better for our environment to minimise unnecessary manufacture and transport of packaging etc. Where waste is unavoidable then you are responsible for ensuring it is disposed of appropriately off site. Dumping of waste in non-licensed locations is illegal in the UK and will result in fines and prosecutions.

The removal of waste resulting from construction/dismantling works during the pre-show and dismantling period is the responsibility of exhibitors and/or their contractors. Alternatively, this service can be arranged directly with the waste Official Supplier.

Designated emergency aisles must always be kept clear. Any items placed in these aisles will be immediately removed, and any disposal charges will be passed on to the exhibitor. Refer to the floorplan in the online portal (E-Net). Ensure you co-operate with our floor managers and health and safety team.

Any waste or excess materials not cleared prior to the exhibition, or at the end of the dismantling period, will be removed by the Official Supplier and disposal charges will be passed on to the exhibitor.

Exhibitors and/or their contractors should be aware that paint/chemicals, fluorescent tubes, lamps, electrical/electronic items of equipment, oils or other toxic or noxious substances must be disposed of in a properly controlled manner. The waste Official Supplier can provide appropriate facilities for their safe disposal and should be contacted accordingly.

Cleaning is not included in the self-build packages. Please arrange cleaning and waste removal through our cleaning Official Supplier.

Shell scheme packages include an overnight bin bag collection (please ensure this is left in the gangway/aisle) and vacuum.



TIP

Ask your contractors and caterer what they need to avoid unnecessary costs.



IMPORTANT

The site does not hold any form of discharge license for liquid waste. You are not permitted to pour anything down the drains or toilets. Do not pour liquids into portable toilets as this can render them inoperable.

SECTION 3: BUSINESS CHALETS AND OUTDOOR EXHIBITS

Search within the [live floorplan](#) to view your space and find your chalet or outdoor exhibiting number.

Once you have your number, you can find out what type of chalet or outdoor exhibit structure you have using the link below. If you have any questions about the type of chalet or space you have booked, please contact your Account Manager.

3.1 BUSINESS CHALETS

[Click here to see which structure type you have based on your exhibiting number.](#)

Each business chalet unit is provided with:

- A balcony area bounded by a safety handrail.
- Public address (PA) loudspeaker(s), with separate volume control(s), for the flying display commentary and emergency messages. PA loudspeakers can be provided to the balcony areas at an additional cost. Exhibitor's speakers can be incorporated into the system, this can be arranged directly with the PA Official Supplier.
- To meet minimum fire safety standards for each unit, basic fire extinguishers will be provided. Exhibitors must undertake their own fire risk assessment and supplement equipment to suit their layout/planned activities.
- A timber-frame, full-height stud wall with plasterboard is provided to divide the chalet units between exhibitors where required. To maintain the fire barrier between chalet units, the plasterboard wall must not be altered.
- Cassette timber flooring – holes are NOT permitted without prior permission and will be charged for.

Applicable to business chalets EXCEPT in Row 1:



KEY DATE

Green floorcovering can be laid to the balcony. It is included in your package, but you must notify the Official Supplier by 24 May to confirm you require this.



IMPORTANT

Exhibitors are responsible for everything else including providing their own: steps, ramps, ceiling requirements, air-conditioning, power, plumbing, etc.

The table on the following page provides further information on each structure type:

Type	Building	Stories	Spans	Flooring Type	Doors	Points to note
Permanent	Steel monopitch frame with composite cladding (Kingspan) to the walls & roof and a suspended floor comprising of cold rolled steel joists with a 24mm phenolic glazed plywood covering.	Single	8m, 10m, 12m, 15m, 20m	Solid timber floor	<ul style="list-style-type: none"> The road elevation has 2.1m wide x 2.1m high double entrance doors and a single 1m wide service door. These are powder coated aluminium framed, glazed doors with a fixed 600mm wide glazed panel. The balcony side has 2 sets of double doors 2.1m high x 2.1m wide 	<ul style="list-style-type: none"> The balcony elevation is fully glazed with powder coated aluminium framed fixed panels, 2.1m high. The balcony is a standard timber decking board. The balcony handrail is powder-coated steel 60mm diameter tube with 10mm thick toughened glass infill. Two purpose finished grilles are provided to the road side to allow for connection to kitchen or toilet ventilation. Water, waste, electrical and communication services will be brought up through the floor of the chalet. Any holes of damage to the floor will be assessed by the organiser and the cost to reinstate will be invoiced accordingly. Two parking spaces adjacent to the Zone C/ Row 1 chalets. Vehicle labels are required. It is not permitted to drill, cut, or remove any of the flooring or external wall panels
Premier	Portal frame extruded aluminium structure with white pre-formed solid PVC wall panels, timber floors and full height tinted glass windows to the balcony side. The pitched roof is manufactured from PVC to meet BS5438 test II and M2.	Double	15m	Cassette Plate Timber Floor Panels 1m x 2.5m	<ul style="list-style-type: none"> One set of double entrance doors, one set of double service doors to the road elevation One set of double doors to the balcony 	<ul style="list-style-type: none"> Horizontal glass panels to the balcony side, upper deck. A staircase to access the upper floor. Doors cannot be positioned by legs. VOIDS can be 5m x 5m or 5m x 2.5m Drawings are to be approved in advance by the official supplier to confirm positioning of voids, doors, and windows. To provide plumbing holes through the waterproofing membrane there is an additional fee for any PVC welding required after Monday 1 April. It is not permitted to drill, cut, or remove any of the flooring or external wall panels. Where holes are required through the floor, sacrificial flooring panels can be pre-ordered from the temporary structure supplier. The cost will be invoiced to the exhibitor accordingly
President	Portal frame extruded aluminium structure with white pre-formed solid PVC wall panels, timber floors and full height tinted glass windows to the balcony side. The pitched roof is manufactured from PVC to meet BS5438 test II and M2.	Double	15m	Cassette Plate Timber Floor Panels 1m x 2.5m	<ul style="list-style-type: none"> One set of double entrance doors, one single service doors to the road elevation One set of double doors to the balcony 	<ul style="list-style-type: none"> Glazed panels to the balcony side upper deck. Staircase to access the upper floor. VOIDS can be 5m x 5m or 5m x 2.5m Drawings are to be approved in advance by the official supplier to confirm positioning of voids, doors, and windows. It is not permitted to drill, cut, or remove any of the flooring or external wall panels. Where holes are required through the floor, sacrificial flooring panels can be pre-ordered from the temporary structure supplier. The cost will be invoiced to the exhibitor accordingly.
Alu Hall	Portal frame extruded aluminium structure with white pre-formed solid PVC wall panels, timber floors and full height tinted glass windows to the balcony side. The pitched roof is manufactured from PVC to meet BS5438 test II and M2.	Single	8m, 10m, 12m, 15m, 20m	Cassette Plate Timber Floor Panels 1m x 2.5m	<ul style="list-style-type: none"> One set of double entrance doors, one single service doors to the road elevation One set of double doors to the balcony 	<ul style="list-style-type: none"> Glazed panels to the balcony side upper deck. Drawings are to be approved in advance by the official supplier to confirm positioning of voids, doors, and windows. It is not permitted to drill, cut, or remove any of the flooring or external wall panels. Where holes are required through the floor, sacrificial flooring panels can be pre-ordered from the temporary structure supplier. The cost will be invoiced to the exhibitor accordingly.
Anova	Portal frame extruded aluminium structure with white pre-formed solid PVC wall panels, timber floors and full height tinted glass windows to the balcony side. The pitched roof has a curved ridge and is manufactured from PVC to meet BS5438 test II and M2.	Single	10m, 12.5m, 15m, 20m	Anova Steel & Timber Framed sections 2.5m x 5m	<ul style="list-style-type: none"> One set of double entrance doors, one set of double service doors to the road elevation One set of double doors to the balcony Anova double doors occupy 2.5m of walling 	<ul style="list-style-type: none"> Glazed panels to the balcony side upper deck. Flooring sections have pre-positioned access plates for services. Doors cannot be positioned in the 5m adjacent to the block gable end unless pre-ordered from the official supplier. Drawings are to be approved in advance by the official supplier to confirm positioning of voids, doors, and windows. It is not permitted to drill, cut, or remove any of the flooring or external wall panels. Where holes are required through the floor, sacrificial flooring panels can be pre-ordered from the temporary structure supplier. The cost will be invoiced to the exhibitor accordingly.



TIP

[Please click here to view and download your technical specification document for each structure type.](#)

3.2 OUTDOOR EXHIBITS

Exhibitors may supply buildings of their own design within the area that they have contracted, subject to design approval from the Organiser. Preliminary designs should be submitted at the time of booking available space, please contact your Account Manager in the first instance.

3.3 RESPONSIBILITIES

Exhibitors are responsible for their own design and fit-out of their chalet unit(s) and outdoor exhibits. It is the responsibility of every exhibitor to make sensible adjustments to their space and onsite activities to ensure we maintain a safe environment across the show for everyone during build up, show open and breakdown. [Click here](#) for more information on the exhibitor, contractor, and designer's legal duties.

It is your responsibility to ensure the design and fit-out of your space is such that it can be built within the specified times stated within the [published schedule](#). It is also your responsibility to examine the area and site allotted to you to avoid costly adjustments onsite.

Exhibitors and/or their contractors are encouraged to visit the exhibition site for inspection and survey purposes before Monday 17 June, they may do so only by arrangement with the Organiser. The site will be operating under CDM Regulations and PPE in the form of high visibility clothing and safety footwear must be worn. Regulations contained within this document must be observed when planning your fit-out.



TIP

Register your contractors through the online portal (E-Net) as soon as they're appointed. They will receive a username and password for their own account. This will enable them to register for their own passes and access any additional information they may require.

3.4 HEALTH AND SAFETY

Exhibitors should be aware of their responsibilities and obligations under the current UK health and safety law to ensure the safety of their staff and visitors. [Click here](#) for more information on the exhibitor, contractor and stand designers legal duties.

3.5 DESIGN PLAN SUBMISSION

All chalet units and outdoor exhibits are required to submit their design plans and other relevant, mandatory documents prior to arrival onsite. For more information on what is required, [click here](#) to view the design plan submission checklist.

No chalet fitting may commence prior to obtaining permission to proceed. All documents must be submitted via the online form prior to:



KEY DATE

SUBMISSION DEADLINE: FRIDAY 3 MAY 2024

All documentation must be submitted via the form [here](#).

Our chalet auditing Official Supplier will be managing the design plan submissions process for this event, including managing all queries you may have about your design plans. They will review your submission and once they are satisfied that all requirements have been met will issue you with permission to proceed.

You will not be able to commence build without permission to proceed. Please do not hesitate to contact chalet auditing Official Supplier with any queries as they will make the process as easy as possible for you.



TIP

Once you have appointed your build contractor, register them via the online portal (E-Net) so they can create their own account and log in to start uploading the documentation on your behalf.

3.6 LATE FEES

Submissions received after this date will be subject to a charge of **£580 + VAT**, to cover the Organiser's reasonable additional costs. The Organiser will advise and invoice accordingly. Such charges are to be paid before the designs are approved and work can commence on site.

3.7 OTHER INFORMATION & DEADLINES

- Chalet modifications, including the positioning of voids, doors and glazing must be provided and agreed by the temporary structure Official Supplier prior to design plan submissions. Deadlines for this information can be found in the online portal (E-Net). Any modifications requested after Monday 8 April are chargeable.
- Any PVC welding required after Monday 8 April to provide plumbing holes through the waterproofing membrane on Premier structures is chargeable.



KEY DATE

Optional green floorcovering laid to the balcony floor must be requested to the Official Supplier by the deadline Friday 24 May, any requests after this date will be chargeable.

3.8 APPROVED SUPPLIERS

Our approved list of suppliers has been carefully selected to offer a diverse range of options for our exhibitors. We are proud to work with the best in the industry who can offer you an in-depth knowledge of the show site, proven expertise, as well as delivering truly dynamic and creative options to suit all budgets. Please contact the listed suppliers directly for a quotation for the Farnborough International Airshow 2024.

Approved Chalet Fit-Out Suppliers	Cook & Associates
	RTH

3.9 GENERAL REGULATIONS A-Z

All interior fittings are the responsibility of, and at the expense of the exhibitor. All work carried out by the exhibitor, or their appointed contractor is governed by the controls detailed in these regulations. This is not a definitive list, it is the responsibility of the exhibitor and their contractor to ensure their fit-out complies with all applicable regulations. Please contact the [operations team](#) if you have any queries.

Farnborough International Ltd is a formal adopter of the AEV [eGuide](#).

This is a nationally implemented combination of rules and guidance for UK venues. We ask all participants to familiarise themselves with its contents and to work within the parameters described.

Failure to comply with the regulations in this document may lead to your permission to proceed being revoked; modifications to the build being requested onsite; or the elements being removed completely at the cost to the exhibitor.

3.9.1 ACCESS (STEPS & RAMPS)

Changes in level exceeding 150mm should be achieved by the provision of a ramp or steps. The steepest slope of ramp will not exceed 1:12, (8%). All steps and ramps should comply with regulations as defined in the AEV [eGuide](#) and/or [UK Building Regulations](#).

Exhibitors are responsible for providing their own steps or ramps to access the chalets and for conducting a site survey to take accurate measurements. Variations will occur in the height of each unit from ground level at different points and these measurements cannot be supplied by the Organiser. In most locations, external steps and ramps must not protrude more than 1.5m beyond the natural wall line of the chalet unit. Zone C / Row 1 can protrude up to 2m, however the extra 0.5m will restrict the parking area outside the chalet unit. External steps/ramps must not be enclosed to form part of the internal reception area of the chalet unit. In some cases, it may be necessary to install recessed doorways to comply with fire regulations.

3.9.2 ACCESSIBILITY

Effective arrangements to ensure the safety of people with disabilities and impaired mobility who are either employed in, or visiting the chalet, must be considered within your design and risk assessments, including emergency evacuation processes.

3.9.3 ACCESS PANELS

Access panels or points are provided in the floors to access water, waste, electrical and communication services. The location of required access holes must be communicated with the temporary structure Official Supplier before the deadline. Any holes or damage to the floor will be assessed by the Organiser and the cost to reinstate will be invoiced to the exhibitor accordingly.

3.9.4 AIR CONDITIONING

The installation, connection, and disconnection of all air conditioning systems to the chalets and outdoor exhibit structures must be undertaken by the air conditioning Official Supplier.

Exhibitors should consult with the air conditioning Official Supplier to obtain a quotation for the works and the positioning of any plant/equipment prior to finalising their drawings for submission. Exhibitors should also consult with the air conditioning Official Supplier to agree programme requirements, installation dates and work completion including system commissioning.

All exhibitors and their contractors must work with the air conditioning Official Supplier to ensure that Fluorinated gas (F gas) regulations are adhered to as detailed [here](#).



All air conditioning installations to the chalets including 'stand-alone' portable units require a separate electrical supply which must be requested from the electrical

Official Supplier by the exhibitor, their contractor or air conditioning Official Supplier. The exhibitor is responsible for payment of all charges. Electrical supplies for air conditioning systems to the chalet units will be provided by generators independent of other exhibition site supplies.

The fitting of 'stand-alone' air conditioning units, utilising power from the chalet domestic ring main system, is strictly prohibited. The generated supplies for air conditioning will be operational from 06:00 to 19:00 daily from Sunday 21 July until Friday 26 July inclusive. The generators will remain running on Friday 26 July until 22:00 to enable air conditioning units to be degassed in line with environmental regulations.

Contractors/exhibitors who require a supply prior to Sunday 21 July should contact the electrical Official Supplier to arrange an earlier connection date to the generator supply. All additional costs for this service will be charged to the exhibitor/contractor accordingly. Such charges are to be paid prior to switching on the supply.

All plant and equipment for the air conditioning installation suspended within the chalet ceiling voids must utilise proprietary engineered suspension cables or straps. The use of wires and cable ties is not permitted.

3.9.5 AIRCRAFT & OUTDOOR DISPLAYS

Please [click here](#) to view the aircraft regulations.

3.9.6 BALCONIES

Chalet balconies are provided fully finished and no stand fitting or alterations will be permitted, including but not limited to, the use of awnings, coverings, flags, banners, or other advertising material. The use of weighted parasols is permitted.

The branding of balcony balustrades within Zone C is permitted only if instructed via our Official Supplier and is subject to a charge.

For more information on this opportunity contact sponsorship@farnborough.com.

It is necessary to allow emergency access from adjacent chalet balconies. Access must be allowed for within the design (minimum of 1.2m) and must be always kept clear. Any obstructions must be moveable and factored into your evacuation plan.

3.9.7 BRANDING

All chalets and outdoor exhibits are encouraged to include the unit number (if unsure, please check on the live [floorplan](#)) into your branding, so that visitors can find you easily.

A plan view of the proposed front and rear elevations of the structure indicating areas of branding or product advertisement must be provided in the submission. Any branding or product advertisement on the side elevations are subject to charges. Please contact your Account Manager in the first instance.

3.9.8 CATERING

Exhibitors MUST appoint a caterer from the [FIA approved caterers list](#). Access will not be permitted to outside caterers or suppliers that are not on the approved list. The Organiser has the right to confiscate prohibited items.

Special dispensation will be reviewed on an individual basis for chalets and outdoor exhibits that require a specific cuisine not offered or sourced from an Approved Supplier on the list, or if it is important for the exhibitor to demonstrate products and services relating to their business operation.

Any external caterer appointed, must be competent to deliver appropriate food safety systems for this event (event catering), registered with a Local Authority and have a minimum of 3 rating under FHRS scheme.

Please contact the [operations team](#) should you wish to apply for dispensation.

Once you have appointed your caterer from our approved caterers list, it is important to connect your caterer with your build contractor as early as possible. Please see below who is responsible for the next steps:

The **caterer** is responsible for the following:

- Working with the exhibitor and/or their appointed build contractor to provide accurate requirements, that will provide a suitable and compliant kitchen facility in relation to the exhibitor's catering requirements. (EG. layout drawings of equipment and location of services).
- Provide the exhibitor's contractor with a clear description of the catering activities taking place in the kitchen and the necessary requirements to comply with their risk assessment/s and legal requirements.
- Ordering and installing the "plug and play" kitchen equipment.
- Cooking and preparation.
- Managing the servery and defining requirements to exhibitor's contractor.
- Providing and managing refrigeration facilities.
- Providing and managing tableware.
- Cleaning of kitchen facilities and back of house areas.
- Back of house furniture.
- Staff for the catering operation.
- Cleaning the back of house areas, catering equipment, and tableware.
- Ordering and paying for catering staff service ID passes and any green vehicle labels.
- Ensure catering operations comply with the [Environmental Health Standards for Catering](#).
- Completing the [Catering & Kitchen Compliance Checklist](#) and have available onsite to provide to Rushmoor Borough Council for Inspection.

The **exhibitor and/or their appointed build contractor** is responsible for the following:

- Working with the caterer to design and build a suitable kitchen facility in relation to the Exhibitor's catering requirements.
- Providing a layout drawing of the kitchen space available to the caterer.
- Ensure that their kitchen facility complies with all applicable regulations before finalising their design. [Click here](#) for more information on kitchen construction.
- Submitting all the mandatory documents and plans via the online portal on behalf of the exhibitor ([click here](#) for more information on the chalet design submission process).
- Ordering services (based on requirements), can include but not limited to:
 - Mains power (including 3 phase if required).
 - Plumbing, water and waste requirements.
 - Ordering the front of house furniture.
 - Ordering of the waste collection and bin package from the waste provider.
 - Ordering the cleaning services for the front of house areas.
- Installation of required services (based on requirements), can include but not limited to:
 - Additional plumbing, sinks and hand-wash.
 - Installation and electrical distribution for all catering requirements (back of house and front of house).
 - Installation of correct/adequate extraction (if required).
 - Installation of adequate fireproofing (to include fire rated walling, ceilings and doors).



IMPORTANT

Any exhibitors that also have a self-build stand in the halls, may use their approved caterer. Please ensure you register your caterer as a contractor via the online portal (E-Net).



Savings can be made by engaging your caterer early in the design process. This is important to ensure that the kitchen will be built to deliver your catering requirements and complies with all applicable regulations. Be sure to share with them the regulations and highlight the [Kitchen Construction A-Z](#).

3.9.9 CEILINGS

Ceiling tiles are not provided within any temporary structures. For images of your structure type, [click here](#).

Any items or ceilings that are to be suspended from the provided structure must conform to the load restrictions given by the temporary structure Official Supplier. All connections must be with approved load rated connectors fixed in accordance with the Official Supplier's recommendations. Items of ceiling mounted plant e.g. a/c fan units, are to be supported by industry-standard, proprietary-suspension systems as appropriate.

Care should be taken to ensure that there is a minimum of 100mm clearance between any build and the underside of the structure's roof sails, to prevent unnecessary damage. It is advisable not to suspend ceiling support systems from the roof beams as they are subject to movement during adverse weather conditions.

It is not permitted to hang any structural items from the chalet purlins (the small beams that go between each main A-frame). The loading capacity on each A-frame is 250kg per frame. The loads can be distributed along the main frame or connected at one point.

Please refer to [the Kitchen Construction A-Z](#) for specific information about kitchen ceilings.

3.9.10 DEMONSTRATIONS, ACTIVITIES & SPECIAL EXHIBITS.

Activities and demonstrations are only permitted to take place within your exhibition space, during the event opening hours and must comply with noise and catering regulations. Demonstrations during the event must be safe and without risks to health and safety and where necessary covered by a risk assessment.

Log into the online portal (E-Net) and visit 'share your activities' to notify us of activities planned for your exhibition space. This will be reviewed and approved by the operations team and will be shared with the marketing team who may be able to support with promoting applicable activities.



Notify us about your planned activities for Pioneers of Tomorrow so we can help promote these. [Click here](#) to find out more about Pioneers of Tomorrow.

Exhibitors are responsible for the safe demonstration of working exhibits. All such exhibits which create a risk to visitors must be protected with suitable protection. Exhibits displaying moving parts should have the moving parts securely fixed or safeguarded to prevent access by visitors. Exhibitors should ensure all stand activities and demonstrations have been included within their risk assessment.

For more information about special exhibits, please [click here](#).

3.9.11 DIVIDING WALLS (FIRE PARTITIONS)

A timber-frame, full-height stud wall with plasterboard is provided to divide the chalet blocks where required. The plasterboard wall must not be altered under any circumstance so to maintain the fire barrier between chalet units.

3.9.12 DILAPIDATIONS & KEY HANDOVER

Exhibitors must nominate a responsible person who will sign a declaration that the structure has been received from the Organiser in accordance with these regulations.

To access the chalet onsite, the nominated person must report to the H&S office to collect the keys. The keys will only be handed over after the declaration has been signed and a chalet induction briefing has been completed.

The structure will be handed over in a safe condition, including leading-edge protection in stair voids. On handover back to the Organiser after the show, the chalet must be returned in the same condition.

The exhibitor's contractor will be required to provide temporary access steps into the structure throughout the build period.

Exhibitors must leave their exhibition sites in the condition in which they found them and must satisfy the Organiser that they have done so. Any damage caused by an exhibitor's installations will be charged to the exhibitor.

Keys must be returned to the H&S office on departure from site, by the nominated person. The Organiser will carry out a thorough dilapidation after the show and be in contact to finalise the handover.

3.9.13 DOORS

Replacement of any provided doors will only be permitted after consultation with the temporary structure Official Supplier.

The following applies to all doors:

- All exit doors which lead from structures and/or individual rooms occupied by more than 50 persons are to open outwards in the direction of escape.
- Doors on escape routes must be designed such that when in the open position they do not obstruct any other escape route.
- All doors on escape routes must be immediately and easily available from the inside, without the use of a key, when the structure is occupied.
- All doors providing egress for means of escape, which are required to be kept secured when the premises are occupied, must be fitted with a quick release/security device which meets the requirements of EN 179.
- Door fastenings requiring the use of a key will not be permitted.
- Where the threshold to a final exit door is more than 150mm from ground level, an external landing must be provided. The landing must be level with the door and extend to the length of door when in the open position.
- Fire resisting self-closing doors must not be fitted with any means capable of holding the door in the open position other than an electronic magnetic door holder (tested to EN 1155), which releases the door on activation of the fire alarm. The closing system must be tested to EN 1154.

[Click here](#) for further information on kitchen doors.

3.9.14 DRONES

Should you wish to display or demonstrate a drone within your space, please contact your Account Manager in the first instance. Any permission granted will be at the discretion of the Organiser.

3.9.15 ELECTRICAL INSTALLATIONS

The supply and installation of all mains electrical cabling, up to, but excluding the exhibitor's main isolator or C form connector in each chalet or outside exhibit must be carried out by the electrical Official Supplier.

ORDERING

Exhibitors should complete the relevant order form, accessible through the online portal (E-Net) by the due date to avoid any additional costs.



KEY DATE

Order before Tuesday 30 April to save money and avoid an increase in charges.

Drawings must be sent to the electrical Official Supplier with the following information:

- Chalet Number.
- Requested location of mains position(s).
- Dimensions (to include each mains position and reference / description / size, if more than one supply has been ordered for a stand / chalet).
- Orientation (Including exhibitors names or location numbers on all sides).



TIP

Consider ordering separate supplies for catering to avoid tripping the general electrics.

To guarantee availability, the order form and drawings must be submitted by Tuesday 30 April. Orders received after this date cannot be guaranteed and will result in additional charges. Any alterations to an exhibitor's electrical location, after the form has been submitted, may be chargeable. Alterations cannot be guaranteed. It is the exhibitor's responsibility to ensure the power requirements are requested and detailed, accurately on the initial drawing.

Orders are not confirmed until payment has been received in full and confirmed by the electrical Official Supplier which should be at the time of order.

It is the exhibitor's responsibility to order adequate power for the stand. Failure to do this will result in delays onsite and could be a fire risk. Onsite checks will be carried out by the appointed health & safety team, as well as the Official Supplier. If the power supply is not adequate equipment may be prohibited from being operated. In all cases, the decision of the Organiser and its appointed representatives is final.

Any transgression of these regulations and/or those contained in the health and safety rules will lead to immediate disconnection of the power supply. For temporary air conditioning supplies, please refer to [air conditioning](#).



IMPORTANT

Supplies are not always available from the mains electricity supply system and therefore may be generated, in which case, the electrical Official Supplier should be contacted to provide a quotation. Any supply connected to the generator must comply with the regulations and will be subject to visual inspection by the electrical Official Supplier. It is not permitted to bury any cabling without prior written authorisation from the Organiser. Any buried cabling must be steel wire armoured cable and protected by an RCD.

BUILD-UP

Electrical power supplies for use during the build-up period must be ordered directly with the electrical Official Supplier. You are not permitted to tap in to or obtain power from any source that has not been purchased and provided for your dedicated use. Portable batteries are not permitted to be used other than those that form part of power tools.

All temporary supplies, in all areas of the show site during the build-up period will be switched off and disconnected for health and safety reasons 24 hrs prior to the show opening. Any Exhibitor requiring a electrical supply during the dismantling period should contact the electrical Official Supplier directly in good time, this is available at an additional cost.



TIP

Do not connect any power required during the show to the temporary build up supplies.

EVENT DAYS

The general power network for the exhibition site, covering outside areas and chalets, will be switched on at 06:00 on Monday 22 July and switched off again at 19:30 after the exhibition closes on Friday 26 July.

INSTALLATION & TESTING

All electrical installations must conform to the 18th Edition of the IEE Wiring Regulations with current amendments, otherwise known as BS 7671: 2018 - Regulations for Electrical Installations, or equivalent harmonised standard. Any cabling used must be BASEC certified. All electrical accessories used must comply with relevant British standard specification and standards. Any non-compliant equipment found to be installed will be isolated pending replacement. It is the exhibitor's responsibility to ensure that equipment complies. The Organiser and electrical Official Supplier will not be held liable for any costs relating to the removal and replacement of such equipment and any knock-on impact on the installation surrounding them.

You must permit the electrical Official Supplier unrestricted access to inspect your electrical installation during the build-up, show week and the breakdown as a condition of order. You may ask for an electrical Official Supplier manager to carry out observations should you wish, please contact the electrical Official Supplier site offices for assistance.

The Organiser or the electrical Official Supplier will have the right to refuse connection or isolate any installation that is not installed to the required standard or regulations, or becomes unsafe after it is energised. The installation must be electrically tested, and a certificate must be produced onsite prior to the installed system being energised or re-energised. Contact details for the installing engineer, including mobile number, and email, must be provided on the certificate.

All power supplies will be protected by an RCD device by the Organiser which may be rated in excess of 30mA. Each exhibitor should ensure therefore that they provide additional RCD protection within their installation for general socket outlets to 30mA, this will also aid discrimination and reduce nuisance tripping which will involve the electrical Official Supplier resetting the supply. All portable equipment should be tested prior to arrival on site to ensure safety and avoid nuisance tripping of the RCD device.

Any electrical installation that may be exposed to the weather must be suitably IP rated to prevent water ingress and all accessories used to complete the installation must be suitable for the conditions they are applied to.

It is not permitted to disconnect or strip out electrical wiring and services until the show is closed on the last day as this may affect neighbouring installations due to the presence of RCD devices. The cost of reinstating the power to others affected will be passed to any exhibitor who ignores this direction.

An exhibitor may use an alternative electrical contractor who must be competent and qualified. All work carried out must comply with the Electricity at Work Regulations, the IEE Wiring Regulations BS7671 including amendments, the EVA Electrical Regulations and the venue's electrical regulations.

Prior to any electrical installation being energised, a signed electrical test certificate must be provided to the electrical Official Supplier, by the person requesting the installation to be energised. Proof of the electrical qualifications of the signer may be requested and should therefore be available.

No installation will be energised without a test certificate being provided. Any electrical suppliers must be competent and qualified in their fields and be able to provide proof of qualifications where

necessary. A request to energise a supply must be made in person at the electrical Official Supplier's site office at the end of Hall 2 by the installation electrical contractor. You will be required to provide a completed "Exhibitor Request for Energising of Supply" form that will have been provided to you on the exhibition site by the electrical Official Supplier. Full payment is required with the order. Proof of payment will be required prior to installation energisation.

It is not permitted to connect into the Organiser house electricity supplies to obtain power for the build-up or dismantling of exhibits. Any contractor working on behalf of an exhibitor found connected into such services will be charged for the attendance and rectification works required as a result of their activities. You may not plug in to any other supply that has not been specifically ordered for the stand or chalet you are working on.

Ultimate responsibility for payment of such costs remains with the exhibitor.

DISTRIBUTION

All electrical official supplies consist of HO7, PVC/PVC or steel wired armoured cabling (SWA) including RCD and overcurrent protection at source, and the exhibitor should make provision for their own distribution system, including an isolator to connect to this cabling. Final connections should be available for inspection by the electrical Official Supplier. Should any doubt as to the colour coding of cabling, in relation to phase colours be raised, the electrical Official Supplier should be contacted for advice. Any faults occurring through the incorrect or miss-connection of supplies, will not render the electrical Official Supplier or Farnborough International Ltd liable. Any exhibitor's equipment connected by their contractor to an electrical supply or generator provided by the Organiser or electrical Official Supplier is done without risk to the Organiser and its Official Supplier. The exhibitor's main distribution and subsequent equipment should be selected such that should any loss of phase, neutral or earth conductors occur, the effect on any of the equipment connected will be negligible and the Organiser and its Official Supplier accepts no liability for this.

The exhibitor should make provision for their own final check that the correct electrical mains supply has been provided in accordance with their order and confirm that all phasing and voltages are correct prior to connecting or energising their own equipment. The electrical Official Supplier accepts no liability for damaged or faulty equipment connected to the system.

No surge protection is provided by the Organiser or electrical Official Supplier on site and therefore, local surge protection should be provided and installed by the exhibitor if required.

MAINTENANCE OF SUPPLIES

During the exhibition, the electrical Official Supplier will maintain the mains supply throughout the exhibition site, together with those installations for which they are responsible. It may, in exceptional circumstances, be necessary to carry out essential maintenance or other such work to the mains installation during the hours of the exhibition. Any interruptions will be kept to a minimum.

The Organiser and electrical Official Supplier shall not incur any liability to an exhibitor or contractor if the service is temporarily disconnected to carry out such work, nor shall the exhibitor or its contractor be entitled to any allowance or compensation in respect of any payments made for participation.

The electrical Official Supplier will not be responsible for the maintenance of installations carried out by other electrical contractors, exhibitors should arrange their own electrical support or cover during the show, unless insurance cover has been taken out with the electrical Official Supplier prior to the exhibition opening.

Any faults occurring to an exhibitor's installation or the main electrical supply because of poor exhibitor installation or faulty exhibitor equipment, will be chargeable to the exhibitor concerned. This includes nuisance tripping of any RCD's. The electrical Official Supplier will attend to reset any RCD trip at their earliest convenience once notified and reserves the right to charge a standard call out fee

and hourly charges. Payment for this will be required on site at the time of rectification unless insurance cover has been taken out with the electrical Official Supplier prior to the exhibition opening. Ultimate responsibility for payment rests with the exhibitor.



TIP

If you do not have onsite maintenance cover for electrical faults that may arise during the show the electrical Official Supplier provides a pre bookable cover system that you may wish to purchase.

3.9.16 ENTRANCE FEATURES / FACADES

Entrance features must not protrude more than 1.5m beyond the fixed wall line of the chalet unit. Zone C / Row 1 can extend up to 2m in some locations, however using the extra 0.5m will restrict the parking area outside the chalet unit. This area must not be enclosed to form part of the internal reception area of the chalet unit. In some cases, it may be necessary to install recessed doorways to comply with fire regulations.

All construction of facades or entrance features, beyond the structure provided by the Organiser, MUST be either self-supporting, or attached strictly as agreed IN ADVANCE with the temporary structure provider if there any fixings to the structure. Attaching to the structure for structural support is at the discretion of the temporary structure supplier and the Organiser. When attaching to a structure, this will only be permitted on compliance with the below requirements:

- Only approved 'Kader' fixings are to be used.
- Structural calculations must be submitted and include, type of connection, number of connection points, lateral and dead loading and wind rating. Lateral load limits for the chalet that may be required for your own structural calculations can be provided on request.
- Bespoke timber fixings are not permitted.
- No drilling or screwing to the structure is permitted.

Further information on the types of fixings and required number of connections can be found [here](#).



IMPORTANT

Structural calculations are required for ALL entrance features or facades, regardless of whether they are attached to the building. Any facades attached to the building without prior approval will not be permitted under any circumstances and if found may be removed at the cost to the exhibitor.

The only entrance feature/facade that may be omitted from structural calculations is where a lightweight branding system is attached flush to the structure, below eave height and imposing a minimal additional load. The decision of what systems can be attached without calculations are at the discretion of the temporary structure Official Supplier and the Organiser.

3.9.17 ENVIRONMENTAL HEALTH

Please refer to the [Environmental Health Standards](#) for more information about the environmental health controls with regards to catering.

Access must be granted to Rushmoor Borough Council's environmental health service officers for inspection purposes. Kitchens must be constructed and operated in line with the environmental health requirements stipulated in this document and the Environmental Health Standards.

3.9.18 ESCAPE ROUTES

Escape routes should be planned in line with the [Building Regulations 2010 Approved Document B Vol 2](#).

The length of the escape route from any occupied part of the structure to the storey exit should not exceed:

Where more than one route is provided	45 metres
Where only a single escape route is provided	18 metres

All escape routes, including passageways, balconies and landings, are to be kept free from obstructions at all times. Escape routes must not be used as storage areas.

Where an occupied room/office opens into an open plan area or corridor which forms the escape route from that office, single point smoke detectors will be required, fitted within the open plan area or corridor. If more than one smoke detector is required, these should be inter-linked in such a way that activation of one detector causes all smoke detector alarms to activate.

3.9.19 FIRE SAFETY

There are strict rules governing what materials can be used to build stands/fit out chalets. Please see the AEV [eGuide](#) for more information. In general, you are not permitted to fit-out your chalet with anything that is flammable or non-flame resistant unless it has been treated. All construction and displays must be made from fireproofed materials and installed to the satisfaction of the Organiser.

Firefighting equipment will be provided in the form of basic fire extinguishers for each unit to meet minimum fire safety standards. Exhibitors will need to carry out their own fire risk assessment and supplement the equipment provided to suit their layout and activities.

Please ensure the following notices are included within your design:

- A suitable notice is to be provided on all exit doors fitted with security devices indicating the method of operation.
- 'PUSH BAR TO OPEN' notice (50mm high white lettering on a green background) to be provided to any door fitted with a panic-bar type fastening, sited directly above the panic bar.
- All exit doors affording or giving access to means of escape (other than exits in ordinary use) are to be indicated by 'FIRE EXIT' notices above the doors incorporating the 'running man' pictogram, white on a green background.
- In addition to exit point signs, intermediate signs should be provided where the direction of escape is not immediately apparent. Such signs should incorporate the appropriate pictogram and directional arrow.
- 'FIRE EXIT – KEEP CLEAR' signs to be fixed in an appropriate position on the outside face of all final exit doors required for escape purposes.
- 'FIRE DOOR KEEP SHUT' signs should be affixed at about eye level, to both sides of all fire resisting self-closing doors.
- 'FIRE DOOR KEEP LOCKED' signs should be displayed on the exposed face of any fire resisting doors to cupboards.
- General fire safety notices giving instructions on the action to be taken in the event of fire, should be displayed adjacent to each fire alarm, manual call-point or within the chalet layout if there is no alarm system in place.
- Where chalets are linked through a shared external balcony, an access route of at least 1.2 metres must be maintained between adjacent balconies. Any gate must be able to be opened both ways and is to be indicated by "FIRE EXIT" notices on both sides of the gate incorporating the "running man" pictogram, white on a green background.
- The above-mentioned signs should conform to the Health & Safety (Safety Signs and Signals) Regulations 1996 or British Standard 5499: Part 1 2002.

Access to the chalets must be provided to the appointed health and safety team and/or the fire authority for inspection purposes.

3.9.20 FIRE ALARMS

An effective means of warning occupants in each premises of a fire, is to be provided, as determined by the fire risk assessment. In deciding which type of system is to be used, consideration should be given to the noise of aircraft which will occur at the event.

3.9.21 FIXINGS

It is not permitted to drill, weld, or otherwise fix permanently to any temporary structures. Any graphics or other applied finish must be removed from glass panels or other parts of the structure before handing the unit back.

3.9.22 FLAGPOLES

Flagpoles are only permitted on the access-road side of business chalets, not on the balcony side. All flagpoles must be of the traditional vertical pole type. Horizontal flagpoles protruding from chalets are not permitted. Flagpoles must not exceed the ridge height of the temporary structure. Flagpoles can be ordered through the temporary structure Official Supplier.

3.9.23 FLOOR LOADING

Floors are provided in all chalets to maximum loadings of 3KN/sqm at lower level and 2KN/sqm at upper level in double storey chalets. In certain circumstances a higher floor loading can be accommodated by prior consultation with the temporary structure Official Supplier.

Zone C, Row 1 chalet floors have a designed maximum loading of 5KN/sq m.

3.9.24 FLOORING

All chalet floors are constructed with cassette timber flooring. Anova structures have a different cassette flooring system with pre-designated access points. For further information, plans of this floor can be accessed [here](#).

Holes for services are NOT permitted without prior permission and will be charged for.

Please see [Kitchen Construction A-Z](#) for specific information about kitchen flooring.

3.9.25 HANDRAILS

Handrails must be provided to all exposed edges of landings and stairways at a height of between 900mm and 1000mm above the pitch line and give firm support. All handrails must comply with AEV [eGuide](#) and/or [UK Building Regulations](#).

3.9.26 HEIGHT LIMITS / RESTRICTIONS

Any structure or items must not protrude above the ridge line of single storey chalet units or above the first-floor level of double storey chalet units. Any branding to the upper floor of a double storey chalet unit is subject to the Organisers' approval. Flagpoles to the balcony side of chalet units are not permitted.

3.9.27 KITCHEN CONSTRUCTION A-Z

Caterers are responsible for providing the correct requirements for the kitchen facility in relation to the exhibitor's specific catering requirements. This includes clearly specifying what type of operation will be taking place in the chalet kitchen and the necessary infrastructure to ensure compliance with their risk assessment/s and all legal requirements.

This is not a definitive list, and it is the responsibility of the exhibitor and their contractor to ensure their kitchen fit-out complies with all applicable regulations. [Click here](#) to find out more information about building regulations applicable to kitchen construction.

APPLIANCES

Cooking and reheating appliances must be sited away from combustible materials and mounted on suitable, non-combustible, heat-resistant bases.

BBQ / CHARCOAL GRILLS

The use of BBQ and charcoal grills is prohibited (including in chalet kitchens and on balconies).

DOORS

Internal doors to kitchens must:

- Contain a glazed vision panel to allow users to see hazards.
- Be self-closing.

And where applicable and as determined by your activities and your risk assessment/s, also must:

- NOT be propped open unless the door is fitted with an electro-magnetic door holder which meets with BS EN 1155.
- Be fire-resisting for the time determined by your catering activities (e.g., 30 minute or 60 minutes)
- Fitted with intumescent strips and smoke-stop seals to the current standards. (FD 30S)

DUMB WAITERS

A certificate of safety (thorough examination) must be provided by the installer or other competent person in accordance with the relevant legislation (LOLER) for any dumb waiter or similar lift / hoist. The unit must be constructed of materials affording a fire resistance of not less than 30 minutes throughout.

EXTERNAL AREAS OF CHALETS

No foods or food equipment can be stored outside the chalet. During the show, kitchen deliveries must be transferred directly into appropriate storage within the chalet kitchen. Ice may be left outside the chalet but only if it is placed, covered, in a waterproof and cleanable container, for a short period of time prior to storage in a freezer.

FIRE SAFETY & EQUIPMENT

It is important to ensure your kitchen considers and has accessible where required:

- Fire extinguishers and blankets
- Fire alarms – including carbon monoxide detectors.
- Sprinklers



Ensure it is clear as to who is providing the above equipment.

KITCHEN INFRASTRUCTURE (CEILINGS, FLOORS & WALLS)

The kitchen's infrastructure requirements will vary based on which activities are taking place. For example, where a kitchen requires fire resistance, the level of fire resistance required will be based on the catering equipment and operation within the kitchen.

Where activity stipulates (generally when cooking or reheating is taking place), a kitchen must be separated from the remainder of the chalet/other chalets by the minimum-required fire-resistance for the time determined by your catering activities (e.g., 30 minute or 60 minutes). This includes walls, floors, doors, and ceilings.

Any light fittings, ventilation or ducting should be sealed to ensure the fire integrity of the walls is maintained.



Fire resistant walls, floors, doors and ceilings required for kitchens, can be made up of different elements. Fire-rated plasterboard is available in varying classes, resistance types and thicknesses. All materials used in the infrastructure of the

kitchen must be considered and the different elements combined to ensure the overall fire-rating of the walls, doors, floors and ceilings meet the minimum required and this must be demonstrated as part of your chalet design submission.



British Standards are the minimum acceptable standards for fire-rated construction materials. Fire certificates of materials may be requested in advance for approval. Materials may be tested on-site to ensure that they comply.

[Click here](#) to find out more information about building regulations applicable to kitchen construction.

KITCHEN/FOOD ROOM CEILINGS

All food rooms must have a ceiling, in good order and repair. The ceiling must be kept clean and should not allow the shedding of any matter into the food room.

Where any food is cooked or reheated a solid ceiling with a minimum of 30 min fire resistance **MUST** be fitted. A muslin ceiling is acceptable **ONLY** where cold food storage or cold food handling takes place. The muslin must be tightly drawn and must be clean and sound.

KITCHEN FLOORING

All kitchen floor covering must be impervious, easily cleanable, in good repair and be durable for the duration of the Airshow. Carpets and similar uncleanable finishes in any food handling area are not acceptable. Floor coverings must be fitted to prevent trips and must prevent slips, particularly when the floor is wet/greasy.

KITCHEN WALLS

All kitchen walls must be smooth, impervious, and easily cleanable and must have sufficient durability for the duration of the Airshow. Plasterboard must be suitably painted and sealed. Textured or holed/damaged wall surfaces are unacceptable.

LIGHTING

Adequate lighting must be provided. The average illumination in food preparation areas must be at least 500 lux and all bulbs or tubes must be protected from breakage by a suitable diffuser or similar.

There must be no gaps between the light fittings and ceilings, to ensure that fire integrity is maintained.

LPG EQUIPMENT

LPG is **NOT** permitted in chalet kitchens. Cooking equipment must be electrically powered.

REFUSE

Suitable waste containers must be provided for refuse within the chalet. These should be kept away from open food and food preparation areas to prevent cross-contamination and must remain appropriately lidded. All waste food and refuse for removal from the chalet must be sealed in polythene sacks. All wastes outside the chalet must be contained within the approved skips with the lids closed.

SINKS & HAND WASH BASINS

Where food handling takes place, separate, deep, catering-standard sinks must be provided; one for food preparation and one for equipment washing.

You must have a separate sink for washing food, if required (not the same one used for equipment and utensils).

All sinks must be supplied with continuous and adequate hot and cold water.

An adequate number of wash hand basins must be provided within food handling areas to be used solely for the washing of hands. Continuous and adequate hot and cold running water must be provided, with soap and clean towels. Bactericidal soap and disposable paper hand towels are recommended.

Bar areas - a hand wash basin must be provided unless the bar is immediately adjacent to a facility with a hand wash basin which can be freely accessed. In this case bactericidal wipes may be provided instead.

SPACE - MINIMUM STANDARDS

The minimum size required will be determined by the catering operation taking place in the kitchen.

Kitchens used to handle and prepare cold foods in a single chalet should be no less than 3.5m by 3.5m or 12sqm.

Kitchens used to handle and prepare hot foods (cooking or reheating) in a single chalet should be no less than 4.0m by 4.0m or 16sqm.

In addition, the amount of space allocated to the kitchen must:

- Allow the caterer to protect against cross-contamination. There must be suitable separation of ready-to-eat (RTE) foods (e.g. clean and cooked food) and raw foods (e.g. uncooked meats/fish, unwashed vegetables or unwashed salad) during preparation and storage as detailed in the FSA Guidance O157. ([factsheet](#))
- Allow for the separation of clean and dirty food equipment/ dishes.
- Allow free and unrestricted access around the kitchen.
- Prevent food handlers being put at risk of being nudged or jolted by people passing, for example whilst carrying hot dishes or cutting foods.
- Be adequate for the safe handling and preparation for the maximum number of covers expected.

Allow storage. No storage will be permitted on fire escape routes / stairs. No storage of food stuffs is permitted outside. Storage must not restrict access to or from the chalet.

TOILETS

Chalet staff must have access to toilets. Toilets adjacent to food rooms must have solid ceilings. Toilets must not connect directly with food rooms. Toilets must be provided with powered and adequate ventilation extracting to the external open air, i.e., not to the roof space/lobby area. A wash hand basin solely for the washing of hands must be provided immediately adjacent to every sanitary convenience. Continuous and adequate hot and cold running water must be provided, with soap and clean towels. Bactericidal soap and disposable paper hand towels are recommended.

VENTILATION & EXTRACTION

Extraction ventilation must be planned to prevent the build-up of excessive heat and humidity that could compromise food safety and/or the health, safety and welfare of persons employed in the chalet, particularly in the kitchen environment. Intake air should replace extracted air. Adequate ventilation must be provided as per your risk assessment/s. As a guide:

- A powered extraction fan unit of at least 30cm must be located adjacent to any heat producing equipment and must vent through fire retardant ductwork to open, exterior air (not into stairwells or the roof void). The unit must secure at least 15 air changes per hour in the kitchen.
- EVERY oven, hob, cooker, steamer, fryer, commercial dishwasher etc. must have a metal canopy hood vented (through fire retardant ductwork) through the wall of the chalet to open, external air. The canopy hood must be sited directly above EVERY unit and extend beyond the area of the unit(s) to act as a means of local exhaust ventilation. The ventilation unit must comprise a powered extraction fan unit of at least 30cm which must be adequate to extract

the hot and humid air produced by the unit. NO part of the canopy hood shall be lower than 2 metres from the floor.

All extraction unit fans must be adequately guarded to prevent injury.

WORK SURFACES AND FOOD EQUIPMENT

There must be adequate work surface areas for the preparation and plating of food. All work surfaces within the kitchen must be in a sound condition, easy to clean and disinfect.

The use of wooden finishes, polythene sheeting or similar on work surfaces is not permitted. Surfaces must be maintained in a sound condition and be easy to clean and disinfect.

3.9.28 LIFTING & STORAGE

Forklifts, pallet forks and other mechanical aids are not permitted within the chalet structures.

ALL lifts (fork-lift truck or crane) must be arranged through the logistics Official Supplier. Crane operations must be planned and carried out under their control. [Click here](#) for more information.

3.9.29 MODIFICATIONS TO TEMPORARY STRUCTURES

Please consult with the temporary structure Official Supplier to discuss any modification/variation requirements. The Official Supplier will advise on what is possible. It is essential that all modifications/variations are requested directly to the temporary structure Official Supplier before Monday 8 April. Any requests after this deadline may not be permitted or will be subject to additional cost. Please contact the temporary structure Official Supplier for the variations price list.

Once you have received approval from the temporary structure Official Supplier, all modifications must be included within your design plan submission.

No modifications or covering of any walling or flooring can be undertaken without the prior consultation and written permission from the temporary structure Official Supplier. The temporary structure Official Supplier must undertake any special requirements such as wall or floor cut-outs and/or floor reinforcement.

Temporary removal of panels by the temporary structure Official Supplier for access is possible from the inside on Alu Hall, President and Premier structures and all panels should be stored in the temporary structure Official Supplier's stillages to prevent damage. Contractors must provide edge protection, [click here](#) for more information. Please note the white panel removal is a one-person operation: the glazed panel is a two-person operation.

The removal, alteration or adjustment of any fixture or fitting in-situ provided by the Organiser or temporary structure Official Supplier is prohibited unless by prior agreement with the relevant Official Supplier.

The removal of any structural component is strictly forbidden and will result in the closure of the chalet block. The exhibitor will be liable for all damages and/or losses incurred in contravention of this regulation.

3.9.30 PA SYSTEM

The loudspeakers provided should not be hidden or removed as they are essential to broadcast emergency messages. Disabling of the PA system in any way, may leave the occupants of the structure at risk. The exhibitor will be liable for all damages and/or losses incurred in contravention of this regulation and any costs incurred in rectifying.

3.9.31 PLUMBING

All chalet primary water and waste supplies will be supplied directly by the Organiser to each chalet when the order is placed using the form within the online portal (E-Net).

The primary water and waste supply will consist of a 22mm water feed, 100mm waste pipe and 22mm flow and return feeds (2 No.) terminating through the floor in ONE location in the chalet. The flow and return feeds will also terminate in the adjacent chalet façade area and can be used for external water heaters. This plumbing must be in a specified location within the first 2 meters from the roadside of the chalet.



KEY DATE

The deadline for ordering the primary water and waste supply is Monday 8 April 2024.

All internal chalet plumbing, and pipework can be completed by a supplier/contractor of the exhibitor's (or their contractor's) choice. No further pipework will be permitted to be routed under the chalet floors and pipe runs MUST be planned into your design through/behind the temporary walls that you install.

Where chalets exceed 300m² additional water feeds and waste outlets can be ordered through the Organiser, however these are dependent on the location and may not always be possible. Internal routing of pipework is therefore recommended in these chalets too.

There is a list of suppliers that could be used for the internal chalet plumbing on the [online portal \(E-Net\)](#).

All internal chalet plumbing must be earth bonded to the exhibitor's electrical distribution system by the exhibitor in accordance with the 18th edition of the IEE Wiring Regulations with current amendments, otherwise known as BS 7671: - Regulations for Electrical Installations.

3.9.32 RIGGING/ SUSPENDED ITEMS

Please refer to [ceilings](#).

3.9.33 STAIRCASES

In double storey structures, access to the upper floor level is by a staircase, provided by the temporary structure Official Supplier. These staircases MUST be pre-ordered with the temporary structure Official Supplier in advance.

Any enclosures around the staircase which are required to satisfy your fire risk assessment are to be provided by the exhibitor and detailed as part of the full design submission process. They must comply with the following:

- Other than accommodation stairways, and where a reception is provided, no other accommodation is to be included within the stairway enclosure.
- Exhibitors must provide the fire resisting enclosures around the staircase as per their fire risk assessment and details must be submitted as part of the design plan submission process.
- All wall linings and surface finishes to stairway enclosures should have a surface spread of flame rating not less than Class 1 as specified in British Standard 476: Part 7: 1997.
- All means of escape stairways will have their soffits underdrawn and spandrels lined with materials to provide complete fire resisting enclosure of the stairway.
- Where more than one staircase is to be provided for means of escape purposes, one of these may contain an area not exceeding 10 square metres used solely as a reception area and containing no other risk.
- Any stairway should provide a minimum of 2 metres clear head room above the pitch line of the staircase.

3.9.34 WASTE REMOVAL

Wherever possible we encourage you to reduce waste at source, it is better for our environment to minimise unnecessary manufacture and transport of packaging etc. Where waste is unavoidable then you are responsible for ensuring it is disposed of appropriately off site. Dumping of waste in non-licensed locations is illegal in the UK and will result in fines and prosecutions.

The removal of waste resulting from construction/dismantling works during the pre-show and dismantling period is the responsibility of exhibitors and/or their contractors. Alternatively, this service can be arranged directly with the waste Official Supplier.

The waste Official Supplier can provide recycling facilities for timber, metal, plastics, cardboard, plasterboard and paper products. They can also provide the appropriate facilities for safe disposal of paint/chemicals, oils or other toxic or noxious substances which must be disposed of in a properly controlled manner.

Any waste or excess materials not cleared prior to the exhibition, or at the end of the dismantling period, will be removed by the waste Official Supplier and any disposal charges will be passed on to the exhibitor.

In addition, during the show open period, exhibitors and their caterer are responsible for ensuring that waste is not building-up and must arrange the disposal of all waste, including food, through the waste Official Supplier. Failure to arrange waste removal, will result in the standard waste package being arranged on your behalf and charged to the exhibitor.

Please consult with the waste Official Supplier on your collection schedule.



Save cost by booking your waste requirements early. Consult with your caterer to ensure their needs are considered and avoid over/under estimating requirements.

The only permitted provider of skips and waste bins onsite is the waste Official Supplier.



The site does not hold any form of discharge license for liquid waste. You are not permitted to pour anything down the drains or toilets. Please do not pour liquids into portable toilets as this can render them inoperable.

SECTION 4: ACCESS

4.1 SITE PLAN

Please click on the live floorplan [here](#) for the full site plan including access gates.

If you require any additional site plan requirements, please contact the [operations team](#).

4.2 GATES

GATE	ACCESS*	DATES
A	VEHICLES & PEDESTRIANS	8 July – 26 July
B	PEDESTRIANS ONLY	21 July – 26 July
C	OFFICIAL SUPPLIERS ONLY	21 July – 26 July
D	VEHICLES ONLY	21 July – 26 July
E	VEHICLES & PEDESTRIANS	21 July – 26 July
F	VEHICLES & PEDESTRIANS	17 June – 1 August
I	VEHICLES & PEDESTRIANS	17 June – 1 August

* Vehicle access via gates A, D, E and F between Sunday 21 July and Friday 26 July is only permitted with a valid vehicle label



IMPORTANT

The site is closed on Sunday 30 June and Sunday 7 July.

4.3 OPENING HOURS

During build-up and breakdown, the available gates will be open 07:00-19:00.

During show open, all gates will be open 06:00-19:00.

GATE I PASS OFFICE	GATE A PASS PRINTING	HALL 1 (West Entrance) PASS OFFICE
Dates: 17 June – 1 August	Dates: 8 July – 26 July	Dates: 8 July – 26 July
Enquiries: 09:00 – 17:00	No Enquiry Facilities	Enquiries: 07:00 – 17:00
Self Service Printing: 07:00 – 19:00	Self Service Printing: 07:00 – 19:00	Self Service Printing: 07:00 – 19:00



IMPORTANT

The site and pass offices are closed on Sunday 30 June and Sunday 7 July.

4.4 PASS OFFICE LOCATIONS

GATE I:

Postcode: GU11 2HL

What3words: IDEA · UPSET · VITAL

[Fleet Road/Laffan's Road - Gate I - Google Maps](#)

GATE A:

Postcode: GU14 6XE

What3words: BACK · ENABLE · DOUBLE

[Trenchard Way - Gate A - Google Maps](#)

HALL 1 PASS OFFICE:

West Entrance

What3words: LINER · SAND · BEST

These locations will be marked on our pre-show site map, which will be available via the online portal (E-Net) in 2024.

4.5 CONDITIONS OF ENTRY

Farnborough International Airshow is a business-to-business event from Monday 22 July until Friday 26 July and only persons holding a professional or business appointment should be invited in the interest of preserving the trade days as an opportunity for genuine discussions and meetings.

All persons attending the show during the period 22 July to 26 July will be required to register their details online, in advance of attendance. Limited facilities will be available at the entrances to enable registration on the day and may be subject to delays. Applicants are encouraged to apply online at least 48hrs in advance of attendance.

Persons under the age of 16 years, even though in possession of an exhibitor or visitor pass will not be admitted on Monday 22 July – Thursday 25 July.

Exhibitors should ensure that visitors invited to their chalet or stand are in possession of a valid entrance pass. To avoid embarrassment, any formal invitations must include the words “Not valid as an entry pass to the exhibition”. “Persons under the age of 16 will not be admitted Monday - Thursday”.

The Organiser will issue invitations for the trade days to government ministers and officials as part of the delegation’s programme.

4.6 PASSES (BADGES)

Please refer to the table below for validity, cost, and classification. All passes and labels can be purchased / redeemed through the online portal (E-Net). More information on the pass types can also be found on the online portal (E-Net).

Exhibitors are entitled to a free allocation of exhibitor passes and daily visitor passes which is based on the size of your space. Your allocation can also be viewed in the online portal (E-Net) and additional passes can also be purchased in the online portal (E-Net).

4.7 EXHIBITOR PASS ALLOCATIONS - SHELL SCHEME

SQM	EXHIBITOR PASSES	DAILY VISITOR PASSES (VALID FOR ONE DAY USE)
9 & below	3	9
10 -12	4	12
13 -15	5	15
16 -18	6	18
19 +	7	20

4.8 EXHIBITOR PASS ALLOCATIONS - SELF BUILD STANDS

SQM	EXHIBITOR PASSES	DAILY VISITOR PASSES (VALID FOR ONE DAY USE)	ONE DAY SERVICE ID PASSES (valid 20 or 21 July only)
Less than 48 sqm refer to shell scheme allocation			
48 - 100	9	20	2
101 - 150	11	27	2
151 - 200	13	35	2
201 - 300	16	43	2
301 - 400	25	60	2
401+	30	100	4

4.9 EXHIBITOR PASS ALLOCATIONS - OUTDOOR EXHIBITION SPACE

SQM	EXHIBITOR PASSES	DAILY VISITOR PASSES (Valid for one day use)	ONE DAY SERVICE ID PASSES (Valid 20 or 21 July only)
Less than 48 sqm refer to shell scheme allocation			
48 - 100	9	20	2
101 - 200	11	27	2
201 - 300	13	35	2
301 - 400	16	43	2
401 - 500	25	60	2
501 - 600	30	100	4
601+	Review on application	Review on application	Review on application

4.10 EXHIBITOR PASS ALLOCATIONS - CHALETS

SQM	EXHIBITOR PASSES	DAILY VISITOR PASSES	ONE DAY SERVICE ID PASSES (Valid 20 or 21 July only)
80 - 99	10	30	2
100 - 119	12	35	2
120 - 149	14	40	2
150 - 199	16	45	2
200 - 299	20	55	2
300+	25	70	2

4.11 COUNTRY PAVILIONS

The pavilion organiser will receive the amount of passes relevant to the square meterage of their stand in the above tables.

For each indirect/co-exhibitor a Country Pavilion has exhibiting on their stand, the indirect/co-exhibitor will receive 1 x Exhibitor Pass and 3 x Daily Visitor Pass.



TIP

Please contact your Account Manager if you cannot see the passes that you require access to.

4.12 PASS TYPES

APPLICANT	VALID	PASS TYPE	COST
Exhibitor	17 June – 1 August	Exhibitor or Daily Exhibitor	£148 + VAT
Exhibitor's Contractor (Build and Break Only)	17 June – 20 July 27 July – 1 August	Contractor	£35 + VAT
Handover Contractor	20 July	Handover	FOC
Exhibitor's Contractor (inc: Show Days)	17 June – 1 August	Service ID	£148 + VAT
Service Personnel (inc. Chauffeurs)	17 June – 1 August	Service ID	£148 + VAT
Overnight Security	15 July – 26 July	Night Duty	TBC
Visitor / Guest	22 July – 26 July	Visitor	£52.50 + VAT
Media	21 July – 26 July	Media	FOC

All of the above pass types can be purchased via the online portal (E-Net).



IMPORTANT

All the above pass types require a passport style photo to be uploaded during the registration process.



IMPORTANT

All pass applications should be completed at least 48 hours prior to the first visit to the exhibition site to avoid delays.

4.12.1 CONTRACTOR PASSES

Contractors will need to be registered by the exhibitor via the online portal (E-Net) to receive their own login details for their own account.

4.12.2 NORTHSIDE PASSES

Please contact [flight operations](#) should you required access to the airport side (Northside) of the site.

4.12.3 MEDIA ACCREDITATION

Members of media requiring access to the exhibition need to apply for a MEDIA PASS.

Media accreditation will only be given before the show and to those who satisfy the criteria laid down by the Organiser. Applications for media accreditation will be available via our website (www.farnboroughairshow.com) in early 2024. Completed applications must be received by the Organiser before the deadlines specified on the online application.





IMPORTANT

Media Passes are not transferable and are issued to individual members of the press or broadcast media and are valid only in the holder's possession. Exhibiting companies are not eligible to apply for media accreditation.

4.12.4 PIONEERS OF TOMORROW (FRIDAY)

Pioneers of Tomorrow (Friday 26 July) is a normal trade day but has been specifically designed to appeal to a youth audience from 15 – 25 years and those who wish to move into the industry. Daily visitor passes purchased through the online portal (E-Net) are valid on any day Monday – Friday and can be given to your guests for Friday. Please note under 16 are free; however, you will need to register the number of “under 16” that will be attending via your account.

4.13 ACCESS TIMES BY PASS TYPE - BUILD UP AND BREAKDOWN

Pass type	What time can I access the site?	How do I access the site?
Exhibitor	07:00	Drive through Gate A and park in Car Park 1 Note: If you are arriving on site prior to Gate A opening on the 8 July, please follow the yellow signs to Gate I (lorry symbol)
		
		For Airshow follow 
		In a taxi (after 8 th July) – drop off at Gate A On foot (after 8 th July) – via gate A Arriving by train – catch a taxi from Farnborough Main, North Camp or Aldershot
Contractor Service ID	07:00	Drive through Gate I. Park in Car Park 1 or 5
		In a taxi – drop off at Gate I or Gate A (if after 8 th July)
		On foot – via gate A - After 8 th July
Night Duty	17:00	In a labelled vehicle via Gate F Note: You must have a printed pass. There is no printing at this gate.

4.14 ACCESS TIMES - SHOW DAYS

Pass type	What time can I access the site?	How do I access the site?
Exhibitor Service ID	06:00	In a labelled vehicle – drive through a gate with the corresponding gate letter (A, D, E, F)
		In an unlabelled vehicle – park at Queens Parade or Car Park 7 (via Gate I) public car parks and catch a free shuttle bus
Visitor		In a local taxi – via the taxi rank and walk through Gate A

Pass type	What time can I access the site?	How do I access the site?
Media	07:00	Drop off (by non-local taxi or other vehicle) at Queens Parade and catch a free shuttle bus On foot – via gate B Arriving by train – catch a shuttle bus from Farnborough Main, North Camp or Aldershot to Gate B
Contractor	N/A	NO ACCESS DURING SHOW DAYS Please apply for a Service ID
Night Duty	17:00	In a labelled vehicle via Gate F

4.15 PASS & LABEL COLLECTION



All pass types are e-badges (PDF) and can be printed at home / office or at the onsite facilities.

Each applicant will receive their pass by email as a PDF. Alternatively, the online portal (E-Net) account holder can print the passes directly from the “download all passes” section of the portal. For those that are on site for longer (more than 2 weeks) an eco-friendly card can be supplied from the pass office.

Passes are non-transferrable and non-refundable. However, passes can be cancelled via the online portal prior to the show opening. Once cancelled, your allocation will be updated in the portal within 24 hours so that the pass can be reissued.

Pass holders and lanyards are available on arrival at the gate or via the pass offices. Passes must be displayed and worn whilst on the exhibition site during the show open period.

Personnel will not be permitted to the exhibition site without a valid pass.

4.16 REFUNDS

Exhibitors should note that there will be no refunds payable on any unused passes. Passes can be cancelled up until the time of printing. Your free allocation will be credited within 24 hours to reuse.

4.17 VEHICLES

4.17.1 VEHICLE LABELS

Vehicle labels are operational from Sunday 21 July – Friday 26 July and must be displayed and visible on the windscreen. Vehicle labels must be collected before Saturday 20 July from either the Gate I Pass Office, or the Hall 1 Pass Office. Labels will be scanned and verified at the gate. Misuse of labels will lead to confiscation. More information about which label you require can be found in the online portal (E-Net).

Exhibitors that have allocated parking spaces in chalet row C1, or as part of your overall outdoor exhibit space, must also purchase labels for the vehicles intending to park there.

Coach and minibus labels include access for up to 2 drivers per vehicle.

APPLICANT	VALID	LABEL TYPE	COST
Exhibitor Car	21 July – 26 July	Green A1, E5 (Chalet Holders only)	£570+VAT
		Red A1, E5, F6	£350+VAT
		E8 (Application only)	£570+VAT
Exhibitor Coach/Minibus	22 July – 26 July	A7	£250 + VAT
Contractors Area *	17 June – 1 August	T	
Service Personnel (inc. Chauffeurs)	21 July – 26 July	A1, E5, E8 or F6	As Above
Overnight Security	15 July – 26 July	Night Duty	TBC

* Contractors who book and pay for space within the contractors' area, will be entitled to one red vehicle label per car parking space designated on their submitted area plan. Green vehicle labels are subject to an application process.

Please see below an example of the vehicle label and an explanation of important details you will find on it.



IMPORTANT

The above vehicle label is from FIA2022 and is not the actual design

Colour and shape definition:

Colour	Shape	Access
Green	Circle	Transit around the site and parking
Red	Square	Access to site, parking only
Orange	Circle	Transit and parking onsite (Buggy only – Provided by Official Supplier)
Blue	Square	No access to site
Black	Square	Restricted to overnight access only.
Purple	Circle	Vehicle has been pre-searched. Must be accompanied by a green label

4.17.2 VEHICLES - BUILD UP AND BREAK DOWN

Please see table above for vehicle access. Please note vehicles entering through Gate A during this period will be directed by traffic marshals directly to car park 1 and will NOT be permitted to access other areas of the exhibition site.

Please see [deliveries](#) for further information.

All vehicles entering or leaving the exhibition site are liable to be searched.

4.17.3 VEHICLES - SATURDAY 20 JULY and SUNDAY 21 JULY

Access to the exhibition site on Saturday 20 or Sunday 21 July is permitted for valid pass holders. All vehicles entering the exhibition site will be restricted to the car park 1 unless authorised otherwise.



Sunday the 21 July will be a rehearsal day for gates and traffic movement. All passes and vehicle labels will be valid and operational. Exhibitors and contractors should display their vehicle labels and enter the exhibition site in accordance with normal show procedures. All personnel will be subject to a search procedure from Sunday 21.

4.17.4 VEHICLES - SHOW OPEN DAYS

Access to the exhibition site on show open days is permitted for valid passes and labels only. Please see table above and deliveries.

Any vehicles causing an obstruction will be removed.

4.17.5 TRAFFIC PLANS

To ensure the free flow of vehicles, drivers must observe road signs and obey the traffic marshals. Please note that a one-way system operates around the site. The site traffic plan will be available to view via the online portal (E-Net) in 2024.



The routes change to the show open days plan on Sunday 21 July when the exhibition site and gates are in full rehearsal.

Please be aware that during the build-up and breakdown, permitted forklifts may be operating against the one-way system. Only forklifts operated by our Official Suppliers are permitted.

4.17.6 VEHICLE SIZE LIMITATIONS

A car is defined as a vehicle, including MPV's and minivans, with up to 9 seats (8 passengers). All other passenger vehicles must purchase a coach/minibus label.

4.17.7 PRE-SEARCH ENTRY

Chauffeur drivers of vehicles with green A1, E5 or E8 labels, and wish to take part in the pre-search entry system, will be required to undertake a training course in vehicle search techniques with the Organiser's appointed security supplier. A pre-search vehicle label will be allocated to the driver on completion of the course. Further details are available on the online portal (E-Net).

4.17.8 ONSITE PARKING

Please refer to the car parking map which can be found on the online portal (E-Net).

Exhibitors can purchase reserved parking spaces for car parks 1, 5 and 6 and will be issued with vehicle labels as appropriate. These labels are valid from Sunday 21 July – Friday 26 July.



Onsite parking spaces are very popular and there is limited availability. Purchase as soon as possible, as they are available on a first come, first served basis.

If bad weather affects the condition of car park 1 or car park 5 the Organisers reserve the right to re-direct traffic to alternate areas of onsite car parking.

Please ensure your vehicle label is always displayed clearly. Please follow the instructions of the traffic marshals and park in the corresponding car park number on the vehicle label.

Do not wait at the halls/chalets as you will be moved on by the traffic marshals.

Once chauffeurs have dropped off/picked up they must exit the site or return to the designated car park.

Vehicles are not permitted to park anywhere onsite, other than in a designated car park, and specific allocated parking bays in chalet row C1 or in spaces purchased as part of their overall outdoor exhibit space.

Drop offs/pick-ups are permitted, but only within the designated areas on the chalet rows. Vehicles will be permitted to wait for up to 10 minutes. Suppliers' vehicles must not be parked within this area unless loading or unloading.

Red lines are clearly marked on the chalet rows. No parking is permitted between the marked red lines to ensure the free flow of traffic.

Coach or minibus parking labels are also available to purchase through the online portal (E-Net) which permit entry via Gate A or F with parking in car park 6 or 7. Coaches and minibuses with green labels are only permitted to drop off prior to 09:00 and collect after 17:30.

There are designated coach and minibus pick up locations near car park 1 and Hall 5 (end of the Chalet rows) for collection after 14:00 and prior to 17:30. Please see the map via the online portal (E-Net) for the exact location.

4.17.9 OFFSITE PARKING

Free parking in the general off site car parks is provided during the rehearsal day and show open days (21 to 26 July). Follow the blue "P" signage to the general car parks. A map of all the car parks is on the online portal (E-Net). There is a free shuttle bus from the car park to the show site.



4.17.10 CAR PARKS

NUMBER / NAME	VEHICLE TYPE	LOCATION	NOTES
1 (ONE)	Cars	Situated in front of Hall 1, in Zone A with access through Gate A.	
5 (FIVE)	Cars	Situated in Zone E with access through Gate E.	
6 (SIX)	Cars and Coaches Blue Badge Holders	Situated in Zone F, with access via Gate F.	A blue badge is required for parking in the accessible car park.
7 (SEVEN)	Cars and Coaches	Accessed via Gate I.	It is an unreserved car park for unlabelled cars. There is a free shuttle bus from this car park to Hall 4.
8 (EIGHT)	Cars	Accessed through Gate E.	

NUMBER / NAME	VEHICLE TYPE	LOCATION	NOTES
Queens Parade (Offsite)	Cars and Coaches	An offsite grass car park accessed off the A325.	It is a free, unreserved, general car park for unlabelled vehicles. A free shuttle bus service runs from the car park to Gate B or Hall 4.



IMPORTANT

Labels are required for parking in all on-site car parks (apart from car park 7), spaces are unallocated and are on a first come, first served basis.

4.17.11 OVERNIGHT PARKING

There are no facilities within the exhibition site for long stay parking, overnight parking or parking during the exhibition for trailer vehicles, containers, etc. Any unauthorised vehicles or containers found within the exhibition site will be removed by the Organiser and the cost charged to the exhibitor/contractor. Contractors (security or cleaning) with night duty passes and vehicle labels can access the site via Gate F and be onsite between 17:00 and 07:00 (overnight).

4.17.12 TAXI RANK

There is a taxi rank facility located externally on RAE Road, opposite Gate A, where local taxis will be able to drop passengers off. Those who wish to depart from the show site by taxi will be able to hire one from the taxi rank facility in the same location. A pedestrian walking route is defined from the taxi rank, through Gate A, and into the show site. The taxi rank is for labelled, local Rushmoor Borough Council taxis only.

Those arriving by minicabs, taxis from outside the borough, Uber etc, will be directed to the drop-off zone in the general car park, at Queens Parade and take the free shuttle bus service from the car park to Gate B or Hall 4.

Please do not arrange for a taxi to collect you at any other gate / location. The traffic marshals will move the vehicle on, and the driver may lose their licence.

4.17.13 FREE SHUTTLE SERVICES

The shuttle bus services run continuously throughout the opening hours of the exhibition between the 21 and 26 July to and from the locations below.

Pick Up Location	Drop off Location	Hours
Aldershot Train Station	Exhibition Site – Gate B	07:00 – 19:00
Farnborough Main Train Station	Exhibition Site – Gate B	07:00 – 19:00
North Camp Train Station	Exhibition Site – Gate B	07:00 – 19:00
Queens Parade Car Park	Exhibition Site – Gate B	06:00 – 19:30
Queens Parade Car Park	Exhibition Site – Car Park 8	07:00 – 19:00

There is a free internal buggy shuttle service on a circular route between Gates B and F. Please see [show map](#) for stop details.

4.18 AIRCRAFT ARRIVALS (PASSENGERS)

For all aircraft arriving at Farnborough Airport, prior permission for landing is required. The permission process varies dependent on whether you are arriving as a passenger on a non-exhibiting aircraft or arriving on an aircraft participating in the event (either in the static or flying display).

Any aircraft arriving into Farnborough Airport for participation in the event (either in the static or flying display) must obtain prior permission for landing via the Aircraft Operations Centre (AOC) - please refer to the [aircraft regulations](#) for more information on the process to follow.

All other non-exhibiting aircraft wishing to arrive at Farnborough during the airshow should follow the usual protocols of contacting Farnborough Airport Operations in order to book a relevant slot using the email address: ops@farnboroughairport.com

For passengers arriving on a non-exhibiting aircraft during show week, a courtesy vehicle will operate a shuttle service between the exhibition and the airport terminal for attendees without their own vehicle.

There will be no access through the northside area, nor will personnel be allowed to remain north of the crowd barrier line during the flying display. The shuttle service will not operate between 14:00 and 17:00.

Collection and drop-off of passengers to the Airport Terminal is only possible for vehicles displaying a Terminal Vehicle Label. These must be requested via [flight operations](#) who may approve these at their discretion and where accepted add to your E-net account to claim.

4.19 RESTRICTED AREAS – STATIC AIRCRAFT PARK AND AIRSIDE

The static aircraft park is part of the exhibition during the period of the exhibition (Monday 22 July to Friday 26 July) and is not part of the airside area. Outside this period the area reverts to an apron area and an escort will be required.

This area must be always kept clear to allow aircraft to be positioned within the static aircraft display.

No unauthorised persons will be permitted entry when aircraft movement is taking place.

SECTION 5: ENVIRONMENT, HEALTH, SAFETY & SECURITY

It is very important that you read this section.

We, the Organisers of the Farnborough International Airshow are committed to maintaining the highest standards of health and safety management. We want all our event participants (you) to understand and comply with their duties, and with the site rules we need to enforce to ensure everyone is protected. We will support you, and your contractors, in relation to exhibit structure safety, and legal compliance by carrying out drawing and safety plan reviews to support co-operation and consideration of others.

We reserve the right to stop any activity for safety reasons. Work will recommence only when we, and you, are satisfied that the work can be continued safely.

We expect you to raise any concerns with us as soon as you are aware of them. We expect you to tell us if you feel that our staff, suppliers, or facilities are not meeting your expectations.

We are a formal adopter of the AEV [eGuide](#). You, and anyone working on your behalf, must familiarise yourselves with the contents and work to them. Compliance with the AEV [eGuide](#) will support you to meet UK legal minimums.

Our uniqueness as a site, and as an event, mean there are some areas where additional rules are required or where additional information will help you understand the context of our requests. That information is included here.

5.1 LEGAL DUTIES

You are responsible for ensuring your staff and your contractors, suppliers, sub-contractors, and anyone else acting on your behalf understands and complies with all requirements/regulations or other legal obligations applicable to their participation in the event.

You are responsible for ensuring anybody acting on your behalf, including suppliers, partners or sub-contractors meet applicable UK legal requirements.

You are responsible for ensuring that your contractors, and their staff are aware of, and follow, the requirements set out in these regulations.

5.2 CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS (CDM)

Construction (build) and dismantling (break) of the event will operate in line with the Construction (Design & Management) Regulations (CDM). All space only stands, chalets and Outside Exhibits with construction, are deemed individual CDM sites. (See [FIA 2024 CDM Regulations](#) for further detail).

Where you contract individuals and companies to fulfil roles for you under CDM, you are responsible for ensuring they are competent to deliver these roles and responsible for their activities. You must:

- Appoint a competent person to be responsible for health and safety on site.
- Ensure a Construction & Dismantle Phase Plan (CDPP) has been written and submitted. For guidance [click here](#).
- Ensure all activities have been suitably risk assessed. Also ensure the records of these assessments are submitted where required and available to review on site.
- Obtain method statements for all relevant activities.
- Ensure that anyone working on your behalf understands our [site rules](#) and our [emergency procedures](#).
- Ensure that your staff and contractors'/sub-contractors' staff working on site have received risk assessment briefings for their work and are following them.

5.3 EXHIBITOR APPOINTED CONTRACTOR & DESIGNERS LEGAL DUTIES

Designers have a legal duty to ensure that the spaces are designed to be fit for the purpose intended, structurally sound and safe to build, use and demount without any undue risks.

All designs and plans must be submitted in advance.

5.4 DOCUMENTATION

Exhibitors and contractors must have the correct documents as per the relevant legal requirements and exhibition guidelines. See below and cross check with the relevant checklists for further information on what is required to be submitted in advance.

All documentation must be specific to this show and the work activities being performed. All documents must clearly state the stand/chalet numbers and client name.

5.4.1 RISK ASSESSMENT & METHOD STATEMENTS

	Chalet/OE's Exhibitors		Exhibition Hall Exhibitors	
	Chalet/OE's	Turnkey Chalet & Shared Chalet	Self-Build Stand (Space Only)	Shell Scheme
Construction and Dismantle Phase Plan	S	N/A (Submitted by Organiser)	S	N/A (Submitted by Organiser)
Risk Assessment	S	C	S	C
Fire Assessment	S	C	S	C
Method Statement	S	N/A (Submitted by Organiser)	S	N/A (Submitted by Organiser)

S – submitted in advance to Organisers & copy available on site

C – copy available on site

*- where applicable

The method statement/risk assessment for build/break must include the name and mobile telephone number of the person responsible for the management of the stand during the build and break periods.

All method statements and risk assessments AND permit controls applicable to the work must be shared with all workers involved.

5.4.2 RISK ASSESSMENT

Risk assessments are necessary for build/break and any exhibit activities. They should be submitted/available as per the table above. The AEV [eGuide](#) provides details of common risks and appropriate controls.

They should consider risks to physical and mental health from your activities. You are responsible for ensuring that everyone is medically fit to complete the activities you are asking them to do. You should have processes to monitor fatigue within your workforce, and you should consider how this is managed within your supply chain. You may be asked to demonstrate this on site, especially if you are requesting any late working.

Guidance on the production of risk assessments is available from the UK regulator (HSE). Additional guidance and templates are available [here](#).

5.4.3 METHOD STATEMENT

Method statements (a step-by-step description of the work activities) should be completed, and submitted, as per the table above, for all activities. Guidance and templates are available [here](#).

5.4.4 FIRE RISK ASSESSMENT

Fire Risk Assessments must be conducted and submitted, as per the table above. All submissions should be made together with copies of the design drawings.

The legislation which covers this event is the Regulatory Reform (Fire Safety) Order 2005, the Building Regulations and the general provisions of the Health and Safety at Work Act 1974. This requires employers to conduct a Fire Risk Assessment of their workplace and provide provisions to maintain a safe place of work from fire.

Guidance is available to support the writing of fire risk assessments [here](#). You may also wish to refer to the [Building Regulations Approved Document B Vol 2](#)

We have written these exhibition regulations to include fire safety standards, with guidance from Hampshire Fire and Rescue Service (HFRS) who are the regulator and enforcer of the Regulatory Reform (Fire Safety) Order 2005. We, in partnership with 3SFire, under the guidance and advice of HFRS, will ensure that the highest and most practicable Fire Safety standards are achieved.

The Organiser is responsible for the common parts of the exhibition site. We also have a responsibility to ensure that the regulations are being complied with, as far as is reasonably practicable, within all parts of the site.

You are responsible for ensuring your fire risk assessment addresses all areas of concern and controls the risk of fire associated with your activities at the exhibition. You must ensure that your staff/contractors/visitors are briefed on these risks and on the emergency procedures. Your fire risk assessment should cover build/break and exhibition.

Your risk assessment must consider people with impaired mobility, or other disabilities to ensure their safe evacuation. You should have Personal Emergency Evacuation Plans (PEEPS) for staff who are mobility, or otherwise impaired.

The fire authority is the enforcer of the regulations and HFRS will be conducting inspections during construction and throughout the exhibition, to ensure that the Regulations are being complied with.

The role of the fire authority prevents any of its officers becoming involved in preparing risk assessments. However, advice* can be sought from fire safety officers at the address given below:

Hampshire & Isle of Wight Fire and Rescue Service
Headquarters
Leigh Road
Eastleigh
Hampshire
SO50 9SJ
Tel: +44 (0)20 8064 4000

*HFRS offer advice only and do not accept any responsibility or risk.

During the week before and the period of the exhibition, any enquiries with respect to fire safety standards and associated matters in the exhibition site should be referred to the safety team and to the aircraft display cell for fire precautions and associated matters relating to aircraft.

5.4.6 MANDATORY LEGAL DOCUMENTS

It is advised that any mandatory legal documents (e.g., risk assessments, inspection certificates, import licences, right to work/visas) are held in a format which is accessible immediately at the workplace. It should be expected that these records will need to be inspected during the show.

5.4.7 SITE RULES & INDUCTIONS

Please [click here](#) to view the site rules for the build and breakdown of the event. Site Rules are a summary of these regulations and will be enforced to ensure the safety of everyone involved in the airshow.

Prior to any access pass being issued the individual applying will need to confirm that they have read and understood our site rules, watched, and understood the site induction video and that they are aware of our emergency procedures.



TIP

You are encouraged to ensure that all staff, contractors, and anyone else attending the site during build or break phases have applied for their passes at least 48 hours in advance of their arrival via the online portal (E-Net). This will save significant amounts of time on arrival.

All exhibitors and their contractors are responsible for ensuring that every worker arriving on the site has attended relevant training sessions. They must have the appropriate licences and certificates. You are responsible for ensuring they have been made aware of the contents of their risk assessments and method statements and that they have been given a site induction by your nominated supervisors.

Exhibitors must ensure that all staff employed within the business chalets and exhibition stands receive fire safety training to include location of escape routes, fire alarm call point locations, method of operation of portable firefighting equipment and emergency evacuation procedures.

5.5 ON SITE

5.5.1 SMOKING, DRUGS & ALCOHOL

The consumption of alcohol onsite during build up and breakdown phase is strictly forbidden, and anyone found in possession will be removed from site and denied re-entry.

The consumption of illegal drugs onsite at any time is forbidden. Any prescription, or nonprescription drug use must be risk assessed.

Designated areas will be provided for smoking and vaping. It is against the law to smoke in any enclosed or partially enclosed areas of the exhibition site (this also includes the use of e-cigarettes/vapes). Any structures with 2 sides and a roof are classed as enclosed. Smoking within 15 metres of any doorway, any aircraft, or near any combustible or hazardous substances is prohibited.

5.5.2 PPE (PERSONAL PROTECTIVE EQUIPMENT)

High visibility vests and safety footwear must be worn **by everyone on site** during build and breakdown.

Anyone without appropriate PPE may be denied access to or asked to leave site.

Other PPE such as hard- hats, harnesses, goggles, masks, gloves etc must be worn as identified in your risk assessment.

5.5.3 TRAFFIC MOVEMENT

Vehicle movement must be controlled to ensure that our site remains safe for pedestrians and other road users.

On site there will be one-way systems in place to manage traffic movements ([click here](#) for more information). Traffic routes may change without notice to ensure that vehicles can reach locations safely and efficiently.

There will be times where it is necessary to hold vehicles at certain locations to allow other activities to safely complete. Respect the decisions of our traffic marshals and security staff. Anyone ignoring their requests may be removed from site and denied re-entry.

Please [click here](#) for more information on driving golf buggies/carts.

5.5.4 OFFLOADING AND DELIVERIES

You are responsible for the behaviour of your delivery drivers and ensuring they follow site rules. [Click here](#) for further information about deliveries.

Our logistics Official Supplier must be notified in advance of any offloading required by crane, hi-ab or forklift (See also [cranes & forklift operations](#)).

5.5.5 SPEED LIMIT

A site wide speed limit of 10mph is in place and will be enforced. Anyone breaking this speed limit may be removed from the site and refused re-entry.

5.6 EMERGENCY PROCESSES

A full incident management plan will be put in place and relevant parts of it communicated prior to and during the event. Emergency access routes, including fire exit routes, must be maintained.

5.6.1 FIRST AID

Site first aid cover will be provided **08:00 – 19:00** from Monday 17 June 2024 to Sunday 28 July 2024.

Outside of these dates and between 19:00 - 08:00, you are responsible for providing first aid cover for your own personnel. Ensure this is considered when requesting late working as permits will not be granted unless emergency provision has been adequately considered.

In an emergency, please dial the onsite emergency number +44 (0) 1252 636999. Do not dial 999 directly. It is important that the emergency response is directed by our Show Control Office so that emergency vehicles can access the site in the quickest and safest way possible.

5.6.2 INCIDENT REPORTING

We would like to know about all close calls/ good catches/ near misses as well as damage incidents as these help us to improve our processes to make our events better and safer every time. You must report any incident to us where anyone was injured, no matter how minor. Electronic reporting processes will be in place and communicated.

5.7 CRITICAL RISKS

5.7.1 ACTIVITIES REQUIRING A PERMIT

We operate an [online permit system](#) for the following activities:

COMPRESSED GAS	LATE WORKING
CONFINED SPACES	LIVE EDGE WORKING
CRANES AND OTHER LIFTING EQP.	PLACING FUEL BOWSERS
DRIVING BUGGIES	USING GENERATORS
EXCAVATIONS AND STAKING.	WORKING PLATFORMS

HAZOURDOUS SUBSTANCES	
HOT WORKS	

Details of how to submit permit applications will be provided to all nominated supervisors on site. Requests for permits must be made in advance via the [online permit system](#). The permit application MUST be accompanied by any requested supporting information e.g., certificates, licences, risk assessments. Activities being undertaken without a valid permit will be stopped.

5.7.2 HOT WORKS

Hot works are any activities which produce or use sparks, flames or generate heat in a sufficient strength to cause fire. Any fire has the potential to significantly disrupt not only the airshow, but also adjacent businesses (the airport) and local communities. We take our responsibility to our neighbours seriously and will not permit you to do anything which may disrupt them. You are responsible for ensuring you have adequate fire protection and firefighting equipment available to manage the activity.

5.7.3 LATE WORKING

Please see the [construction and dismantle schedule](#) for more information.

You must have risk assessed the activity to ensure there are adequate controls in place e.g., lighting, first aid.

5.7.3 WORKING PLATFORMS (MEWPS AND SCISSOR LIFTS)

A permit is required to use mobile elevated working platforms (MEWP) on our site.

All working platforms must comply with UK regulations. Examination certificates must be available on site for inspection and provided with a MEWP permit request.

Standing on the rails of any working platforms is not permitted. Harnesses must be worn and clipped on in MEWPs. The area under any working platform should be kept clear of other workers. Working platforms must not be positioned in live access routes/roadways.

There are locations on site where there are overhead cables. Ground and access routes are uneven in places and dynamic assessment of locations will be required.

5.7.4 LIVE EDGE WORKING

For chalets handed over with an open stair void, work must be undertaken to ensure suitable edge protection is in place before general access to the upstairs area is allowed. Fall prevention systems must be used and fall arrest points must be designed for loading.

Any work on roofs must have adequate controls to prevent falls from height and the structure must be designed to support the weight of people/ equipment. Fall prevention systems must be used and fall arrest points must be designed for loading.

Also see [Working at Height](#)

5.7.5 CONFINED SPACES

Working under chalet rows, or within voids in chalet/ stand builds should be avoided. If it cannot be avoided, then it will constitute working in a confined space and requires a permit. Confined space working requires training, a specific risk assessment and processes for emergency evacuation.

5.7.6 USE OF GENERATORS

Exhibitors or their contractors' own generators are not permitted. All electricity supplies must be ordered via the electrical Official Supplier.

5.7.8 EXCAVATIONS AND STAKING (BREAKING GROUND)

Due to the nature and historic use of the site there are numerous locations where underground services/hazards are present but not obvious to the naked eye. No excavations, staking/pinning, earthing rods or any other 'breaking of ground' is permitted without a permit in place.

5.7.9 CRANES & FORKLIFT OPERATIONS

ALL lifts (Fork-Lift, lorry mounted crane [Hiab] or crane) must be booked through the logistics Official Supplier.

Only Official Suppliers are permitted to use forklift trucks on the site.

Due to the location of our site adjacent to a live airport there are strict controls in place for any crane lifts required. The logistics Official Supplier is the only supplier permitted to undertake crane operations on the site. A permit is required for all lifts and all lifting activities must be controlled by a lift plan.

HIAB type cranes will only be permitted when agreed in advance with the logistics Official Supplier. When they are permitted a dynamic risk assessment must be undertaken to consider and address:

- Locations on site where there are overhead cables.
- Ground and access routes that are uneven in places.
- Outriggers must be placed on pads to reduce the risk of punch through/ ground collapse.
- Loads may not be lifted over the top of other persons.
- The area must be cleared and cordoned off appropriately.

5.7.10 HAZARDOUS SUBSTANCES

If you are bringing any items onto site which have the potential to cause a hazard to health (e.g., chemicals, paints, cleaning products) then you must have a safety data sheet and an assessment for use available for inspection.

Only water-based paints are permitted on site.

No explosives, chemicals, flammable, dangerous, harmful, or noxious substances may be exhibited. If you intend to keep any item on site (excluding fuel in the fuel tanks of vehicles) which falls under, [COSHH regulations](#), then a permit is required.

If you have any exhibit, process or feature that is likely to generate and/or emit gases, vapours, liquids, fumes or dusts a permit is required.

5.7.11 GAS BOTTLES /COMPRESSED GAS

The use of compressed gases such as LPG (liquid petroleum gases – propane, butane etc.) will only be permitted where essential to your exhibit and by exception and these must be registered as a special risk. LPG is not permitted on the site for catering use. Where LPG is required for an exhibit a certificate of installation by a gas safe register fitter is required.

A permit is required, and the Organiser must be notified prior to your stand/design plan submission.

Gas bottles must be stored in a secure fire resisting enclosure mounted outside of structures or in the Organisers compound. LPG gas bottles must be stored securely in an upright position and away from flammable materials. The location of any LPG bottles and their contents must be included [in your fire plans](#).

5.8 OTHER CRITICAL RISKS

5.8.1 WORKING AT HEIGHT

All work at height should be avoided. If it can't be avoided then a safe, guarded, work platform should be used. If no other safe way of working is possible, safety harnesses & fall restraint/arrest must be used. The controls selected must be described in your risk assessment.

Any equipment provided to allow work at height must always have the relevant test certificates and inspection records available on-site for inspection.

A range of resources is available at [StopTheDrop](#)

5.8.2 MOBILE ACCESS TOWERS

Mobile access towers must be constructed as per manufacturer's instructions. They must not be moved whilst in use and wheels must be locked. They must not be positioned in live access routes/roadways. There are locations on site where there are overhead cables. Ground and access routes are uneven in places and dynamic assessment will be required.

5.8.3 LADDERS

The use of domestic/wooden ladders and steps is forbidden.

You must have a risk assessment that describes why a ladder is necessary. Further information is available at [StopTheDrop](#)

Ladders should not be positioned in live access routes/roadways. There are locations on site where there are overhead cables. Ground and access routes are uneven in places. You are responsible for checking your work areas before commencing any activities.

5.8.4 OVERHEAD CABLES

There are overhead cables in some places at our venue. You are responsible for checking your work areas before commencing any activities.

5.8.5 USE OF ELECTRICS

You may not use any of the other electric hook ups, cabinets, or cables on site that are not provided by the electrical Official Supplier. Anyone caught tampering with electric cabinets, supply or cabling will be removed from site.

You must satisfy yourself that the power supply that you have requested is adequate. While you are on site you are responsible for regular visual inspection of electrical equipment.

During build/ breakdown in the exhibition halls we recommend the use of battery-operated hand tools, there will not be any mains power. All tools to be used in external areas must be industrial specification and 110v or battery operated.

5.8.6 MATERIALS

There are strict rules governing what materials can be used to build stands. Please see the [eGuide](#) for more information. In general, you are not permitted to build your stand/chalet with anything that is flammable or non-flame resistant unless it has been treated. All stand construction and displays must be made from fireproofed materials and installed to the satisfaction of the Organiser.

Your stand/ chalet should be designed in a way which minimises risk to those constructing/ dismantling and during use. We recommend using prefabricated sections where possible to minimise build risk and considering if reuse of sections/ equipment/ dressing is possible / practical.

5.8.7 FIRE

Any fire has the potential to significantly disrupt not only the airshow, but also adjacent businesses (the airport) and local communities. A small fire has the potential to spread quickly through the site and so we take fire safety extremely seriously.

Fire detection systems are installed where required in exhibition halls. Fire alarm call points can be found throughout the venues. Any required evacuation will be controlled by instructions given over the public address system.

To ensure the risk of fire is minimised the following is mandatory for all:

- Rubbish must not be allowed to accumulate in work areas or near or under structures. It must be placed into bins and any full bins should be notified to the waste management contractor.
- Fire escape routes must be kept clear.
- The use of compressors within halls/tents is not permitted.
- No crew kitchens or open flame cooking, cooking on exhibition stands, in chalets and any other areas during construction and dismantling is prohibited.
- During spells of hot, dry weather disposal of cigarette ends in green areas must be controlled.
- Petrol containers are not permitted within tented structures. Petrol engine vehicles must be removed from structures immediately on completion of off-loading.
- Flammable substances must be stored in a fire-resistant enclosure, with appropriate signage and extinguishing equipment. (Permit is required)

In addition, the controls stipulated by any granted permits must also be followed to minimise risk of fire.

The occupancy/capacity of each exhibition hall will be calculated to ensure safe evacuation and FIA will ensure that suspension plans are in place and communicated.

The occupancy/capacity of each chalet/Outside Exhibit will be calculated to ensure safe evacuation. Exhibitors are responsible for ensuring that they manage the occupancy of their chalet/Outside Exhibit.

5.8.8 SAFETY TEAM

We employ a safety team to help ensure all relevant site rules, the requirements of these regulations, the AEV [eGuide](#), and relevant legislation is followed. Where work deviates from the agreed plan, you/your contractors should contact them to discuss alternative arrangements. They are there to help make sure that jobs are done as safely as possible and with the appropriate planning.

The safety team and our exhibition hall floor managers are part of the organising team and onsite to assist. They will be wearing FIA branded hi-vis jackets and have an Organiser badge. They will be onsite throughout the event and their contact details will be made available. We encourage you to engage with them proactively if you have questions or queries.

5.8.9 VIOLENT OR ABUSIVE BEHAVIOUR

We are all working to deliver a successful show. Our staff and your staff are tasked with challenging deadlines which potentially may bring them into conflict with each other. We will not tolerate violent or abusive behaviour; this includes abusive and derogatory language directed at individuals.

Any person reported to be exhibiting such behaviours will be removed from the site and refused re-entry.

SECTION 6: GENERAL INFORMATION (A-Z)

6.1 AIRCRAFT

Any exhibitors who intend to bring aircraft to the exhibition, please refer to the [aircraft regulations](#).

6.2 AISLES & GANGWAYS / KEEP CLEAR ZONES

All exhibitors and contractors must keep work areas clean and tidy and must not leave any items in the main aisles or keep-clear zones. Please ensure you adhere to these rules to ensure a safe & accessible build-up and you must co-operate with our onsite floor managers and safety team.

6.3 ANIMALS

At no time will animals, apart from assistance/therapy dogs, be permitted to enter the exhibition site. Invitations to exhibitors' guests should be worded accordingly.



TIP

Anyone bringing a therapy dog onsite (that does not have a visible harness) should contact a member of the security team on arrival to collect an animal pass. This will allow your therapy dog to remain at the show uninterrupted.

6.4 BUGGY SHUTTLE SERVICE

There is a free of charge buggy shuttle service operating on a pre-set route circular route around site during the event open days.

Each buggy shuttle stop has a map and 'you-are-here' board to help with navigation.

6.5 CATERING

Please see the relevant sections ([section 2](#) and [section 3](#)) for more information.

6.6 FLY POSTING

Any advertising material must be pre-approved and paid for as part of advertising and sponsorship. Any unauthorised branding materials will be removed by the Organiser and charged back to the exhibitor. Contact the [marketing team](#) for more information.

6.7 GOLF BUGGIES/GOLF CARTS

It is not permitted to bring your own golf buggies onto site.

Golf buggies can be hired through our Official Supplier and are available to chalet/OE exhibitors with parking as part of their exhibition space.



TIP

Golf buggies are limited and available on a first come, first served basis. To avoid missing out, and to benefit from the early-bird rate, exhibitors should complete the relevant order form through the online portal (E-Net) account as soon as possible.

Hiring a golf-buggy and driving onsite is permitted under the following conditions:

- A designated point of contact must be nominated by all companies and their name and contact details provided to the Official Supplier at point of collection. This individual must be contactable throughout the period of hire and will be the main point of contact for any issues that occur around site.
- The Official Supplier will provide a detailed briefing at the point of collection and the details of this briefing must be cascaded to all drivers by the exhibitor/contractor before they are permitted to drive onsite.
- All drivers will be required to read, and agree to the onsite rules, via an online form before being permitted to drive onsite.
- All golf buggy drivers must hold a full current driving license.

- All drivers must adhere to the rules of the road, which include (but are not limited too):
 - Drivers must observe all traffic rules around site, including following the one-way system and adhering to the 10mph speed limit.
 - Buggies must be used as intended and not overloaded and the weight and seating restrictions must be adhered to.
 - No smoking (inc. e-cigarettes), drinking, eating or use of mobile phones or devices is permitted whilst driving.
 - The parking of golf buggies must not interfere with the flow of traffic or block any entrances or exits.

The exhibitor/contractor who have placed the order, remains responsible for any accident, damage, loss, or injury resulting from the use of the buggy and must ensure that their third-party public liability insurance extends to this use.

Not following any of these site rules may result in the golf buggy being confiscated and the driver having their pass cancelled.

All buggies will be marked with a Farnborough International Airshow (FIA) fleet number supplied by the Official Supplier and must also be marked up with the exhibitor/contractor's company name clearly visible for identification purposes.

The branding of golf buggies is permitted only if instructed via our Official Supplier and subject to a charge. For more information on this opportunity contact sponsorship@farnborough.com.

Electric buggies are available for hire and will require an outdoor power source within your exhibition space for charging.



If you hire an electric buggy please ensure you order an outdoor electricity supply (IP65 rated) directly with the electricity Official Supplier in order to charge your electric buggy at your chalet.

6.8 ELECTRIC / MOTORISED BICYCLES, SCOOTERS & SEGWAYS

Electric/motorised bicycles, scooters and segways are NOT permitted on site at any time.

6.9 EXHIBITS

Below is a list of guidance & rules around specialist exhibits, please read carefully before planning on bringing any exhibits to display at the show. If you have any further questions, please contact the [operations team](#).

6.9.1 PROHIBITED & RESTRICTED ITEMS

The Organiser prohibits without limitation the following items:

- Live ammunition, rockets, bombs, explosives, chemicals, flammable or dangerous substances, including noxious gases and liquids or similar items (e.g. stun guns).
- Radioactive material or items in breach of the Export Licensing Act i.e. cluster bombs, anywhere within the exhibition site, or on any aircraft participating in the exhibition.
- Advertising or marketing materials for any of the items above are prohibited and will be removed.
- Any fuel container, containing fuel or fuel vapour (unless agreed to and within the designated aircraft area).
- Any other substance which might significantly increase the risk of fire or explosion or in any way damage the exhibition site by percolation corrosion or otherwise.

Exhibitors must obtain a license from the UK home office if they wish to display any weapon, not prohibited under paragraph above, which is classed by the home office as a prohibited item.

The display of articles which have not been designed or developed for use in aerospace applications will not be allowed (except by special dispensation in writing which may be granted by the Organiser), e.g., domestic articles or general supplies which happen to be used in aircraft. Exhibits must also comply with the Export Control Act 2008.

Exhibitors are requested to contact the home office via the contact details below, for permission and advice on bringing hazardous items.

6.9.2 PERMITTED EXHIBITS

The following items are permitted:

- Missiles, bombs and ammunition that contain no live charge, no motor or propellant, and no primer.
- Missile launchers, aircraft ejection seats and aircraft guns, if installed in, or on, an aircraft, provided they have been made 'safe' in accordance with approved procedures.



“Safe” – relating to a safety device, means that the device has been set to the safe condition, i.e. that condition which prevents firing or release of an explosive armament store.

- Weapons for display in an exhibition hall, or elsewhere, that has been designed, and made, as non-operational weapons; or have been deactivated and are not capable of being converted into operational weapons.

The Organiser reserves the right to remove any exhibits or display which they deem unsuitable, dangerous, or inappropriate.

6.9.3 LICENCES TO SELL ARMS

The UK firearms laws require any company wishing to possess firearms for the purpose of promoting sales of their product to be registered as a “firearms dealer” with the police force for the area in which the exhibition is to be held.

Registration is not required purely for the possession of firearms de-activated to a standard approved by the UK “proof houses”. However, UK based companies already registered in another police force area as firearms dealers should apply for temporary registration to authorise their promotion of arms sales at the exhibition.

Exhibitors requiring registration as described above should apply in writing directly to Hampshire Constabulary.

6.9.4 SECURITY CLEARANCES

Exhibitors must ensure that prior permission to display exhibits having a security classification has been obtained from the relevant authorities. This regulation applies equally to equipment installed in, on or displayed with aircraft.

6.9.5 MINISTRY OF DEFENCE (MoD) CLEARANCE OF DEFENCE EXHIBITS

Equipment, services, documentation and all other forms of visual promotion and display exhibited or proposed must comply with the following:

- English law and the UK's international undertakings.
- EU/UN law and EU/UN international undertakings.

Exhibitors are reminded that licences may be required to conduct business at the exhibition connected with long range missiles, UAS's, torture goods and any goods that may have “any relevant use”.

Where “any relevant use” means use in connection with the development, production, handling, operation, maintenance, storage, detection, identification or dissemination of chemical, biological or nuclear weapons or other nuclear explosive devices, or the development, production, maintenance or storage of missiles capable of delivering such weapons.

UK MoD contractors will need to obtain security clearance for any defence exhibits or publicity material to be used at the exhibition. Applications should be made online and no later than Tuesday 18 June 2024, please use the link below to apply.

Website: www.gov.uk/government/publications/private-venture-pv-grading-and-exhibition-clearance-information-sheets

A compliance check will take place before and during the exhibition to ensure that the equipment, services, documentation and all other forms of visual promotion and display exhibited comply with the above-mentioned regulations. Any item found not to conform to the above-mentioned regulations will be removed at the exhibitor’s expense.

For confirmation of goods detailed within The Export Control (Security and Para-military Goods) Order 2008 please access the following web page:

http://www.legislation.gov.uk/ukxi/2008/3231/pdfs/ukxi_20083231_en.pdf

6.9.6 RADAR EXHIBITS

Exhibitors intending to operate radar exhibits must advise the radio frequency control officer of the relevant details of exhibits in advance to avoid operational difficulties for the following reasons:

- Certain frequencies at Farnborough Aerodrome are used for essential air traffic and the control of flying programmes. The use of these frequencies by others in the Farnborough area is not permitted.

The operation of radio and radar exhibits will not be permitted if the levels of electronic or other forms of emissions are likely to be a potential hazard to human life or aircraft operation. Radar transmissions and operation of transmitting radio navigation aids, e.g. radio altimeters, are not permitted during the flying display. Synthetic material should be used at these times.

All correspondence on this subject should be sent to operations@farnborough.com

Exhibitors wishing to erect special antenna are required to advise the Organiser as early as possible and no later than Saturday 30 March 2024.

6.10 INSURANCE

6.10.1 EXHIBITORS INSURANCE

Exhibitors/contractors are required to obtain and provide insurance protection for all third-party risks with a minimum cover of **£5,000,000** and to ensure that the Organiser is covered by such insurance protection in respect of the exhibitor’s participation in the exhibition. Signature on the “Application to Exhibit” form will be deemed to confirm that the exhibitor has complied with this requirement. If the exhibitor does not have an adequate insurance prior to the event, the exhibitor can apply to the Organiser’s insurance brokers.

A valid public liability insurance certificate must be supplied prior to the event. Failure to comply will result in the exhibitor being prevented from exhibiting.

6.10.2 LOSS, DAMAGE & INJURY

Exhibitors will be held responsible for any personal injury, or loss of or damage to property (including any exhibits) howsoever caused by the exhibitor, their contractors, subcontractors, servants, or agents.

6.10.3 ORGANISERS INDEMNITY

Each exhibitor agrees to indemnify the Organiser against all claims of whatsoever nature including any negligence on the part of the Organiser, their servants, agents, or employees which may be made against the Organiser arising out of, or in any way connected with, such exhibitor's participation in the exhibition. This provision is specifically agreed by the exhibitor to be fair and reasonable.

6.11 LOGISTICS: SHIPPING, HANDLING, STORAGE & LIFTING

Please visit the online portal (E-Net) for the shipping instructions, tariff, and order forms. For any further information on their services please contact the Official Supplier directly.

6.11.1 PRESHOW: SHIPPING

Farnborough International Ltd have appointed a shipping Official Supplier. They have an experienced team in place to assist with the receiving and handling of cargo at all ports and airports of entry into the UK.

For more information about our shipping Official Supplier and how they can support with documentation, Brexit, import and export compliance, please [click here](#).

6.11.2 ONSITE: DELIVERIES – STAND & CHALET BUILD MATERIALS

For security and health & safety reasons, the Organiser has dictated that the number of vehicles granted access to the site will be kept to a minimum. Only full loads of stand building materials will be granted access to the exhibition site on a booking-only basis and the contents of these vehicles will be strictly controlled and checked upon arrival at Gate I. All other deliveries will be directed to the warehouse and unloaded by the logistics Official Supplier whilst they wait for onward delivery.

All vehicles must enter the exhibition site through Gate I, timed slots can be booked in advance via the [online portal \(logistics\)](#) or they will be allocated on arrival at Gate 1 (Traffic Holding Area).

During the peak periods of 15-19 July and 29 July- 1 August, delivery vehicles wishing to gain access may be directed to a temporary holding area away from Gate I.



It is important all delivery drivers arriving onsite have the correct paperwork and booking reference to help with processing and avoid any unnecessary delays.

All delivery drivers visiting the exhibition site must be in possession of a valid proof of identity (a valid passport or driving license). A photographic record of their visit to exhibition site will be taken and retained for security purposes.



The Organiser will do everything they can to ensure that build up and breakdown runs as smoothly as possible for everyone onsite, but all exhibitors, contractors and suppliers also have a responsibility for this. Below are some ideas that you should be considering:

- To avoid unnecessary delays, exhibitors and contractors making deliveries are advised to give advance notification of intended dates of delivery to the official freight supplier.
- Consider methods to reduce frequency of deliveries. Load any vehicles with care and taking into consideration about what is needed and when. For example, build materials/furniture/AV and freight may need to be scheduled for

different arrival times so that items do not arrive before they are needed and block up access to your exhibition space.

- It is essential that all material and freight is kept within the build area and not in the aisles/foyers etc.

6.11.3 ONSITE: UNLOADING OF STAND BUILD MATERIALS & ALL ONSITE LIFTING

The use of powered mechanical handling equipment (PMHE) at Farnborough International Airshow is strictly controlled. The logistics Official Supplier are the sole lifting and handling contractor. This appointment provides the necessary levels of competence and controls over all heavy lifting operations, required to satisfy the stringent health and safety needs of HASAWA 1974, the local authorities and Farnborough International Airshow 2024 Organiser. The logistics Official Supplier is the only company permitted to provide a lifting service for hire and reward at the Farnborough International Airshow 2024 and within the airfield site.

Contractors and exhibitors are prohibited from using fork trucks, cranes, and Hiab-type vehicles (lorry mounted cranes). However, certain approved contractors and exhibitors may, with the special consent of the Organiser, use their own Hiab-type vehicles to unload/position/re-load their own cabin(s) at their own location(s). This will be subject to satisfying the exhibition site safety requirements, permit approval and evidence of suitable competency as set out below.

Consent will not be granted for any cabin(s) located within the confines and surrounding areas of the exhibition halls, chalet rows or any location adjacent to aircraft static display areas. This consent will not be granted for any Hiab operation being carried out on a hire or reward basis. In cases where consent has been denied by the Organiser, the logistics Official Supplier will provide the service in accordance with their tariff of charges.

Detailed risk assessments, method statements and copies of current competence certificates will need to be provided and approved for consent in the form of a permit to work to be considered.

The Organiser reserves the right to refuse consent.

6.11.4 ONSITE: DELIVERIES – EXHIBITS

To ensure the smooth delivery/removal of exhibits, the logistics Official Supplier are the only company permitted on the exhibition site to deliver exhibition goods direct to stands, chalets or outside sites. No other freight handling agent will be permitted to operate on the exhibition site.

All vehicles transporting exhibits will not be allowed access, and these will be unloaded at the advanced warehouse at Gate I. You should ensure that your vehicles arrive at least 48 hours prior to the exhibit being required at the stand to allow the logistics Official Supplier to unload and transfer to the hall in line with your move in requirements.

ALL freight should be pre booked via the [online booking portal](#).

6.11.5 ONSITE: DELIVERIES – COURIERS

Exhibitors should note that courier companies will not be granted access to the exhibition site and cannot deliver directly to your stand. All courier shipments will be held at the courier reception at warehouse G50 located adjacent to Gate A ([Trenchard Way - Google Maps](#)).

Any goods for onward delivery to exhibitors should be delivered directly to the logistics Official Supplier at Gate I. Such goods will be liable to charges in accordance with the logistics Official Suppliers standard tariff.

6.11.6 ONSITE: FREIGHT ARRIVALS BY AIR (DIRECT TO FIA)

If you are sending any freight directly to Farnborough Airport, throughout FIA2024, these should arrive under ATA Carnet. For further information on Air freight arrivals and Customs clearances, please contact the logistics Official Supplier.

6.11.7 ONSITE: DELIVERIES – DURING EVENT OPEN

Exhibitors and contractors requiring deliveries during the exhibition must arrange for their vehicle to arrive at Gate I and report to the traffic marshal. At the discretion of the traffic marshal, a delivery label will be issued indicating the date and time of delivery, the stand/chalet number, the number of occupants in the vehicle and a 'critical delivery period' for the delivery. Vehicles remaining on the exhibition site after their 'critical delivery period' will be removed.

Deliveries to the exhibition site are only permitted between:

- 06:00 – 09:00 (Deliveries must be completed, and vehicles clear of chalet rows by 09:00 each day).
- 18:00 – 20:00 (Deliveries must be arranged in advance to ensure access)

Deliveries attempted between 09:00 and 18:00 may be delayed and/or refused entry.

6.11.8 DELIVERY DRIVERS

All site rules will apply to delivery drivers, these will be given to all drivers on their arrival to the exhibition site.

Site traffic rules, speed and signals must be complied with at all times. Please also note, if you invite any delivery drivers into your CDM site you are responsible for ensuring they have been briefed accordingly and are aware of any safety risks.

6.11.9 ONSITE: STORAGE

The logistics Official Supplier will arrange and coordinate the removal, storage and return of any empty cases that you need looking after for the duration of the show ALL empties to be collected from stands by Friday 19 July 2024. Once the site has cleared of visitors and exhibitors on the final show day, logistics Official Supplier will begin the return of empty cases to stands as per the [breakdown schedule](#).



Please ensure you fully understand the timings / return of your empty cases as this is a 3-day operation and the site has some restrictions for working during this operation.

The logistics Official Supplier will also operate an accessible storage area for the duration of FIA 2024. More details are available from the logistics Official Supplier on request.

6.12 MEDIA & PR

6.12.1 MEDIA CENTRE

The media centre can be found Hall 1, via the West Entrance and will be open throughout the exhibition week. To arrange a visit to the site during validation week, please contact georgia@revivemymarketing.com.

6.12.2 MEDIA CONFERENCE ROOMS

Media conference rooms are available for hire. Details are available through the online portal (E-Net) or from the Organiser. Bookings for the media conference rooms can be made by contacting exhibit@farnborough.com.

6.12.3 PUBLISHING & SELLING RIGHTS

The Organiser has sole rights to publish and sell/distribute at the exhibition an official trade catalogue. No person or organisation may publish, print, provide, sell, or distribute within the exhibition site any book, booklet, paper or document which purports to be an official trade catalogue or official programme, unless licensed to do so by the Organiser. Save where licensed as above, the sale or distribution by any person or organisation to exhibition visitors of any publication is forbidden outside the stand or exhibition site allocated to such person or organisation, unless otherwise agreed in writing by the Organiser.

6.12.4 UNOFFICIAL DISTRIBUTION

Only approved and authorised exhibition media partners have the right to distribute literature, magazines, or other promotional material outside the confines of an individually contracted exhibit space or chalet. Approved and authorised organisations will be given prior written agreement for distribution rights at FIA. This also refers to the circulation of questionnaires. Any party found distributing unofficially will be instructed to stop and may be removed from the exhibition site. The Organiser recognises the considerable investment made by companies who have purchased the rights to distribute, and the Organiser will do their utmost to ensure that there is no unofficial distribution on the exhibition site.

If you wish to distribute any materials during the airshow, please contact the Organiser for details.

6.12.5 ERRORS AND OMISSIONS

The Organiser shall not be responsible for any omissions or errors of reproduction in exhibition publications and reserve the right to modify or exclude any text not conforming to these regulations.

6.12.6 PROMOTIONAL LITERATURE

Only approved and authorised exhibition media partners have the right to distribute literature, magazines, or other promotional material outside the confines of an individually contracted exhibit space or chalet.

Approved and authorised organisations will be given prior written agreement for distribution rights at FIA. This also refers to the circulation of questionnaires. Any party found distributing unofficially will be instructed to stop and may be removed from the exhibition site.

The Organiser recognises the considerable investment made by companies who have purchased the rights to distribute, and the Organiser will do their utmost to ensure that there is no unofficial distribution on the exhibition site.

If you wish to distribute any materials during the airshow, please contact niall.simmonds@farnborough.com for details.

6.12.7 PHOTOGRAPHY

The use of photographic equipment is allowed for private domestic purposes only. All other recording and any transmission is strictly prohibited. As a condition of entry to the airshow you assign to the Organiser (by way of a present assignment of future copyright) the copyright in any photographs or recordings you make at the airshow.

The Organiser will take photographs and video recordings of attendees during the airshow and may use these images for marketing purposes.

6.13 PIONEERS OF TOMORROW

Pioneers of Tomorrow (26 July) is the opportunity for companies throughout the supply chain to discover emerging new talent and engage with an inspired and motivated audience looking to discover, experience and explore a career in the world of aerospace.

There are a wide range of opportunities for your company to get involved with one of the most exciting and unique STEAM-focussed events around. Use your stand to showcase your company's innovations, run engaging activities demonstrating the application of STEAM skills (Science, Technology, Engineering, Arts, and Maths), or simply offer the next generation the chance to meet your team.

Our dedicated careers hub will offer students, graduates and young professionals' access to specialist careers advisors, an aerospace-focussed careers fair, and our live jobs board, where you can highlight the roles, you are looking to fill and connect with the next generation of aerospace leaders, innovators and pioneers. Please see the online portal (E-Net) for further information on how to get involved.

To help showcase the range of opportunities available for young people entering the aerospace industry, Exhibitors will be allocated two complimentary apprentice passes for Friday allowing your company's apprentices, graduates, and HR representatives to be on hand to answer any questions about entering the industry. Additional passes can be requested through your Account Manager. Exhibitors are encouraged to take part in this important initiative for the industry and as such we welcome you to bring in any extra stand items for activities on the evening of Thursday 25 July following the close of show.

For any questions relating to Pioneers of Tomorrow, or to find out more about commercial opportunities, please contact sponsorship@farnborough.com.

6.14 RADIO & MOBILE PHONES (FREQUENCIES)

Radios and mobile phones are prohibited within 50 feet (15 metres) of any aircraft on the ground.

Exhibitors and contractors intending to operate two-way radio communication equipment onsite must be covered by a private business radio suppliers' licence. To obtain a private business radio suppliers license, please contact the licensing centre, contacts details below.

Ofcom

Tel: +44 (0) 207 981 3131

E-mail: spectrum.licensing@ofcom.org.uk

Web: www.ofcom.org.uk/manage-your-licence/radiocommunication-licences/business-radio/apply-business-radio

Once a license has been obtained, please notify operations@farnborough.com

6.15 RESTRICTED AREAS / AIRSIDE AREAS

The area of the site within which Aircraft maneuvering takes place and access is restricted to authorised personnel only.

6.16 SALES SUITE

The Farnborough International Airshow Sales Suite is located in Hall 1, Stand 1125. This feature area offers exhibitors an opportunity to meet the FIL sales team, collect their exhibitor pack and discuss opportunities at FIA2026.

For any queries or to arrange a meeting with them during the show, please contact exhibit@farnborough.com

6.17 SAMPLING (FOOD & DRINK)

All food and beverages that are to be consumed by guests and visitors, within the exhibition hall, must be provided by our stand catering Official Supplier. The sampling of food or drink (including alcohol) is prohibited. The Organiser has the right to stop any sampling activity. Pre-packaged sweets are permitted on stand receptions. A list of ingredients must be available on request.

6.18 SECURITY

Each exhibitor is responsible for the security of their exhibits and property throughout the duration (including overnight) of the construction, open, and dismantle period.

While every effort will be made by the Organiser to provide a secure working environment during the exhibition, the Organiser cannot guarantee the protection of exhibitor's property or personnel. As there is an increased risk of theft during the build or dismantling period, exhibitors would be prudent to strengthen their own security arrangements at this time.

If you would like specialist security, please contact the security Official Supplier. If you are providing your own security team, please contact the [operations team](#) to arrange overnight site access.

The Organiser cannot accept any responsibility whatsoever for any injury, loss or damage or any consequential losses which may befall your personnel and their property.

A counter terrorist search will be carried out on the exhibition site over 2 days immediately prior to the show. All stand and chalet holders will be required to make keys available to the Organiser or arrange for a member of staff to be in attendance whilst the search takes place. The Organiser will advise stand and chalet holders of the proposed search schedule after consultation with their security advisors.



IMPORTANT

The carrying of firearms is strictly prohibited within the exhibition site.

6.19 SUSTAINABILITY

Encompassing our award-winning venue and internationally renowned event portfolio, Farnborough International Ltd operates under sustainability best practices in the aim to reach net zero.

Collaborating with our industry-leading supply partners, we aim to inspire and support our clients in achieving their own goals by offering more sustainable choices.

Destination Zero is our commitment to becoming a leading sustainable business, events venue and event Organiser. Our aim is to operate with net zero carbon emissions through concentrating our efforts and actions across four strategic pillars, to be able to deliver exceptional events and experiences for years to come. Please click [here](#) for more information on FIL's sustainability charters.

We will be asking exhibitors, contractors, and visitors to answer a few simple questions relating to their participation to ensure that we can accurately calculate the overall environmental impact (tCo2e) of FIA2024. We have appointed a carbon footprint supplier to support any exhibitors and contractors that require a calculation service. For more information, please login to the Exhibitor Portal (E-Net).

6.20 WIFI

There is free Wi-Fi onsite suitable for light browsing. For a stronger, or dedicated Wi-Fi or hardwire connection, please contact our Official Supplier.

SECTION 7: ONSITE SERVICES

7.1 CATERING

Build Up

Location	Dates	Times
Hall 4 Catering	17 June – 21 July	07:00-15:00
Hall 1 Catering	10 July – 21 July	07:00-15:00



IMPORTANT

Cooking and the preparation of food is not permitted except by authorised catering contractors in designated and approved kitchen locations.

Event Open

Location	Dates	Times
Skyview Food Court Outside hall 1 (West)	22 July – 26 July	07:30-17:30
West Terrace Coffee Stop Outside hall 1	22 July – 26 July	07:30-17:30
Inside hall 2 – location 2200	22 July – 26 July	07:30 -17:30
Inside hall 3 – location 3100	22 July – 26 July	07:30-17:30
Inside hall 4 – location 41300	22 July – 26 July	07:30-17:30
Hall 4 Coffee Stop - Outside Hall 4	22 July – 26 July	07:30-17:30
Runway Refuel Food Court (formally The Square)	22 July – 26 July	08:00-17:30

7.2 CONTRACTOR'S AREA

Contractors may apply for space within the designated contractor's areas for use as an operational base or storage site. Contractors can apply for space through the application form [here](#).

Space will be allocated on a first come, first served basis at a cost of £94.50 Per sqm. The requested area must allow sufficient space to accommodate portable buildings and vehicles considered essential to park in the area. These parking spaces will be allocated a parking label through the online portal (E-Net).

Electrical, plumbing and telecommunication services are available at an additional cost, depending upon the location of individual sites through the Official Suppliers. Separate applications for services should be made on the relevant order forms which is available online through the contractor's online portal (E-Net) account once an area has been allocated.

7.3 FIRST AID / MEDICAL CENTRE

Site first aid cover will be provided **08:00 – 19:00 from Monday 17 June 2024 to Sunday 28 July 2024**.

Outside of these dates and between 19:00 - 08:00, you are responsible for providing first aid cover for your own personnel. Please ensure this is considered when requesting late working as permits will not be granted unless emergency provision has been adequately considered.

7.4 HI-VIS/SAFETY SHOES (PPE)

High visibility vests and safety footwear must be worn **by everyone on site** during build and breakdown and will be checked upon arrival to site. Anyone without appropriate PPE will be denied access to site.

Hi-visibility vests can be purchased onsite at Gate I or at the customer service centre in Hall 1.

7.5 ORGANISER'S OFFICE / HELPDESK

The customer service centre is located at the West end of Hall 1. Here you will find:

- Organiser's desk
- Registration enquiries
- Badge printing facilities
- Exhibitor services
- Furniture suppliers
- Hi-Vis for sale

The service centre is open from 15 July – 26 July, 08:00-18:00 each day. Alternatively, you can contact the helpdesk on +44 (0) 1252 854955.

7.6 PARKING

7.6.1 BUILD UP

There is free parking available onsite in car parks 1 and 5. All vehicles that enter site will be directed straight to these car parks and will not be permitted to drive around site.

Parking is allocated on a first come, first served basis. For more information about access gates and gate opening times, [click here](#).

7.6.2 EVENT OPEN

For information about onsite parking during show week, please [click here](#).

7.7 PRE-SHOW SITE MAP

Please log into the online portal (E-net) account to view the pre-show site map which will show the location of all the onsite services available during build-up.

7.8 SAFETY TEAM

The onsite safety team are there to help ensure all relevant site rules, the requirements of these regulations, the AEV [eGuide](#), and relevant legislation is followed. They are also onsite to help assist with any related queries.

The safety team and our exhibition hall floor managers are part of the organising team and onsite to assist. They will be wearing FIA branded hi-vis Jackets and have an Organiser badge. They will be onsite throughout the event and their contact details will be made available. We encourage you to engage with them proactively if you have questions or queries.

7.9 SECURITY

Whilst every reasonable precaution is taken to ensure the safety and security of personnel and equipment, we cannot accept any responsibility whatsoever for any injury, loss or damage or any consequential losses which may befall your exhibit, personnel, and their property.

Exhibitors are responsible for the security of their goods. Please consider how you can secure your products and belongings whilst on-site. We recommend that valuables are not left unattended on your stand and are removed or locked away each evening. This is particularly relevant on the closing evening and throughout the breakdown period. Please report anything, or anyone, suspicious to security or the Organiser. If you are a victim of theft, please report it immediately.

If you would like specialist security for your exhibition space, please contact the security Official Supplier.

7.10 SUPPLIERS

Most Official and Approved Suppliers will be based onsite throughout the duration of the event, please see the supplier list below who have an onsite office/compound:
(in alphabetical order)

Supplier	Service	Location	Contact:
4 Wall UK	AV	Gate C Contractor Compound	<u>Emma Kitchen</u>
CEVA Showfreight	Freight & Logistics	Zone E – Behind Hall 5	<u>Chris Hughes</u>
Community First	Mobility Services	Gate F	<u>Dave Doyle</u>
D2i	Lead Retrieval		<u>Jo Blain</u>
DB Pixelhouse	IT & Communication	Gate C Contractor Compound	
Enterprise Flex E Rent	Golf Buggies	Gate A	<u>Event Team</u>
Expo Floors Ltd	Flooring	Gate C Contractor Compound	<u>Ben Crutchley</u>
Natural Green Creative Spaces Ltd	Floral Arrangement Services	Gate C Contractor Compound	<u>Josh Bennett</u>
RME	Electrical Mains	Gate C Contractor Compound	<u>The RME Airshow Team</u>
Showlite	Shell Scheme Packages, Carpet and Electrics	Customer Service Centre – Hall 1 & Gate C Contractor Compound	<u>Adam Shepherd</u>
SSS	Cleaning/Plumbing	Gate C Contractor Compound	Scott Hudson
Xpect Furniture	Furniture	Customer Service Centre	<u>Sales Team</u>

All suppliers can also be contacted through the exhibitor service centre, Organisers desk or through the helpdesk telephone number.

7.11 TOOL HIRE

Farnborough Tool Hire will be available onsite to provide a wide range of equipment. Located at Gate I, they will be open daily from Monday 3 June – Thursday 1 August between the hours 07:00-09:00.

They can be contacted outside of these hour via email sales@fthhiregroup.co.uk or telephone 01252 544592.

7.12 TOILETS

Toilets will be provided across the exhibition site. Please treat them with respect and report to the helpdesk if they need cleaning or otherwise maintaining. Accessible toilets are available in all locations.

7.13 WATER MANAGEMENT

Farnborough International Ltd maintain water supplies on the site and provide supplies when orders are placed and are possible. A number of shared drinking water stations will be provided and the location of these will be made available before the event. Do not consume water from any location unless it is designated as drinking water.

The provision and maintenance of a safe, potable water supply is critical. We do not have discharge licences from the site and tipping anything into toilets or drains may impact on the drinking water quality across the site. Tipping waste into any drains, toilets and sinks may make them inoperable. Liquid waste must be disposed of by our waste Official Supplier.

7.14 WELFARE

We all have a duty of care to help and support each other. Please ensure you provide the following;

- Enough onsite crew to reduce long working hours
- Adequate breaks / rest for staff
- Everyone on site should have access to drinking water, catering facilities and rest rooms
- Be kind and considerate to others

As a responsible Organiser, we provide the necessary onsite welfare facilities as detailed in this section. Please respect these facilities and our service providers.