FARNBOROUGH INTERNATIONAL

AIRSHOW

18-22 JULY 2022

PIONEER THE FUTURE

Exhibition Regulations

Space | Defence | Sustainability | Innovation | Future Flight | Workforce

NEW REGULATIONS

Dear Exhibitor

The Farnborough International Airshow 2022 ("Exhibition") Regulations ("Regulations") together with the terms and conditions of the Application to Exhibit form one agreement governing Exhibitors' participation in the Exhibition.

We recognise the Regulations are a lengthy document to digest and that our long-standing Exhibitors may feel comfortably familiar with their content; however, we have made some changes this time around that we would like to specifically draw your attention to.

For ease of reference, we have detailed below the main areas of change for FIA2020 and FIA2022 and draw your attention to the following areas:

New for FIA2022

	SECTION
Programme – Build, Open and Dismantling	-
The access timings for both the build and dismantling periods have changed from those allocated in previous years. Please ensure you read the new programme thoroughly to ensure you are aware of your access dates and times.	
Air Conditioning to Exhibition Stands and Internal Meeting Rooms (Halls)	**B1.7.1**
Air Conditioning to internal meeting rooms or any other spaces within exhibition stands, either open or enclosed, is not permitted. This is to ensure a comfortable environment is maintained in the halls for all visitors and exhibitors.	
Air Conditioning to Chalets and Outside Exhibit Structures	**C14.1**
The installation, connection and disconnection of all air conditioning systems to the Chalets and Outside Exhibit Structures must be undertaken by the official air conditioning contractor.	
Catering	**A14**
Section updated. Exhibitors MUST appoint a caterer from our FIA approved caterers list.	
Chalet & OE fascias/facades – Self Supporting	**C5.2**
All fascias, facades and construction MUST be self-supporting. Attaching to the temporary building structures for structural support is not permitted.	
Chalet Branding	**C17.1.1**
All branding/logos and advertising material will need to be approved by the Organiser.	
Chauffer Cars (previously courtesy cars) & Buggy Service	**E5.10**
Section updated.	
Electrical Supplies – Build Up	**D2.1**
Section updated.	

Exhibition Services – New Supplier	-
Showlite have been appointed as the official supplier partner for exhibition services. Organiser services include Shell Scheme, Stand Construction, Floorcoverings and Furniture to the Exhibition Halls. Showlite are also one of the official suppliers for Exhibitor Furniture, Floorcoverings and Graphics.	
Golf Buggies – Labelling & Permits	**E3.9**
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.	
Parking – Car Park 5	**E6.3**
The previous 'Car Park 4' has been renamed 'Car Park 5' and will operate in the same way as previous events; being a reserved parking area.	
Plumbing – New Supplier	**C13.1**
A new Plumbing supplier, MTD, has been appointed to deliver all plumbing requirements across the site. Please contact them directly with your requirements.	
Rigging in Hall 1	**B11**
The limited rigging of banners will now be permitted in Hall 1 only. This is subject to the conditions listed and final approval by the organisers.	
Turnkey Chalets - New	-
Farnborough International are now able to offer full chalet packages. These provide a convenient, cost-effective, and high-quality solution for Exhibitors looking to maximise their presence at the show. Please contact your account manager to enquire further.	
Branding of Outdoor Exhibits & Chalets - New	-
Branding of buildings is acceptable however this must be limited to brand colours, company logos and basic artwork. Any branding that falls into the 'advertising or digital advertising' category is subject to charges. Please contact your account manager to enquire further.	
Chalet Balconies	**C5.4**
Section Updated. The branding of balcony balustrades within the main four chalet rows is permitted only if instructed via our official supplier. For more information on this opportunity contact exhibit@farnborough.com.	

FREQUENTLY ASKED QUESTIONS

Q. What is the maximum build height in the halls?

A. For self-build stands there is a height limit of 4.0m. Shell scheme stands have a height limit of 2.4m. Self-build perimeter stands have a height limit of 3.0m in most locations. Please check with your account manager.

Q. Can we hang things from the roof/structure ceiling?

A. No, hanging items from the roof/ceiling is prohibited. An exception to this rule is hanging banners above some self-build stands in Hall 1. Please contact your account manager for more information and costs.

Q. What are the important deadlines?
A. A list of important deadlines will be published in your online Exhibitor portal (E-Net).

Q. What are the build-up dates and times?
A. Build up dates can be found on page 17 of the Regulations.

Q. What are the breakdown dates and times?
A. Breakdown dates can be found on page 17 of the Regulations.

Q. What is included in my shell scheme package stand?
A. All Shell scheme stands include a shell, platform, grey cord carpet, daily cleaning service, spotlights, electric sockets, and an allocation of passes. Full details of what is included with your package can be found on pages 36-37 and visual examples can be found on the Exhibitor Portal (E-Net).
Further information regarding Exhibitor support and what is available to Exhibitors can be found on the Exhibition website and the Exhibitor portal (E-Net).

Q. How many passes do I get with my stand? How do I get extra passes?
A. The number of passes that come free of charge depends on the package that has been purchased. Please see pages 31-32 of the Regulations for a breakdown of free allocation.

Q. How do I register my passes?
A. All passes must be registered through the Exhibitor portal (E-Net). The login details for your Exhibitor E-Net account will be automatically sent to the nominated point of contact stated on the Exhibitor Application Form.

Q. I am a contractor; how do I get my own login details for E-Net?
A. Exhibitors must register their appointed contractors through the Exhibitor portal (E-Net). The contractor will then be sent their own login details for their own individual E-Net account.

Q. What level of insurance is required to exhibit at the show?
A. Exhibitors are required to have £5 million insurance for all third-party risks. Evidence of this must be submitted with your stand plan designs by the deadline stated on E-Net.

Q. Which type of chalet have I/has my client booked?
A. The Exhibitor's account manager can confirm these details. If you require detailed drawings of the Chalets, this can be requested by emailing operations@farnborough.com

Q. Can I have a solid wall the full length of my stand?
A. No, any wall can be no more than two thirds of the length of any one side apart from back walls adjoining other stands.

Q. How do I submit the forms required for my participation?
A. All forms must be submitted via the Exhibitor portal (E-Net).

Q. What are the rules for late night working? Are there any charges for working late?
A. The site is open to 1900 hours. After this time a permit is required from the Organiser's office to allow work up to 2200 hours. A fee of £630 + VAT is payable, per day for working late. Please note that working late is not available every day and is subject to approval from the Organiser. Construction activity is restricted in some areas of the site after 1800 hours.

Q. Do I get a platform with my self-build stand? What if I do not want the platform?

A. A 100mm platform is supplied as part of the self-build Exhibitor package. If you do not require the platform you will need to complete the online form on the Exhibitor portal (E-Net) by the deadline or face an uplift fee of £18 + VAT per sqm to cover the uplift.

Q. Where do I find information on passes and the types of access they allow?

A. Information on pass allocation and validity is available in section A9 and E2 of the Regulations.

Q. Which gate do my contractors need to enter through?

A. Contractors must enter the Site through Gate I located from the A323 Fleet Road. A map of the Site can be found on page via the link provided on page 19.

Q. Vehicle access during build up and break down for Contractors?

A. Contractor Vehicles must enter the Site through Gate I. If a vehicle needs access to a certain point in the Site for a delivery, they will be issued a delivery pass at the gate and allocated a time slot to complete the delivery or collection.

Q. Vehicle access during build up for Exhibitors?

A. During the period 13 June to 3 July, Exhibitor vehicles should enter Site via Gate I and report to the CEVA marshals who will direct them accordingly. During the period 4 July to 17 July Exhibitor vehicles should enter Site via Gate A where the CEVA marshals will direct them to Car Park 1.

Q. What are the traffic arrangements for Sunday 17th July?

A. Sunday the 17th July will be a rehearsal day for gates and traffic movement. All show vehicle labels will be valid and operational. Exhibitors and Contractors should display their vehicle labels and enter Site in accordance with normal show procedures.

Q. Where are the service access points on my Chalet?

A. Access for services is very flexible. For all information regarding access for plumbing/electrical points please contact the official suppliers. A list of suppliers contact details can be found on the exhibition website and on the Exhibitor portal (E-Net).

Q. What items can I remove once the show closes on Friday 22 July?

A. Please see the build and dismantle schedule located on page 17.

Q. Where can I find a list of the official suppliers for FIA2022?

A. Please visit the FIA2022 website where you can find an up-to-date list of the suppliers: https://www.farnboroughairshow.com/exhibiting/exhibitor-information/official-suppliers

Q. How to get in touch with official suppliers?

A. The contact details of all the official suppliers are on the Farnborough International Airshow website and on the Exhibitor portal (E-Net).

Q. How do I know who is an Official and Approved Supplier?

A. The official and approved suppliers on the FIA list of suppliers have been audited by Farnborough International, adhere to our regulations and health and safety requirements, and offer a variety of levels of services to assist in your participation at Farnborough International Airshow.

Look out for the logos below in their communications.

Official Supplier: A supplier appointed by FIL to undertake Organiser Services on site during FIA2022 and will be recommended to the Exhibitors.	FARNBOROUGH INTERNATIONAL / AIRSHOW 18-22 JULY 2022 Official supplier
Approved Supplier: A select number of Suppliers chosen by FIL who will be recommended to the Exhibitors and allowed to undertake Services on site during FIA2022.	FARNBOROUGH INTERNATIONAL / AIRSHOW 18-22 JULY 2022 Approved supplier

CHECKLIST

To make things a little easier we have provided a simple checklist to outline some of the items that we would like to draw your attention to.

Simply tick off the items once you have read them.

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	Construction and Dismantling	B5
	Removal of Rubbish	B6
	Late Night Working	B8 & C11
	Security	D8
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Should you require clarification of any of the Regulations or further information, please contact the Organiser, Farnborough International Ltd (details listed below);

Email: operations@farnborough.com

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I. INTRODUCTION

The 53rd Farnborough International Airshow 2022 takes place at Farnborough Airport, Farnborough, Hampshire, UK from Monday 18 July to Friday 22 July 2022 and is organised by Farnborough International Ltd.

Exhibitors must advise their Contractors to obtain copies of these Regulations from the Organiser before providing quotations. Exhibitors will be advised of any subsequent amendments or additions.
All enquiries regarding the organisation of the Exhibition should be addressed to:

FARNBOROUGH INTERNATIONAL AIRSHOW 2022
Farnborough International Ltd
ShowCentre
ETPS Road
Farnborough
Hampshire
GU14 6FD
UK
E-Mail: enquiries@farnborough.com
Website: www.farnboroughairshow.com

The following documents will also form part of the Exhibition Regulations.

REGULATIONS APPLICABLE TO AIRCRAFT (SECTION F)

This Section of the Exhibition Regulations is applicable to those companies intending to present Aircraft and operate support Aircraft. This section will be available to Exhibitors who indicate an intention to bring Aircraft to the Exhibition when completing the 'FIA2022 Aircraft Application Form'. Exhibitors intending to bring support Aircraft, carrying equipment or personnel for the Farnborough International Airshow, are to notify the Flight Operations Manager, Farnborough International Ltd, of the name of the Aircraft operator. This is to ensure that the operator has access to this section of the Exhibition Regulations.

All Aircraft Application Forms, whether in relation to static, flying, customer demonstration flights, or support Aircraft are available from the flight operations team.

Section F also includes the rules and requirements of the UK Civil Aviation Authority (CAA) and the FIA 2022 Flying Display Director (FDD) and the Flying Control Committee (FCC). This section may be a separate document to this.

ORDER FORMS FOR EXHIBITION SERVICES

The order forms will be available online through the Exhibitor portal (E-Net) when paid for Applications to Exhibit are submitted to the Organiser. 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 Regulations.

Please also note that these Regulations are written in line with the AEO and AEV E-Guide, which can be downloaded from and is available from the AEV website here

ALL DOCUMENTS AND APPLICATION FORMS ARE AVAILABLE AT:
https://www.farnboroughairshow.com/exhibiting/download-centre/

II. TERMS & DEFINITIONS

I. AIRCRAFT PARTICIPATION

This term shall mean the participation of Aircraft in the static Aircraft display, business Aircraft Park, flying display, customer demonstration flights, or any combination. The term "Aircraft" in the Regulations shall include all materials and equipment of whatever nature, incorporated, or used in connection with, or ancillary to, the operation of any Aircraft participating in the Exhibition. This applies whether such Aircraft flies to, at, or from the Exhibition.

II. AIRSIDE AREA

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

III. ARRIVAL/VALIDATION WEEK

This term shall mean the period commencing at 0830hrs on Monday 11 July and finishing at 1700hrs on Friday 15 July. For more information, please refer to Aircraft Regulations – Section F.

IV. CHALET

This term shall mean a structure provided by the Organiser for use by Exhibitors for private business purposes.

V. CHALET HOLDER

This term shall mean any Exhibitor or other organisation occupying a Chalet allocated to them by the Organisers.

VI. CONTRACTOR

This term shall include any organisation, company or person employed by an Exhibitor, or the Organiser, to perform work on an Exhibitor's behalf in connection with the Exhibition, and shall include all employees, service providers or agents of such companies, organisations, or persons.

VII. CROWD SAFETY BARRIER

This term shall mean the northern limit of the spectator area.

VIII. CUSTOMER DEMONSTRATION FLIGHT

This term shall mean flying carried out during the period of the Exhibition, for the purpose of demonstrating Aircraft to potential customers, including the carriage of passengers. Fixed wing flights may not be made during the flying display. Helicopter flights may be made at times allowed by the relevant operating procedures.

IX. E-NET

This term shall mean the online portal (system) where the Exhibitor can order exhibition services and contains all information relating to the Exhibition participation.

X. EXHIBITION
This term shall mean Farnborough International Airshow 2022.

XI. EXHIBITION MAIN COMPLEX
Exhibition Main Complex is the part of the Exhibition Site south of the Crowd Safety Barrier.

XII. EXHIBITION SITE
This term shall mean any area of the Farnborough Aerodrome used by the Organisers, Exhibitors or Contractors for the conduct of the Exhibition.

XIII. EXHIBITOR
This term shall mean any organisation, company or person or group of organisations, companies or persons participating in the Exhibition, as well as sponsors and shall include all employees, service providers and agents of any such organisation, company, person, group or sponsor thereof.

XIV. FLYING DISPLAY
This term shall mean the programme of flying for the purpose of displaying Aircraft in the air to visitors on the ground within the period specified by the Organiser for such presentations.

XV. FORCE MAJEURE
This term shall mean an event occurring beyond the control of the Organiser or the Exhibitor which delays either party from performing their obligations in relation to the Exhibition. For the purposes of this clause force majeure shall include (without prejudice to the generality of the foregoing): Act of God, natural disaster, flood, earthquake, fire, explosion, epidemic, quarantine restrictions, act of Government, change of law, war (declared or undeclared), sabotage, act of vandalism, terrorism, criminal damage or threat of such acts and/or civil disturbance.

XVI. INDOOR EXHIBITION
This term shall mean those parts of the Exhibition contained within enclosed structures provided by the Organiser for the presentation of Exhibitors' products/services.

XVII. OFFICIAL SUPPLIER
This term shall mean any supplier appointed by Farnborough International Ltd to supply goods on their behalf or to any Exhibitor in connection with the Exhibition.

XVIII. ORGANISER
This term shall mean Farnborough International Ltd, ShowCentre, ETPS Road, Farnborough, Hampshire, GU14 6FD, UK, and shall include its employees, service providers and agents.

XIX. OUTDOOR EXHIBITION
This term shall encompass all parts of the Exhibition on which Exhibitors' products/services, other than Aircraft, are displayed on bases or ground provided by the Organiser, external to the Indoor Exhibition.

XX. REGULATIONS
This term is applied to all requirements laid down by the Organiser for the conduct of the Exhibition in this document and/or to any further additions or amendments deemed necessary by the Organiser.

XXI. SITE
This term shall mean any area of the Farnborough Aerodrome used by the Organiser,

Exhibitors or contractors for the conduct of the Exhibition.

XXII. STATIC AIRCRAFT DISPLAY

This term shall mean the presentation of Aircraft on the ground for inspection by visitors.

XXIII. STATIC AIRCRAFT PARK

This term shall mean those areas of the airfield set aside by the Organiser for the static Aircraft display.

XXIV. SUPPORT AIRCRAFT

This term shall mean non-display, non-demonstration Aircraft, operating in support of an Exhibitors' activity.

III. PROGRAMME

CONSTRUCTION AND DISMANTLING SCHEDULE

Construction:			
Area	*Dates*	*Site Open*	*Construction Hours*
Outdoor Exhibit (OE) Structures Build	13 to 19 June	07:00 to 19:00	08:00 to 18:00*
		Site closed on Sunday 19 June	
Chalet & OE Interiors 240sqm and over	20 June to 15 July	07:00 to 19:00	08:00 to 18:00*
		Site closed on Sunday 26 June and Sunday 3 July.	
Chalet & OE Interiors up to 240sqm	27 June to 15 July	07:00 to 19:00	08:00 to 18:00*
		Site closed on Sunday 26 June and Sunday 3 July.	
Self Build stand construction and installation of Exhibits	6 to 15 July	07:00 to 19:00	08:00 to 18:00*
Shell Scheme Interiors and installation of Exhibits	12 to 15 July	07:00 to 19:00 Daily	
All Works to be completed by	**15 July**	**19:00**	
Cleaning & Carpeting day - **NO CONSTRUCTION**	16 July	07:00 to 19:00	
Rehearsal Day - **NO CONSTRUCTION**	17 July	07:00 to 18:00	
Open Period:	Please note Exhibitor Passes, Daily Exhibitor Passes, and Visitor Passes purchased via the Exhibitor's E-Net account are valid for entry to the show on Monday 18 July – Friday 22 July from 0700 hrs daily.		
Area	*Dates*	*Timing*	
Opening Trade Day	18 July	10:00 - 16:00	
	Flying Display	13:30 – 16:00	
Trade Days	19 to 22 July	09:00 - 17:30	
	Flying Display	14:15 – 16:45	
Limited Public Access (Pioneers of Tomorrow)	22 July	09:00 - 17:30	
	Flying Display	13:30 – 16:00	
Dismantling:			
Area	*Dates*	*Timing*	
Removal of Shell Scheme Exhibits & Interiors	22 July	18:00 - 22:00	
Removal of Hand-carriable items from Exhibition Stands and Chalets	22 July	18:00 - 22:00	
Vehicles up to 3.5t only will be permitted access to site			
All Shell Scheme interiors and exhibits MUST be removed from site between 18:00 and 20:00 on Friday 22 July			

Chalets and OE Interiors & Structures Official Breakdown Commences	23 July	10:00 - 19:00
Hall 1 Self Build Stand Official Breakdown Commences	23 July	12:00 - 19:00
Halls 2, 3 and 4 Self Build Stand Official Breakdown Commences	24 July	07:00 - 19:00
Exhibition Halls Self Build Stand dismantling continues	25 July to 28 July	07:00 to 19:00 (Daily)
Chalet & OE Interiors & Interiors dismantling continues	25 July to 28 July	
Site to be cleared by	**28 July**	**19:00**
NOTE: This Construction and Dismantling Programme is subject to change. Please email operations@farnborough.com to obtain the latest version		Issued: 15th October 2021

**Construction hours may be reduced at weekends dependant on activity

Please note as per Regulation B5.1.1 failure to complete the works as stipulated by 1900hrs on Friday 15 July 2022 will result in additional costs to the Organiser which will be charged to Exhibitors at the rate of £7.00 + VAT per square metre, per hour.

KEY ACTION DATES

ACTION	DATE	SECTION
Aircraft Display, application form latest submission	Friday 13 May	A5.1
All Shell Scheme items, must be removed from site	Friday 22 July	III
Self-Build Stand drawings, details, calculations and Fire calculations and Fire Risk Assessments latest submission date	Monday 2 May	B4.1
Chalet drawings, details, calculations and Fire Risk Assessments latest submission date	Friday 22 April	C17

IV. MAIN EXHIBITION COMPLEX

Please follow link below where you will be able to access the up-to-date layout of the Show Site.

Farnborough International Airshow 2022 - Site Plan

For individual hall layouts, car parks, site zoning and more, please follow this link HERE*
*You will be redirected away from this document to 'Box' which is free to access.

SECTION A
GENERAL TERMS

A1. CONTROL OF THE EXHIBITION

The control of the Exhibition is vested in Farnborough International Ltd as Organiser, whose decisions shall be final and binding on all Exhibitors and contractors.

A2. COMPOSITION OF THE EXHIBITION

The Exhibition is composed of an indoor Exhibition; an outdoor Exhibition; business chalets; a static aircraft park; customer demonstration flights and a flying display.

A3. ELIGIBILITY TO EXHIBIT

The Exhibition is primarily intended for manufacturers of aerospace products. Any company wishing to exhibit at the Exhibition must satisfy the eligibility criteria as stated below. Any products to be displayed must have an aerospace application.

a) Airframe Manufacturers/Suppliers/Original Equipment Manufacturers
b) Metals Manufacturers/Stockholders/Treatments/Surface Treatments
c) Weapons/ Weapons Systems/Defence Systems & Equipment
d) Unmanned Aerial Systems
e) Training/Recruitment/Education
f) Manufacturing/Machining/Tooling
g) Government Bodies or Agencies/Associations/Groups/Trade Shows/Economic Development Agencies
h) IT/Software/Communications/Data/Avionics
i) Finance/Leasing/Management/Support Services/Publishing
j) Space/Space Systems/Satellites and related products & services
k) Maintenance/Repair/Overhaul
l) Safety/Search & Rescue/Security
m) Research & Development
n) Associated Industries and Services

A3.1 NON-PERMITTED EXHIBITS

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, please refer to Regulation D7.1.

A4 RESTRICTIONS ON EXHIBITS & EQUIPMENT

A4.1 REMOVAL OF INADMISSIBLE EXHIBITS

The Organiser may, at any time, demand the removal or modification of any structure, exhibit, fittings or persons which are in their opinion not admissible under the Regulations, which are unsuitable or which would be objectionable or dangerous to the Exhibition, the visitors or Exhibitors. Should such a demand not be complied with, the Organiser may at their discretion remove such exhibits, fittings or persons and shall not be liable for any resulting damage. All costs involved in removal will be payable by the Exhibitor.

A4.2 PROHIBITED & HAZARDOUS ITEMS

a) The Organiser prohibit without limitation the following items:

i. 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 Site or on any Aircraft participating in the Exhibition. Advertising or marketing materials for the same items are prohibited and will be removed.

ii. Any fuel container, containing fuel or fuel vapour, either integral to an Aircraft or external, which is required for display outside the designated areas of the Aircraft Static and Flying Parks.

iii. Any other substance which might significantly increase the risk of free or explosion or in any way damage the Site by percolation corrosion or otherwise.

b) Exhibitors must obtain license from the UK Home Office if they wish to display any weapon, not prohibited under paragraph A4.2a above, which is classed by the Home Office as a Prohibited Item. As a guide, weapons that do not require Home Office permission are:

i. Missiles, bombs and ammunition that contain no live charge, no motor or propellant, and no primer.

ii. 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.

NOTE: "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.

iii. 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.

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

Tel: +44 (0)20 7035 4848
Email: public.enquiries@homeoffice.gov.uk

A4.3 LICENCE 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 to:

Hampshire Constabulary
Firearms Licencing

Mottisfont Court
Tower Street
Winchester
SO23 8ZD
UK

Email: Firearmslicencing@hampshire.pnn.police.uk

A4.4 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.

A4.5 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:

i. English Law and the UK's international undertakings.
ii. 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 18 June, please use the link below to apply.

Web: 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/uksi/2008/3231/pdfs/uksi_20083231_en.pdf

A4.6 STATIC AIRCRAFT PARK

Exhibitors are requested to note that the Static Aircraft Park is for the display of Aircraft.
Equipment that is essential for the display of the Aircraft may accompany the Aircraft on display including sample weapon loads (but see paragraph A4.2 on 'Prohibited

and Hazardous Items'), Aircraft access steps, ground power and air conditioning units, towing arms etc. In addition, Exhibitors must erect two notice boards, not exceeding 2.0m wide x 1.5m high, adjacent to their Aircraft in the Static Aircraft Park. Flags, vehicles or mobile stands are not permitted. With the Organiser written approval, Exhibitors may be permitted to arrange for a temporary structure to be erected. The Organiser reserve the right to remove unauthorised items from the Static Aircraft Park or to impose a charge based on the standard charge for outdoor space and type of item involved.

A4.7 RADIO & RADAR EXHIBITS

Exhibitors intending to operate radio and 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:

a) 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.
b) 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 addressed in the first instance to:

Radio Frequency Control
Operations Department
Farnborough International Limited
ShowCentre
ETPS Road
Farnborough
Hampshire
GU14 6FD
UK
Email: operations@farnborough.com

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

A4.8 TWO-WAY RADIO COMMUNICATIONS

Exhibitors and contractors intending to operate two-way radio communication equipment however obtained and for whatever purpose on the Exhibition Site, are advised that Regulation A4.7 will also apply even if the equipment is obtained via a licensed hire company. All equipment used on Site 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
FAO Spectrum Licensing

PO Box 1285
Warrington
WA1 9GL
UK

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 the Radio Frequency Control Officer, details below:

Radio Frequency Control
Operations Department
Farnborough International Limited
ShowCentre
ETPS Road
Farnborough
Hampshire
GU14 6FD
UK
Email: operations@farnborough.com

A4.9 CITIZENS BAND RADIO

Citizens Band (CB) radio is not permitted.

A5. APPLICATIONS TO EXHIBIT

For terms and conditions surrounding the application to exhibit please see the Application Form.

The Organiser shall have the right to determine the allocation of space and shall be entitled, to vary the layout of the Exhibition halls and the size and location of any stand at any time and to substitute space allocations.

A5.1 APPLICATIONS FOR AIRCRAFT

Exhibitors, who intend to present Aircraft within the static and/or flying display, should complete the relevant sections of the FIA2022 Trade Aircraft Application which is available electronically from https://www.farnboroughairshow.com/exhibiting/download-centre or by emailing flightops@farnborough.com
All applications to display an Aircraft at the Exhibition will be due for return to the Organiser by 13 May.

A5.2 ACKNOWLEDGEMENT OF APPLICATIONS

The date of application shall be deemed to be the date of receipt of the application at the Organiser's offices, either by post, facsimile or electronically. The Organiser will acknowledge receipt of each application, and Exhibitors are, therefore, advised to

contact the Organiser if notification is not received within 14 days of submission. The Organiser reserves the right to refuse any application, in whole or in part.

A6. FORMAL OFFER AND PAYMENT

A6.1 AIRCRAFT

From 6 May or as soon as practical thereafter the Organiser will **advise** Exhibitors of acceptance of their application to display Aircraft and will submit an invoice which will require payment within 30 days. This acceptance will constitute a contract for the display of the Exhibitor's Aircraft.

Exhibitors wishing to display Aircraft at the Exhibition (Static or Flying) will be required to sign a Declaration in the Application to Display Aircraft Form. See Section F for details.

We encourage all Aircraft Exhibitors to participate for the duration of the show (18-22 July inclusive) as it will greatly enhance the Airshow and offer maximum exposure to Exhibitors. If this is not possible and your Aircraft needs to leave the Airshow early, Exhibitors are required to inform the Flight Operations team or AOC, no later than 4 July (2 weeks before the Airshow) so we can source suitable replacement Aircraft for the empty space left behind. Please note that your requested departure slots will be subject to our ground handling schedule at the time.

Any changes to Aircraft departures after 4 July will incur a handling charge of £500.00 + VAT to be paid before your Aircraft depart which, as mentioned above, will be subject to our ground handling schedule at the time.

A6.2 PAYMENT FOR ADDITIONAL SERVICES

Payment for additional services requested by Exhibitors must be made in accordance with the conditions on the relevant order forms in the Regulations. The order forms can be accessed through the website (www.farnboroughairshow.com) or through the Exhibitor’s E-Net account.

A7. STAND EXHIBITS

A7.1 HEALTH AND SAFETY CONSIDERATIONS

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. Please refer to Section D9 of this document.

A7. 2 PRESENTATION OF EXHIBITS

Exhibitors must maintain their exhibits on their stands throughout the period of the trade Exhibition (Monday 18 July - Friday 22 July inclusive from 0900-1730hrs).

On Friday 22 July, Chalet and self-build Exhibitors are permitted to remove hand-carriable items from 1800 hours up to 2200 hours. Contractors supplying AV equipment, floral displays and any catering items are also permitted to remove items from 18:00 up to 22:00. The breakdown of self-build stands, and chalets is not permitted until the 23 and 25 July, depending on location. Please refer to the construction and dismantle schedule on page 17 & 18.

All shell scheme items must be removed by 2200hrs on Friday 22 July. See Regulation B5.4 for further details.

A8. EXHIBITION CHARGES

Shell Schemes, space only, outdoor, chalets, and aircraft support structures. All prices stated below are excluding VAT.

1. EXHIBITION HALL - SHELL SCHEME STANDS

1.1 EXHIBITION HALL 1 – SHELL SCHEME STANDS

SHELL SCHEME TYPE	Advance Rate Available Until 30th June 2021	Standard Price
	PRICE PER Sqm	
First Timer Shell Scheme Package (Minimum 9 Sqm, Includes Furniture)	£587	£616
Standard Shell Scheme*	£576	£605
Premium Shell Scheme*	£674	£707

**Shell Scheme Stand sizes start from 12 sqm and are sold in subsequent blocks of 3 sqm (For Example 3 x 4, 3 x 5, 3 x 6 Etc)*

1.2. EXHIBITION HALL 2, 3, 4 – SHELL SCHEME STANDS

SHELL SCHEME TYPE	Advance Rate Available Until 30th June 2021	Standard Price
	PRICE PER Sqm	
First Timer Shell Scheme Package (Minimum 9 Sqm, Includes Furniture)	£559	£587
Standard Shell Scheme*	£549	£576
Premium Shell Scheme*	£642	£674

**Shell Scheme Stand sizes start from 12 sqm and are sold in subsequent blocks of 3 sqm (For Example 3 x 4, 3 x 5, 3 x 6 Etc)*

2. EXHIBITION HALL - SELF BUILD

2.1 EXHIBITION – SELF BUILD – HALL 1

EXHIBITION SPACE TYPE	Advance Rate Available Until 30th June 2021	Standard Price
	PRICE PER Sqm	

Self Build Stand Space (Minimum of 48 Sqm)	£394	£414
Self Build Stand Space Premium (Island with four open sides)	£406	£426
Self Build Stand Space - Additional Upper Level	£198	£208
Self Build Perimeter Space (Minimum 15 Sqm)	£576	£605

2.2 EXHIBITION HALL 2, 3, 4 – SELF BUILD STANDS

EXHIBITION SPACE TYPE	Advance Rate Available Until 30th June 2021	Standard Price
	PRICE PER Sqm	
Self Build Stand Space (Minimum of 48 Sqm)	£375	£393
Self Build Stand Space Premium (Island with four open sides)	£386	£405
Self Build Stand Space - Additional Upper Level	£188	£198
Self Build Perimeter Space (Minimum 15 Sqm)	£549	£576

3. OUTDOOR EXHIBITION SPACE

EXHIBITION SPACE TYPE	Advance Rate Available Until 30th June 2021	Standard Price
	PRICE PER Sqm	
Outdoor Space for Exhibits	£164	£172
Outdoor Space for Exhibitor Supplied Buildings	£346	£363

4. BUSINESS CHALETS

EXHIBITION SPACE TYPE	Advance Rate Available Until 30th June 2021	Standard Price
	PRICE PER Unit	
80 Sqm Chalet (8m x 10m)	£44,265	£46,478
100 Sqm Chalet (10m x 10m)	£55,331	£58,098
120 Sqm Chalet (12m x 10m)	£64,820	£68,061
125 Sqm Chalet (12.5m x 10m)	£6,7513	£70,888

150 Sqm Chalet (15m x 10m)	£81,025	£85,076
200 Sqm Chalet (20m x 10m)	£109,085	£114,539
300 Sqm Double Storey Chalet (150sqm per floor)	£125,829	£132,121

5. BUSINESS CHALETS – ROW C1

BUSINESS CHALET TYPE	Advance Rate Available Until 30th June 2021	Standard Price
	PRICE PER Unit	
80 Sqm Row C1 Chalet (8m x 10m)	£44,265	£46,478
100 Sqm Row C1 Chalet (10m x 10m)	£55,331	£58,098
120 Sqm Row C1 Chalet (12m x 10m)	£64,820	£68,061
150 Sqm Row C1 Chalet (15m x 10m)	£81,025	£85,076
200 Sqm Row C1 Chalet (20m x 10m)	£109,085	£114,539

6. SME EXHIBITOR SPONSORSHIP (Sponsorship Only)

PACKAGE	Standard Price
Launch Package	£2000
Boost Package	£3000
Turbo Package	£4500

7. BRAND ENHANCEMENT

ITEM	Standard Price
Logo on Website Immediate brand exposure (Limited Availability)	£995

A8.1 CONTRACTORS' AREA/EXHIBITORS' TEMPORARY ACCOMMODATION

(See Regulation A12)

£86 + VAT per sq m

A8.2 RESERVED CAR PARKS

Please refer to the parking labels table on page 97

A8.3 PASSES

Please refer to the passes table in section A9 for allocations.

Daily Visitor Passes can be purchased from www.farnboroughairshow.com or via the Exhibitor Portal (E-Net).

Children Admittance will be refused to persons under the age of 16 years on the first four Trade Days, Monday 18 – Thursday 21 July, regardless of possession of a valid pass.

Pioneers of Tomorrow (Friday) (22 July) Is a normal trade day but has been especially designed with a focus on Future Workforce including children 11+. Daily visitor passes purchased through E-Net are valid on any day Monday – Friday and therefore can be given to your younger guests for Friday.

Apprentice Passes (22 July) Exhibitors are encouraged to invite their apprentices to be present on stands. Two complimentary apprentice passes will be added to your allocation. Should you require more, please contact your account manager.

Contractors are required to have a Contractor's Pass for the build-up and breakdown period. These passes can be purchased from the Contractor's E-Net account. The cost of these passes is £30.00 + VAT.

Contractors and **Service Personnel** are required to have a Service ID Pass to enter the Site during the period of the show. The Service ID Pass is valid during build up, show open days and breakdown. This can be purchased from the Contractor's E-Net account. The cost for this will be £130 + VAT.

Exhibitors with chalets or stands of 48 sqm or more who require the attendance by their Contractor on Saturday 16 or Sunday 17 July for handover will qualify for two complimentary one day Service ID Passes (valid for Saturday 16 or Sunday 17 July only). It is not permitted to utilise these passes for stand build work.

Chauffeurs are required to have a chauffeur service ID pass to enter the Site during the period of the show. Any chauffeurs arriving without a valid pass will not be permitted to enter the Site. The chauffeur service ID pass is valid from 13 July to 24 July. These can be purchased from the contractor's E-Net account. The cost for these is £60 + VAT. A PCO licence number will need to be declared at the point of sale.

NOTE 1: All charges levied by the Organiser are subject to the addition of UK VAT at the appropriate rate at the time of invoicing.

NOTE 2: The charge for coach parking includes admission for up to two coach drivers. Coach drivers with a valid license do not require a Service ID Pass.

NOTE 3: Whilst the Organiser will make every effort to maintain the prices indicated in these Regulations, they reserve the right to vary them at any time prior to the opening of the Exhibition if there are significant fluctuations in the costs of materials, labour, transport, UK Government taxes, or in any other cost.

A9. ALLOCATION OF PASSES FOR EXHIBITORS

A complimentary allocation of Exhibitor Passes and Visitor Passes will be issued to Exhibitors in accordance with the following table. This table does not include national pavilions/group stands. These allocations will be agreed separately with each organising company.

Extra passes can be purchased through E-Net.

Passes for the Exhibition must be worn at all times.

NOTE: This allocation will only be dispatched after payment of the Organisers' invoice for Exhibition charges.

A9.1 INDOOR/OUTDOOR EXHIBITION

SQM	EXHIBITOR PASSES	DAILY VISITOR PASSES (VALID FOR ONE DAY USE)
9 sq m	3	9
12 sq m	4	12
15 sq m	5	15
18 sq m	6	18

SELF BUILD STANDS

SQM	EXHIBITOR PASSES	DAILY VISITOR PASSES (VALID FOR ONE DAY USE)	ONE DAY SERVICE ID PASSES (valid 16 or 17 July only)
Less than 48	7	20	0
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

OUTDOOR EXHIBITION SPACE

SQM	EXHIBITOR PASSES	DAILY VISITOR PASSES (VALID FOR ONE DAY USE)	ONE DAY SERVICE ID PASSES (Valid 16 or 17 July only)
15 - 50	5	18	2
51 - 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
600+	Review on application	Review on application	Review on application

CHALETS

SQM	EXHIBITOR PASSES	DAILY VISITOR PASSES	ONE DAY SERVICE ID PASSES (Valid 16 or 17 July only)
80 - 99	10	25	2
100 - 119	13	31	2
120 - 149	15	37	2
150 - 199	19	46	2
200 – 299	25	62	2
300+	30	80	2

NOTE: One Day Service ID Passes are for contractor use to “hand over” the stand/chalet /OE. They are only valid on either Saturday 16 or Sunday 17 July.

A10. ALLOCATION OF CHALETS

Chalets will be allocated to any company that satisfies the eligibility to exhibit criteria (see Regulation A3). Priority will be given to those companies that have also applied for exhibit space and/or displaying Aircraft.

NOTE: The Exhibitor may be permitted to incorporate relevant exhibits within their chalet. Permission to exhibit within the chalet will only be granted at the absolute discretion of the Organiser. Exhibitors should apply in writing to the Organiser who will consider each application on a case by case basis and if acceptable will provide written authorisation / approval to the Exhibitor.

A11. PUBLICATIONS & MEDIA SERVICES

A11.1 MEDIA CENTRE

The media centre will be open throughout the Exhibition and during the Arrival/Validation week.

A11.2 EXHIBITOR'S PUBLICITY MATERIALS

Refer to section A11 regarding distribution rights.

A11.3 MEDIA CONFERENCE ROOMS

Media conference rooms are available for hire. Details are available on E-Net or from the Organiser. Bookings for the media conference rooms can be made by contacting media@farnborough.com

A11.4 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 Site allocated to such person or organisation, unless otherwise agreed in writing by the Organiser.

A11.5 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 Site.

The Organiser recognise 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 show Organiser for details.

A11.6 OFFICIAL TRADE CATALOGUE

Exhibitors are entitled to a free entry of 70 words in the official trade catalogue incorporating a description of their company details, exhibits and the free inclusion of their name under appropriate headings in a classified index of products. Exhibitors must complete the relevant Section by the required submission date on the exhibiting company's E-Net account. Official trade catalogues are free of charge and are available at the FIA Sales Suite when you pick up your welcome pack.

A11.7 ADVERTISING IN EXHIBITION PUBLICATIONS

Exhibitors may advertise in the official trade catalogue. The appointed agent will contact the Exhibitors directly with opportunities. Details will also be available on E-Net.

A11.8 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.

A12 CONTRACTOR'S AREA/EXHIBITOR'S TEMPORARY ACCOMMODATION APPLICATION FOR CONTRACTOR'S AREA

Contractors and/or Exhibitors may apply for space within the designated contractor's areas for use as an operational base or storage site.

A12.1 EXHIBITOR'S TEMPORARY ACCOMMODATION

Exhibitors/contractors should contact the Organiser to request the appropriate Application Form. Space will be allocated in T area and will be on a first come, first served basis. The requested area must allow sufficient space to accommodate portable buildings and vehicles considered essential to park in the area.

A12.2 SERVICES

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

A12.3 LANDSIDE AREA

Exhibitors of Aircraft planned to fly in the flying display or operate customer demonstration flights who wish to have office accommodation and/or covered accommodation for technical equipment stores or overnight storage of Aircraft should apply to the Organiser's Aircraft Display Cell by contacting flightops@farnborough.com. The Organiser may also grant office accommodation to manufacturers of Aircraft equipment who wish to have a technical presence near to Aircraft that will be flying during the period of the Exhibition. Charges will be advised upon application.

NOTE: Overnight hangar space, if available, will only be allocated to Aircraft participating in the flying display and/or customer demonstration flights.

A13 SUPPORT/TRANSPORT AIRCRAFT

The Organiser can arrange to accept and to handle non-display/non-demonstration Aircraft, operating in support of Exhibitors' activities, on week-days during the periods 4 July – 8 July and 23 – 24 July. Exhibitors who wish to avail themselves of this facility should forward a copy of the Aircraft Regulations to the company that will be operating the support/transport Aircraft.

Any Exhibitor using a third party as carrier for their items or equipment is to ensure the third party is aware of the Regulations pertaining to the operation of support Aircraft. Aircraft Regulations can be downloaded from www.farnboroughairshow.com/exhibiting/download-centre

A13.1 LANDING FEES AIRCRAFT REGISTRATION

Please refer to the Application to Display Aircraft Section of Aircraft Regulations.

A14 CATERING

ALL Exhibitors **MUST** appoint a caterer from our FIA approved caterers list available via the Exhibitor Portal (E-Net) or by contacting operations@farnborough.com.

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. Please contact the operations team should you wish to apply for dispensation.

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.

All caterers at FIA must comply with these Regulations and those set out in the catering section of the E-Guide, which can be downloaded here

All food businesses must comply with current (UK & EU) food safety legislation, details of which can be found using the following link: www.food.gov.uk/business-industry/caterers/food-hygiene

STAND CATERING (SELF BUILD)

The organiser recognises that some large self-build stand Exhibitors offer hospitality as well as displaying products and services on the stand. The building of kitchens, preparation and cooking of food products on Exhibition stands is prohibited. A caterer from our approved caterers list must provide all food and beverage items.

STAND CATERING (SHELL SCHEME)

Exhibition shell scheme stands are provided for the sole purpose of displaying products and services. The preparation, cooking and serving of food products on stands is prohibited and the official stand catering provider must provide all food and beverage items. The stand catering order for is available through the Exhibitor Portal (E-Net).

STATIC AIRCRAFT PARK

No hospitality or entertainment is permitted within the area of the static Aircraft Park or on-board Aircraft in the landside area.

FOOD AND DRINK SAMPLING

Any proposed food and drink sampling activity must be notified in writing to the Organiser. The Organiser has the right to reject any sampling activity that is deemed inappropriate or conflicts with a sponsor or official service provider. Sampling of alcoholic beverages is strictly prohibited.

The acceptable sampling sizes for food and drink samples are as follows:

• Bite-sized portions

• Individually wrapped items (for off-Site consumption only)

• Soft and Hot Drinks - 50ml (1.75 fl oz)

Note: All pre-packaged items must carry a full ingredients list

CATERERS

Our approved caterers, operating within the chalets, purpose built outdoor exhibits and self-build stands are audited by Farnborough International, adhere to our Regulations and health and safety requirements stated by Rushmoor Borough Council Environmental Health department, and offer a variety of levels of catering to suit all requirements. They must adhere to the E-Guide Regulations and food safety legislation and will be subject to an inspection from the Rushmoor Borough Council Environmental Health Department prior to opening. FIL have introduced this Regulation for FIA2022 to limit the amount of caterers in operation on site and to support the management of the supplier accountability, and to reduce the FIL risk. Our approved caterers will need to ensure the following areas are adhered to when in operation and upon inspection by the council:

- Ventilation
- Floor
- Ceiling
- Walls
- Sufficient Space
- Lighting
- Wash Hand Basins
- Hot Water
- Sinks
- Health & Safety
- Records
- Equipment
- Practices
- Cleaning/Disinfectant
- Temperature Control (food)
- Clothing
- Training
- Refuse
- Ice

Further advice can be obtained from:

Sarah Lindsay
Head of Aerospace Operations
Farnborough International
Tel: +44 (0)1252 532 856
Email: Sarah.Lindsay@Farnborough.com

A15 PIONEERS OF TOMORROW (FRIDAY)

Pioneers of Tomorrow (22 July) is the preeminent opportunity for companies throughout the supply chain to discover fresh new talent and engage with an inspired and motivated audience looking to discover, experience and explore a career in the world of aerospace.

By using 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, 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.

Brand new for the 2022 Airshow, 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 Exhibitor 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 (see A8.3 and E4.2) 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 Thursday evening (21 July) following the close of show (see Build and Breakdown Schedule on p17. and B5.5)

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

SECTION B

STANDFITTING AND CONSTRUCTION

IMPORTANT: Exhibitors should note that certain Sites within the indoor and outdoor areas are not level. Companies with self-build stands are advised to survey their allocated area prior to the pre-show period. Arrangements must be made with the Organiser at least 48 hours before the intended Site visit.

B1. INDOOR AREA

B1.1 SHELL SCHEME STAND PACKAGES

A shell scheme is a fully constructed modular stand provided by the Organiser. This system allows Exhibitors to simply arrive at the show Site, mount graphics and set out exhibits. Stands are located around the perimeter of each of the four Exhibition Halls. Please note Regulation B5.4 for information on shell scheme dismantling.

Exhibitors occupying shell scheme stands MUST use the system exactly as erected by the official shell scheme contractor. Alterations, including the removal of fascia, ceiling grid and support poles, are STRICTLY PROHIBITED. Company logos on the fascia are not permitted. 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.

9 SQ M FIRST TIME EXHIBITOR PACKAGE

Units of 9 sq m (3m x 3m)

This package is only available to companies exhibiting at the Exhibition for the first time or after an absence of two editions (4 years). There are a limited number of units available.

- Includes a 40mm raised platform (not required in Hall 1) with painted skirting board, aluminium trim and grey coloured cord carpet

- A back wall 2.5m high (working height 2.4m), fascia including name sign and stand number
- A daily cleaning service
- An electric main with one twin socket to the rear wall
- Two spotlights fixed to the ceiling grid
- In addition, a furniture package is provided which includes two chairs, one table and one lockable counter unit. Furniture colours are specified by the Organiser and contents of the package may vary.

SHELL SCHEME

There are a limited number of these stands available in specific locations. The shell scheme package includes:

- A 40mm raised platform (not required in Hall 1) with painted wooden skirting board, aluminium trim and grey coloured cord carpet
- A back wall 2.5m high (working height 2.4m), fascia including name sign and stand number
- A dividing wall between adjoining stands
- A daily cleaning service
- An electric main with two twin sockets to the rear wall
- Three spotlights fixed to the ceiling grid.
- On multiple units the inner wall(s) will be omitted

PREMIUM SHELL SCHEME

Includes all elements of the shell scheme stand, enhanced shell scheme structure and furniture package.

- Additional structural features include, panel clad name fascia and uprights, company branded up-stand that extends above the structure (1m x 1m).
- Furniture package including a choice of standard carpet colours, muslin ceiling, 1m x 1m lockable store with coat hooks, four chairs, one table, two stools, one reception desk, and one bin.
- Furniture colours are specified by the Organiser and contents of the package may vary. Upgrades to the furniture package are available from the Official Exhibition Services Supplier.
- Please use online order forms via the Exhibitor Portal (E-Net) to upgrade furniture package and choose carpet colour.

B1.2 SELF BUILD PERIMETER STAND SPACE

There are limited areas within the halls where Exhibitors will be permitted to construct without using the official shell scheme system. These areas will still be sold per sq m at the prevailing shell scheme rate.
Exhibitors should use the Application Form to apply for these spaces.

A 40mm raised platform (not required in Hall 1) and grey coloured cord carpet will be supplied. The height restriction is 2.5m, though there are opportunities to build to 3m or even 4m in certain areas. Please contact the Organiser for confirmation.

Exhibitors who require additional electrical distribution requirements can contact the Official Exhibition Services Supplier (see B.1.1).

Exhibitors who require additional electrical mains requirements can contact the Official Exhibition services supplier. (see D1).

Exhibitors using complex self-build stands will need to submit structural drawings and calculations via their Exhibitor Portal (E-Net) as required by B4.1.

A stand number sticker(s) will be displayed in front of the stand in the aisle. This must not be removed.

B1.3 SELF-BUILD STAND SPACE

These stands include a raised platform 100mm above ground level (a 40mm option is available from the official supplier, subject to availability) with skirting board and aluminium trim.

You must complete the platform order form on your Exhibitor Portal (E-Net) to accept or decline the platform by the deadline date. Not completing this form will result in the platform being laid as a default. Should you not require the platform, once it has been laid, an uplift fee of £18 + VAT per sq m will be charged to the Exhibitor account.

Carpet is NOT included in this package however a choice of carpet colours are available from the official Exhibition Services supplier at an additional cost.

A stand number sticker(s) will be displayed in front of the stand in the aisle. This must not be removed.

B1.5 SPECIAL REQUIREMENTS

Special requirements, such as wall or floor cut-outs and/or floor reinforcement, will be undertaken by the official shell scheme or platform contractor(s) respectively. Such special requirements must be indicated on the Exhibitor's drawing submitted for approval. It is the responsibility of the Exhibitor to advise the official supplier(s) that this work is to be carried out. The cost of alterations must be paid by the Exhibitor to the Official Supplier(s).

B1.6 HEIGHT RESTRICTIONS

All Shell Scheme Stand Packages: A maximum height of 2.4m.

Self-Build Perimeter Stand Space: A maximum height of 2.5m. There are limited opportunities onsite to build to a maximum height of 3m or 4m in selected locations. Please contact the Organiser.

Self-Build Stand Space: No structure, including graphics panels or lighting, may exceed a maximum height of 4m above ground level from the platform. Peripheral walling, if more than 1m high, must not occupy more than two-thirds of any one side. Walling erected within 1m of the edge of the platform will be deemed peripheral walling.

Exhibit Heights: There are no height restrictions for exhibits within the Halls subject to the constraints of the Hall structure. However, the use of elevated support structures to raise the exhibit above the permitted maximum stand height of 4m is not permitted.

Approved hanging banners (Hall 1 only): The bottom of the banner must hang between 4.0m and 4.5m from ground level. There are limited opportunities within Hall 1 only (see B11). Please see speak to your account manager for further information.

Back-to-Back Stands: In certain locations it may be necessary to have back-to-back stands. In this situation the stand with the higher back wall will be responsible for providing a suitable plain and neutral finish to the back of the wall, in agreement with the other stand holder.

Additional Upper-Level Stands: The construction of an additional upper level to a stand will be permitted within the Halls subject to the maximum height restriction of 4m above ground level and subject to the constraints imposed by the Hall structure and associated services.

Exhibitors should be aware that there is lighting and air conditioning ducts located overhead in the Exhibition Halls. Please liaise with the Organiser when submitting designs for two-storey structures.

Construction of the additional upper level of the stand should be carried out in accordance with applicable building Regulations, e-guide, or I.Struct.E.Manual for Temporary Demountable Structures as appropriate.

Detailed construction drawings and design calculations approved by a qualified engineer, together with health and safety risk assessments and method statements should accompany your submission of drawings for stand design approval.

The structural calculations submitted should conform to the following:

- All submissions in English adopting SI units
- Loading criteria
- 5.0Kn/sq m. imposed load on upper decks
- 1.5Kn/m on all handrails/up-stands acting at 1100mm above FFL
- 6% of imposed load applied horizontally to internal double deck structures for stability check

The submitted calculations and drawings will be checked and verified by the Organiser's independent structural engineer.

The additional upper level of the stand will be subject to a charge for the area utilised including the means of access at 50% of the self-build stand rate.

B1.7 PROHIBITIONS

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.

Low level lights, which generate heat, should have guards fitted to safeguard members of the public and prevent unnecessary accidents. These must be secured in place and cannot be dislodged or cause an obstruction (overhead).

Exhibits displaying moving parts should have the moving parts securely fixed or they should be safeguarded to prevent access to the exhibit by members of the public.

If the Organiser deem the level of noise from an Exhibition stand to be an inconvenience to other Exhibitors, then the organiser reserve the right to turn the sound off.

No alterations to the shell scheme by an Exhibitor will be permitted. 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 suppliers.

No exhibit, item of stand fitting or any form of lighting supplied by the Exhibitor may overhang the aisles between stands.

The use of plastic cable ties is to be restricted to securing cables only. All construction connections should be formed using load rated proprietary fixings, clamps or straps as appropriate.

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

Any packing below columns or vertical load bearing elements should be either solid timber or steel. MDF or chipboard is not permissible.

B1.7.1 AIR CONDITIONING TO INTERNAL MEETING ROOMS

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

The Exhibition Halls are already Air Conditioned to a comfortable temperature. Separate systems are not permitted in the interest of maintaining this comfortable environment for all visitors and exhibitors.

Where enclosed meeting rooms form parts of stands it is recommended that the ventilation gaps are included in the ceiling to allow heat to exit the space.

B1.7.2 CHILD RESTRICTIONS ON SITE

Persons under the age of 16 years, even though in possession of a pass, will not be admitted to Site during build up, on the Exhibition trade days Monday – Thursday or during breakdown. Children under the age of 16 are permitted on Friday 22 July, known as Pioneers of Tomorrow.

B1.8 LETTERING & TRADEMARKS

Lettering or trademarks applied to stand or exhibits must not encroach on the stand fascia or name sign provided by the Organiser.

B1.9 AUDIO VISUAL EQUIPMENT

Projectors, television monitors and video wall installations should not affect other Exhibitors and should be positioned so that no crowding is caused in the gangways. Video walls must be located so that any audience can be accommodated within the perimeter of the stand.
The proposed position must be shown on stand drawings submitted for approval.

If sound is produced or reproduced, the level must not affect neighbouring Exhibitors. The Organiser reserves the right to remove any equipment about which justifiable complaints are received. All costs involved in removal will be payable by the Exhibitor.

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 during the Exhibitor's participation in the

Airshow. 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 Airshow 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

B1.10 FIRE PRECAUTIONS & SAFETY

Within section G are the Environmental Health and Fire Precautions Conditions detailing the fire Regulations applicable to all Exhibitors. Stand holders must ensure that they comply with these standards before finalising their stand designs. The Regulations require all employers to conduct a Fire Risk Assessment of their workplace and make provisions to maintain a safe place of work. Copies of Fire Risk Assessments must be submitted to the Organiser together with copies of the stand drawings as required in Regulation B4.1.

B2. SERVICES

Electrical power and lighting supplies are available but no provision for drainage or water supplies can be made on the stands.

B3. LIMITATIONS OF USE

B3.1 CATERING

Please refer to section A14.

B3.2 SELLING

Exhibitors may not sell any product or service within the Site which does not fall within the categories of products listed in Regulation A3.

B3.3 PROMOTIONAL LITERATURE/MATERIAL

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 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.

B4. APPROVAL OF STAND DESIGN

B4.1 SUBMISSION OF DRAWINGS

Latest submission dates:

2 May: Self-Build Stand drawings, details, calculations and Fire calculations and Fire Risk Assessments

Submissions received after this date will be subject to a charge of £550 + VAT, to cover the Organiser reasonable additional costs. The Organiser will advise and invoice accordingly. Such charges to be paid before the drawings are approved and work can commence on Site.

Any stand fitting in addition to the basic schemes supplied by the Organiser, will be the responsibility of the Exhibitor. Exhibitors must submit, for the approval of the Organiser, a set of dimensional drawings showing a plan layout and all elevations of their proposed display which must comply with the Regulations. For complex or double deck self-build stands, the drawings shall include full constructional details giving element sizes and connection details.

A suitable and sufficient risk assessment, Fire Risk Assessment, method statement and construction phase plan must accompany your submission of drawings for stand design review. These documents must be submitted through the section on E-Net. Approval for or comment on the submitted design will be given through E-Net from the Organiser. No stand fitting may commence prior to obtaining the Organiser's approval and acceptance of all the mandatory submission requirements.

Those Exhibitors who have booked a Self-Build Perimeter Stand will be required to submit one drawing but must ensure that stand heights are detailed within. The Organiser will not approve installations likely to interfere with other Exhibitors' displays.

If your stand plans contain any of the following features, you should include the relevant detail clearly on the plans and refer to them within your risk assessment and method statement; dimensions, height, stability, dividing walls, construction materials, floor covering, ceiling material, columns, fire points, platform heights, enclosed areas for store rooms or offices, doors with vision panels, rigging, turntables/rotating signs, steps with detail of risers and treads, handrails and balustrades with anti-clime vertical rails, lighting, travel distances to exit routes, special risks, demonstrations, seating, and kitchens and bars.

Those Exhibitors who have booked a Standard Shell Scheme will not be required to submit drawings, details or a fire risk assessment for the stand. They must however complete the risk assessment form via E-Net.

B4.2 STAND NAME SIGN (FASCIA)

Shell scheme Exhibitors are required to provide details of the company name to be shown on the stand name sign by completing the relevant field that can be found in the profile section on the Exhibitor Portal (E-Net). If this information is not provided, the Organiser will use the name appearing on the Application Form. Any subsequent alterations will be at the Exhibitor's expense. The Organiser reserves the right to use abbreviations where necessary.

B5. CONSTRUCTION AND DISMANTLING

B5.1 COMMENCEMENT OF INSTALLATION

Construction of self-build stands and installation of exhibits may begin on Wednesday 6 July and must be completed by 1900hrs on Friday 15 July. Contractor passes are only valid until 1900hrs on Friday 15 July. No construction work will be permitted after this time without the written permission of the Organisers and the pre-payment by the Contractor of the penalty charges as set out below in clause B5.1.1.

Exhibitors with chalets or stands of 48 sq m or more who require the attendance by their contractor on Saturday 16 or Sunday 17 July for handover will qualify for two complimentary one day handover passes (Valid for Saturday 16 or Sunday 17 July only).

Self-build stands which involve heavy construction work, a steel frame structure or the placement of large exhibits may commence work on Monday 4th July with prior written permission from the Organiser.

B5.1.1 PENALTY CHARGE FOR LATE COMPLETION

Failure to complete the works as stipulated by 1900hrs on Friday 15 July will result in additional costs to the Organiser which will be charged to the contractor at the rate of £7.00 + VAT per square metre, per hour. Any relevant charges will need to be notified to the contractor before completion works can proceed. The relevant Exhibitor will be notified of the default by the Organiser.

B5.1.2 EARLY ENTRY ONTO SITE

Those contractors who require early access to Site for the construction of outdoor Sites, stands or chalet fit outs should contact the organisers for permission to do so. Such permission if granted is subject to a charge of £560 + VAT per day per Site to cover the organiser's reasonable costs. Proof will also be required that a qualified first aider will be in attendance.

B5.2 CLEARANCE OF ROADS

During the installation and removal of exhibits or the construction of stands, the Exhibition roads and gangways must not be used at any time for the storage of plant, materials or debris of any description. After 1900hrs daily, any materials or plant so deposited will be cleared from the Site at the Exhibitor's expense, by the Organiser, who will not be liable for any resultant loss or damage.

B5.3 VEHICLE & MATERIAL REMOVAL

All vehicles, packing materials and surplus equipment or pre-show materials must be removed from the Site by 1900hrs on Friday 15 July. Any such packing materials, surplus equipment or materials left after this time will be removed from Site by the waste contractor at the Exhibitor's expense.

B5.4 DISMANTLING

No stand may be dismantled or exhibit removed before 1800hrs on Friday 22 July. Hand held items can be removed after 1800hrs and before 2200hrs on Friday 22 July. Please refer to the dismantling programme for the times and days permitted to dismantle self-build stands.

Shell scheme Exhibitors MUST complete the dismantling of their stand(s) by 2200hrs on Friday 22 July as the official shell scheme contractor will commence dismantling of the shell scheme on the morning of Saturday 23 July.

B5.5 PIONEERS OF TOMORROW (FRIDAY)

Set up and installation of exhibits may begin on Thursday 21 July at 1800hrs and must be completed by 2100hrs on Thursday 21 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.

B6. REMOVAL OF RUBBISH

The removal of rubbish 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 official waste removal contractor. Exhibitors and/or their contractors should also 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 official waste removal supplier can provide appropriate facilities for their safe disposal and should be contacted accordingly. Any subsequent rubbish or excess materials not cleared prior to the Exhibition, or at the end of the dismantling period, will be removed at the expense of the Exhibitor by the official cleaning contractor.

Any rubbish or materials left in the gangways, designated pedestrian walkways or around the halls after 1200hrs on Friday 15 July will be removed by the official waste supplier. The Exhibitor/contractor responsible for aforementioned rubbish/materials will be invoiced for the cost of removing the goods accordingly.

The sole official supplier of waste management services to the Airshow will be the only supplier permitted to provide skips and waste bins to the site and all skips and bins must be ordered directly with them.

B7. SITE CLEARANCE

Exhibition stands, chalets and external Sites must be completely cleared by no later than 1900hrs on Thursday 28 July. The pass system will no longer be operational after this time and no access to the Site will be possible or permitted.

B8. LATE WORKING

The Site will remain open for contractors and Exhibitors until 1900hrs. Those contractors and Exhibitors who wish to continue working after this time should report to the Organiser' office prior to 1700 hrs to obtain a permit to continue work from 1900 to 2200hrs.

A permit will be issued by the Organiser after payment of £650 + VAT fee per day per stand/chalet to cover the Organiser reasonable additional costs. In addition to permit the late working the contractor must have a qualified first aider in attendance at their working area during the late working period.

Under no circumstances must any chalet or Exhibition space be used for overnight accommodation. Working beyond 1900hrs on Friday 15th 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.

B9. RECYCLING

The Organiser will, through the official waste contractor, provide recycling facilities for timber, metal, plastics, cardboard, plasterboard and paper products. Exhibitors are requested to encourage their contractors to make use of the facilities and liaise with the Official Supplier who will advise of the costs incurred.

B10. OUTDOOR AREA

The outdoor Exhibition is provided for exhibits which are too large to be accommodated in the indoor section, e.g. large weapon and radar systems and ground support equipment.

B10.1 EXHIBITOR SUPPLIED BUILDINGS

If space is available, 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.

Exhibitors are required to complete a design plan. Plans should be submitted in the chalets and outdoor Exhibitors section which is available online through the Exhibitor's E-Net account. A plan view of the proposed structure interior together with front and rear elevations of the structure indicating areas of branding or product advertisement must be provided in the submission.

All branding/logos and advertising material will need to be approved by the Organiser. Advertising material will be subject to charges.

Exhibitors should also submit full structural calculations for the proposed building, including facades, together with fully detailed constructional drawings, a method statement for its erection and supporting risk assessments. The design of the structure should be in accordance with applicable building Regulations, e-guide, or I.Struc.E.Manual for temporary demountable structures as appropriate. The structural calculations should be submitted in English, adopting SI units and will be checked and verified by the Organiser's independent structural engineer. The design should cater for wind loads as appropriate for the Site and location.

In addition to this, Exhibitors must submit a fire risk assessment and construction phase plan for the building before any approvals can be given.

Any packing below columns or vertical load bearing elements should be either solid timber or steel. MDF or chipboard is not permissible.

Before any structure is erected, the Exhibitor or their contractor must contact the Organiser to ascertain the location of any services or hazards within the space provided. No pinning, staking or excavation will be permitted in any areas. Exhibitors will be held responsible for any resultant damages that they incur if these procedures are not followed.

B10.2 HEIGHT RESTRICTIONS

The height of structures/exhibits within the outdoor Exhibition area is to be agreed with the Organiser to suit airfield operating requirements; in addition the Organiser will ensure that the structure/exhibit does not restrict the view of other Site users. No signage, branding or flagpoles will be permitted to protrude above the height of the structure. Please contact operations@farnborough.com for further information.

B10.3 RESTRICTED BUILD AREA

Some outdoor Exhibition Sites which are located close to the runway and are subject to restrictions on build and dismantle times. Exhibitors will be advised by the Organiser if their Site is subject to specific time constraints.

The build in these restricted areas can only commence from Sunday 10 July and must be complete by 1900hrs on Friday 15 July. Clearance of the Site after the show must be complete by 1900hrs on Sunday 24 July.

Flight line structures must be submitted for approval. No gazebos or lightweight structures will be permitted.

B10.4 SERVICES

It should be noted that outside Sites have restrictions on power, drainage and water, and IT Services, because of their location. Sites should be discussed with the Organiser for feasibility of services. If a generator is required for power at the outside Site Exhibitors should ensure that suitable barriers, fire protection and environmental protection is included and provided.

B11. RIGGING (HALL 1 ONLY)

The suspension (rigging) of banners from the internal roof is permitted in hall 1 only subject to the criteria below being adhered to. The suspension of other items including trusses and lighting in hall 1 is not permitted. The suspension of all items in halls 2 to 4 is not permitted.

Please see section 11.2 for Organiser fees associated with rigging

B11.1 CONDITIONS

Only lightweight banners are permitted to be rigged within Hall 1 subject to the following conditions:

Size & Position

- Banners are only permitted above self-build stands within the stand area.
- Banners may be a maximum of 4m wide x 2m high unless the banner is for a pavilion. Pavilion banner sizes must be pre-agreed with the Organiser.
- Where a stand has more than one banner they must be positioned a minimum of 4m apart. The only exception is for the corner of stands, or box banners, where banners are permitted to meet at a 90 degree angle.
- A 1.0m clear zone around the perimeter of the stand must be maintained.
- Box banners are permitted up to 4m x 4m x 2m high.
- Circular banners are permitted up to 4m diameter x 2m high.
- Banners may only be suspended so that the bottom of the banner is between 4.0m and 4.5m high from the ground.
- Banners may be single or double sided.
- Where a stand adjoins another with a rear wall, banners may only be positioned parallel to the wall if they are at least 3m from the adjoining wall.

Please note that rigging is not possible at all locations within the Hall.

Rigging & Materials

- Agreed with the official rigging supplier.
- Trussing, Lighting and Electrical Motor hoists are NOT permitted
- Box banners are not permitted to be infilled.
- 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.
- Any changes required due to incorrect rigging plans will be subject to additional fees.
- Before any banners are rigged they must be inspected by the official rigging 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 official rigging 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.
- Banners must be supplied by an official supplier or the Exhibitor's appointed supplier.

B11.2 FEES

For utilising the space above the stand area there will be a fee charged by the organiser.

£2,500 + VAT for stands up to 48 s qm

£5,000 + VAT for stands over 48 s qm

This fee from the organiser does not include any production or rigging costs. The Exhibitor (or their appointed contractor) is responsible for arranging the production of the banner(s) and for ordering the rigging directly with the official rigging supplier. Order forms are available online through the Exhibitor Portal (E-Net).

SECTION C

BUSINESS CHALETS

C1. OFFICIAL SUPPLIER

Losberger De Boer UK Ltd
Tel: +44 (0)1280 846500
Email: farnborough@losbergerdeboer.com

C1.1 SINGLE & MULTIPLE UNITS

One or two-storey chalets in single or multiple units, with a view of the Flying Display, are available for private business purposes.

C1.2 CHALET OPTIONS – ZONE A, B, C(ROW 2, 3 & 4), D, E and F

The Chalets are available in four options as detailed below:

a) Single Storey Chalet Type 1 - Anova Vista Structure (Zone C Row 2 Only)
This will be a 10m gable-width structure, 10m in length with a balcony 2m* deep to the front (airside) aspect.
b) Single Storey Chalet Type 1a - Anova Vista Structure (Zone C Row 2 Only)
This will be a 10m wide structure, 12.5m in length with a 3m* deep balcony to the front aspect.
c) Single Storey Chalet Type 2
This will be a 10m wide structure, 12m deep with a balcony 2m* deep to the front.
d) Double Storey Chalet Type 3
These will comprise of a lower storey of 10m width by 15m deep, with an upper storey of 10m wide by 15m deep plus a balcony 2m* deep to the front.
e) Double Storey Chalet Type 4 Premier
These will comprise of a lower storey of 10m width by 15m deep, with an upper storey of 10m wide by 15m deep plus a balcony 2.5m* deep to the front.
Two internal legs are present in this structure every 5m.

* Balcony depths can vary dependant on location, please check with operations@farnborough.com

C2. CHALET STRUCTURE

C2.1 SINGLE STOREY STRUCTURE

TYPE 1 AND TYPE 1A

Type 1 and Type 1A chalets comprise of a portal frame extruded aluminium structure with a barrel-vaulted roof, white pre formed solid PVC horizontal wall panels, timber floors, full height horizontal tinted glass panels to the front elevation. The vaulted roof is manufactured from PVC to meet BS5438 test II and M2.

Each chalet is provided with:

a) 7.5m of horizontal glazed tinted panels to the front and a fully glazed tinted double door to the balcony area.
b) Two set of double entrance doors, and 5m of horizontal PVC panels to the rear elevation.
c) A timber frame stud wall full height lined with plasterboard to divide each chalet occupancy.
d) A balcony area bounded by a safety handrail with green floorcovering laid to the floor area.

TYPE 2

Type 2 single chalets comprise of a portal frame extruded aluminium structure with white pre-formed solid PVC wall panels, timber floors & full height tinted glass front observation panels.

The pitched roof is manufactured from PVC to meet BS5438 test II and M2.

Each chalet is provided with:

a) Eight fully glazed tinted panels to the front & a fully glazed tinted double door to the balcony area.

b) One set of double entrance doors, one service door & seven rigid panels to rear.
c) A timber frame stud wall full height lined with plasterboard to divide each Chalet occupancy.
d) A balcony area bounded by a safety handrail with green floorcovering laid to the floor area.

C2.2 DOUBLE STOREY STRUCTURE

All double storey structures comprise of a structural steel & aluminium ground floor supporting a first-floor portal frame extruded aluminium structure. The pitched roof is manufactured from PVC to meet BS5438 test II and M2.

Type 3 Chalets are:

a) Eight fully glazed tinted panels to the front upper deck with a double push bar door to balcony.
b) One set of double entrance doors, one service door & rigid panels to rear of the lower deck.
c) The lower deck is 15m wide and approximately 3.2m high internally with full height chalet dividing walls & interior roof lining.
The upper deck is a 15m deep clear span aluminium framed structure with white rigid wall panels with dividing wall from floor to ridge.
d) A balcony area bounded by a safety handrail with green floorcovering laid to the floor area
e) A full height stud wall covered with plasterboard is provided between chalet occupancies.

Type 4 Chalets (Premier) are:

a) Horizontal glass panels to the front upper deck with a double push bar door to balcony.
b) One set of double entrance doors, one set of double service doors & rigid panels to rear of the lower deck.
c) The lower deck is 15m wide and approximately 3.26m wall height.
The upper deck is a 15m wide alu vista with horizontal panels and approximately a 3.25m wall height.
d) A balcony area bounded by safety fencing.
e) A full height stud wall covered with plasterboard is provided between chalet occupancies.

NOTE 1: On types 2,3 and 4 all panels and single doors occupy 1m of walling; double doors occupy 2m of walling. On Types 1 and 1A double doors occupy 2.5m of walling

NOTE 2: Temporary removal of panels for access is possible from the inside (types 2, 3 and 4) but all panels should always be stored in the Official Supplier's stillage's to prevent damage. Contractors should provide edge protection in accordance with the health and safety Site rules.

NOTE 3: Panels are individually removable for substitution after consultation with the Official Supplier. Under no circumstances should the permanent removal of doors or panels nor the fixing, drilling, modification or covering of any walling or flooring be undertaken without the prior consultation and written permission from an authorised representative of the Official Supplier.

It is essential that all modification requirements, including the provision of holes for services, are submitted to the official supplier in writing before 1 April. All chalets will be built to the

standard layout & any modifications received after this date will be subject to an additional cost which must be paid by the Exhibitor to the contractor. Please contact De Boer for the variations pricing list.

NOTE 4: The white panel removal is a one person operation: the glazed panel is a two person operation.

NOTE 5: Standard door replacement by the chalet holder's contractor is only permitted after consultation with and written permission from the official supplier.

The remaining notes are applicable to Double Storey Type 4 chalets:

NOTE 6: Doors cannot be positioned by legs.

NOTE 7: Voids can be 5m x 5m or 5m x 2.5m.

NOTE 8: Drawings are to be approved in advance by De Boer to confirm positioning of voids, doors & windows.

NOTE 9: Any PVC welding required after 1 April to provide plumbing holes through the waterproofing membrane is chargeable.

C3. ZONE C, ROW 1 BUSINESS CHALETS

SINGLE STOREY UNITS

Single storey units in single or multiple units, with a view of the flying display area are available for private business purposes.

CHALET OPTIONS

The Chalets are available in five options as detailed below:

1. 200sqm Single Storey Chalet - Type 5 - 20m depth.
   This will be 10m wide, 20m deep with a 5m balcony
2. 150sqm Single Storey Chalet - Type 6 - 15m depth.
   This will be 10m wide, 15m deep with a 5m balcony
3. 120sqm Single Storey Chalet - Type 7 - 12m depth.
   This will be 10m wide, 12m deep with a 5m balcony
4. 100sqm Single Storey Chalet - Type 8 - 10m depth.
   This will be 10m wide, 10m deep with a 5m balcony
5. 80sqm Single Storey Chalet - Type 9 - 8m depth.
   This will be 10m wide, 8m deep with a 5m balcony (Chalets in Block H1 have a 2.8m balcony)

CHALET STRUCTURE

The single storey chalets comprise of a 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 faced plywood covering.

The roadside elevation has a 2.1m wide x 2.1m high pair of powder coated aluminium framed glazed doors and a single 1m wide powder coated aluminium framed glazed service door with a fixed 600m wide glazed panel.

The airside balcony elevation is fully glazed with powder coated aluminium framed fixed panels, 2.1m high with 2 no. pairs of 2.1m wide doors to each 10m width.

The balcony is a standard timber decking board. The balcony handrail is powder coated steel 60mm diameter tube with 10mm thick toughened glass infills.

NOTE 1: It is not permitted to drill, cut or remove any of the external wall panels.

NOTE 2: 2 No. purpose finished grilles are provided to the roadside elevation to allow for connection to kitchen or toilet ventilation.

NOTE 3: Access panels are provided in the floors to access water, waste, electrical and communication services. Any holes or damage to the floor will be assessed by the Organiser and the cost to reinstate will be invoiced accordingly.

NOTE 4: Exhibitors are responsible for providing their own steps or ramps to access the chalets.

NOTE 5: The U values for the wall cladding is 0.35 w/m2k. The U value for the roof panels are 0.25 w/m2k. Air-conditioning plant, bins or gas bottles should be contained within a demountable screen to the roadside elevation only and should not project more than 1.5m from the rear face of the wall.

C4. ADDITIONAL PROVISIONS (ALL CHALET OPTIONS)

Each chalet is also provided with:

a) Public address loudspeaker(s), with separate volume control(s), for the flying display commentary and emergency messages. Public address loudspeakers can also be provided to the balcony areas at additional cost if required. The loudspeakers provided should not be hidden or removed as they are essential to broadcast emergency messages to chalet holders. The disabling of the PA system in any way, will leave the occupants of the chalet at risk in the event of the need to evacuate an area of the Site, or transmit other important messages. It is however possible to incorporate the Exhibitor's own speakers into the system and this can be arranged directly with the official PA contractor.
b) Firefighting equipment to meet minimum fire safety standards for each unit will be provided in accordance with the details set out in the Environmental Health and Fire Precautions Standards section. Exhibitors will, however, need to take account of their own Fire Risk Assessment and supplement the equipment required to suit their particular layout.
c) The option to purchase two vehicle labels per single storey chalet unit, and four vehicle labels per double storey chalet unit in the chalet holders' car park. Chalet holders in Row A are permitted to purchase two vehicle labels per chalet for parking adjacent to the chalet. Labels can be purchased by applying online through the Exhibitor's E-Net account.

C5. EXTERIORS (ALL CHALET OPTIONS)

C5.1 ENTRANCES

Entrance features and access steps/ramps must not protrude more than 1.5m beyond the natural wall line of the Chalet. Entrance features which protrude beyond the natural line of the chalet should not be enclosed to form part of the internal reception area of the chalet. Chalet holders on Row A are permitted for entrance steps/ramps to protrude up to 2m from the rear wall of the chalet, however this will restrict the parking available outside of the chalet unit.

Where chalet rows are constructed on sloping Sites, variations will occur in the height of each unit from ground level, details of which can be obtained from the Organiser In some cases, to comply with fire Regulations, it may be necessary to install recessed doorways to allow a clear exit route onto the steps.

C5.2 SIGNAGE & ENTRANCE FEATURES

Fascias, name signs and entrance features must not extend above the ridge line of single storey Chalets. Where the fascia, facade or construction extends above the eave height of the structure full structural calculations must be submitted.

All fascias, facades and construction MUST be self-supporting. Attaching to the temporary building structures for structural support is not permitted.

Entrance features/structures must not extend above the first floor level of the two-storey chalet.

Name signs, logos and branding are permitted to the upper floor of the two-storey chalets subject to the Organiser' approval.

C5.3 FLAGPOLES

Flagpoles may be erected on the rear wall of the chalet subject to approval by the Organiser. Flagpoles may not protrude above the ridge height of the chalet. Flagpoles to the front or balcony areas of Chalets are not permitted. The positioning and number of flag poles should be shown on chalet design plans, to be submitted to the Organiser, and must demonstrate that the flag poles do not obstruct the view of other chalets.

Flagpoles can be supplied (not fitted) from the official chalet supplier.

C5.4 BALCONIES

Chalet balconies are provided fully finished and no stand fitting will be permitted, including the use of flags, banners or other advertising material etc. The use of umbrellas is permitted.

The branding of balcony balustrades within the main four chalet rows is permitted only if instructed via our official supplier. For more information on this opportunity contact exhibit@farnborough.com.

No alterations to the structure of the chalets within the balcony area will be permitted.

Awnings that cover balcony areas are not permitted.

For fire safety and evacuation procedures it will be necessary to allow emergency access from an adjacent chalet balcony, access must be allowed for within the design and kept clear at all times.

C6. INTERIORS

C6.1 INTERIOR FITTINGS

All interior fittings are the responsibility of, and at the expense of, the chalet holder. All work carried out by the chalet holder or its' contractor is governed by the controls detailed in these Regulations.

C6.2 DIVIDING WALLS

A timber frame stud wall with plasterboard for single chalets, and a full height

plasterboard wall for double chalets, is provided to divide the chalet units. The plasterboard wall must not be altered in order to maintain the Fire Barrier between chalet units.

C6.3 STAIRCASES & FIRE WALLING

In double storey chalets, access to the upper floor level is by a staircase, provided by the official supplier.
Any enclosures around the staircase which are required to satisfy the Fire Risk Assessment are to be provided by the Exhibitor. All such Fire Risk Assessments are to be submitted to the Organiser along with copies of the layout drawings as noted in paragraph C17.1.

C6.4 FLOORING

Floors are provided in all chalets to maximum loadings of 3KN/sq m at lower level and 2KN/sq m at upper level in double storey chalets. In certain circumstances a higher floor loading can be accommodated by prior consultation with the official chalet supplier.

The Row 1 chalet floors have a designed maximum loading of 5KN/sq m

C7. SPECIAL REQUIREMENTS

Special requirements, such as wall or floor cut-outs and/or floor reinforcement, will be undertaken by the official chalet contractor. Such special requirements must be indicated on the Exhibitor's drawing submitted for approval and it is the responsibility of the Exhibitor to advise the official supplier that this work is to be carried out prior to the 1 April.
The cost of alterations must be paid by the Exhibitor to the official supplier.

C8. DILAPIDATIONS

It is not permitted to drill, weld or otherwise fix permanently to any of the 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 to the official supplier.

Exhibitors must leave their Sites in the condition in which they found them and must satisfy the Organiser that they have done so. Dilapidations caused by an Exhibitor's installations including the cutting of holes through the timber floor will be assessed by the Organiser and the cost of reinstatement charged to the Exhibitor.

C9. CONSTRUCTION & DISMANTLING OF ALL CHALETS

C9.1 HANDOVER OF CHALETS

Chalet holders must nominate a responsible person who will be required to sign a declaration that the chalet unit has been received from the Organiser in accordance with these Regulations. Similarly, after the Exhibition, the Organiser will require a signed declaration confirming that the chalet has been returned in a satisfactory condition and will agree that any dilapidations or losses, howsoever caused, or any clearing required from the Site will be paid for by the chalet holder. These declarations are between the Exhibitor and the official chalet supplier and a copy given to the Organiser once signed.

On handover of the chalet from the Organiser to the Exhibitor, it will be in a safe Health & Safety (H & S) condition, i.e., with leading edge protection in stair voids. On handover back to the Organiser after the show, the chalet must be returned in the same H & S safe condition. The contractor will be required to provide temporary access steps into the chalet throughout the build period.

C9.2 ALTERATIONS, AMENDMENTS & CHALET FIT

The removal, alteration or adjustment of any fixture or fitting in-situ provided by the Organiser or official chalet supplier, is prohibited unless by prior agreement with the relevant official supplier.

Any structural component removed or altered could result in closure of the entire chalet block.

Particular care should be taken to ensure that there is a minimum of 100mm clearance between any chalet fit and the underside of the structure's roof sails, to prevent any unnecessary damage. It is also 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 removal of any structural component is strictly forbidden and will result in the closure of the chalet block.

The chalet holder will be liable for all damages and/or losses incurred in contravention of this Regulation.

C9.3 COMMENCEMENT OF INSTALLATION

Construction work on chalets may not commence before 20 June and must be completed by 1900 hours Friday 15 July. Contractor passes are only valid until 1900 hours on Friday 15 July. No construction work will be permitted after this time, without the written permission of the Organiser and the pre-payment by the contractor of the penalty charges as set out below.

Exhibitors with chalets who require the attendance by their contractor on Saturday 16 or Sunday 17 July for handover will qualify for two complimentary one day Service ID passes (Valid for Saturday 16 or Sunday 17 July only).

Any construction or fit out works that are required to be commenced prior to 20th June must be agreed in writing with the organisers. Such works are subject to a charge of £560 + VAT per day per site to cover the reasonable additional costs incurred by the organisers.

C9.3.1 PENALTY CHARGE FOR LATE COMPLETION

Failure to complete the works as stipulated by 1900hrs on Friday 15 July will result in additional costs to the Organiser which will be charged to Contractor at the rate of £7.00 + VAT per square metre, per hour. Any relevant charges will need to be notified to the Contractor before completion works can proceed. The relevant Exhibitor will be notified of the default by the Organiser.

C9.4 VEHICLE & MATERIAL REMOVAL

All vehicles, packing materials and surplus equipment or pre-show materials must be removed from the Site by 1900 hours on Friday 15 July. Any such packing materials, surplus equipment or materials left after this time will be removed from Site by the waste contractor at the Exhibitors' expense.

C9.5 ACCESS DURING PRE-SHOW & DISMANTLING PERIOD

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

C9.6 DISMANTLING

Fittings and structures may not be dismantled until 1000hrs on Saturday 23 July. The removal of all chalet fittings not provided by the Organiser must be completed by 1800 hours on Thursday 28 July.
After this time, the Organiser may have any materials removed at the expense of the Chalet holder.

The Organiser accepts no responsibility for loss or damage to such materials. In exceptional circumstances, the organiser may agree to a later clearance time. This must be agreed in advance with the Organiser. The chalet contractor will be responsible for all costs in connection with extending the dismantling time. The costs will be notified by the Organiser to the contractor and must be paid prior to the organiser's agreement to extend the works.

C10. REMOVAL OF RUBBISH

The removal of rubbish resulting from construction/dismantling works during the pre-show and dismantling period is the responsibility of Chalet holders and/or their contractors at their own cost. Alternatively, this service can be arranged directly with the official waste contractor, who will advise on costs. Exhibitors and/or their contractors should be aware that paint/chemicals, oils or other toxic or noxious substances must be disposed of in a properly controlled manner. The official waste removal contractor can provide appropriate facilities for their safe disposal and will advise on any associated costs for this service.

During the show week Exhibitors and their caterers contractors are responsible for the disposal of any waste, including food from the chalet areas. The official waste removal contractor can provide appropriate facilities for their safe disposal and will advise on any associated costs for this service.

The sole official supplier of waste management services to the Airshow will be the only supplier permitted to provide skips and waste bins to the site and all skips and bins must be ordered directly with them.

A 'Chalet Wheelie Bin Package' is available for all chalet holders that will include an 1100L bin for general waste and then two further wheelie bins, one for food waste and one for glass. All of these bins will be emptied overnight on a daily basis.

C11. LATE WORKING

The Site will remain open for contractors and Exhibitors until 1900hrs. Those contractors and Exhibitors who wish to continue working after this time should report to the Organiser' office prior to 1700 hrs to obtain a permit to continue work from 1900 to 2200hrs.

A permit will be issued by the Organiser after payment of £630 + VAT fee per day per stand/chalet to cover the Organiser reasonable additional costs. In addition to permit the late working the contractor must have a qualified first aider in attendance at their working area during the late working period.

Under no circumstances must any chalet or Exhibition space be used for overnight accommodation. Working beyond 1900hrs on Friday 15th 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.

C12. RECYCLING

The Organiser will, through the official waste supplier, provide recycling facilities for timber, metal, plastics, cardboard, plasterboard and paper products. Exhibitors are requested to encourage their contractors to make use of the facilities and liaise with the official supplier who will advise of any costs incurred.

C13. PLUMBING INSTALLATIONS

C13.1 OFFICIAL SUPPLIER

Please refer to the Airshow website or the Exhibitor Portal (E-Net) for the Official Supplier details.
Exhibitors should complete the relevant order form through the Exhibitor's E-Net account by the due date to avoid any potential additional costs**.**

C13.2 FIT OUT, CONNECTION & DISCONNECTION OF MAINS SERVICES

The fit out, connection and disconnection of all chalet installations to the mains water and drainage system must be undertaken by the official plumbing supplier.

C13.3 CONNECTIONS OF PLUMBING INSTALLATIONS

Chalet holders must consult the official plumbing supplier to establish the feasibility of positioning and connecting plumbing installations before finalising their drawings.

All toilet and kitchen equipment supplied by the chalet holder must be delivered to the official plumbing supplier's stores at the Site in sufficient time as agreed with the official plumbing supplier to enable installation work to be scheduled into the overall construction programme. Individual chalet holders should liaise with the official plumbing contractor to ascertain their place in this programme. Chalet holders should complete the relevant order form through the Exhibitor's E-Net account by the due date to avoid any additional costs.

C13.4 EARTH BONDING OF PLUMBING INSTALLATIONS (EQUIPOTENTIAL BONDING)

All incoming water services 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.

C14. AIR CONDITIONING INSTALLATIONS

C14.1 OFFICIAL SUPPLIER

Please refer to the Airshow website or the Exhibitor Portal (E-Net) for the Official Supplier details.

Chalet holders should complete the relevant order form through the Exhibitor's E-Net account by the due date to avoid any additional costs.

The installation, connection and disconnection of all air conditioning systems to the Chalets and outdoor exhibit structures must be undertaken by the official air conditioning supplier.

C14.2 AIR CONDITIONING REGULATIONS

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

The official supplier installing, dismantling, servicing or maintaining systems must do so in accordance with ECF-gas Regulations 842/2006 and GBF-gas Regulation 261/2009 which govern the handling of HFC or HCFC refrigerant gases. All engineers working on Site must be in possession of the F-Gas qualification and must show evidence of their certification prior to commencing work on Site. For more information on the F-Gas qualifications/ Regulations please visit www.defra.gov.uk/fgas

All air conditioning installations to the chalets including 'stand-alone' portable units require a separate electrical supply which must be requested from the official electrical contractor by the Exhibitor or official air conditioning contractor. The Exhibitor will be responsible for the payment of all charges to provide the required electrical supply. Electrical supplies for air conditioning systems to the chalets will be provided by generators independent of other 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 0600hrs to 1900hrs on a daily basis from the 17 July until 22 July inclusive. The generators will remain running on 22 July until 2200hrs to enable air conditioning units to be degassed in line with environmental Regulations.

Contractors/ Exhibitors who require a supply prior to the 17 July should contact the official electrical 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.

C15. ENVIRONMENTAL HEALTH REGULATIONS

NOTE: It is the responsibility of all chalet holders, caterers and Exhibitors to ensure that the requirements of all legislation for the time being in force, including all Environmental Health Regulations, are fully met.

C15.1 ENVIRONMENTAL HEALTH & FIRE PRECAUTION STANDARDS

Please refer to section G for the full Environmental Health and Fire Precaution Standards applicable to all Exhibitors, chalet holders and contractors providing catering within the Exhibition Site. Chalet holders must ensure that their contractors

comply with these Environmental Health Regulations before finalising their Chalet design. A copy of this will be available at www.farnboroughairshow.com

C15.2 ACCESS

Access to chalets and catering bases for inspection purposes must be afforded to officers of the Environmental Health Service of Rushmoor Borough Council at all times.

C16. FIRE PRECAUTIONS & SAFETY

Please refer to section G for the full Environmental Health and Fire Precautions Standards detailing the fire standards applicable to all Exhibitors. Chalet holders must ensure that they comply with these standards before finalising their chalet designs. The standards require all employers to conduct a Fire Risk Assessment of their workplace and provide provisions to maintain a safe place of work from fire. Copies of Fire Risk Assessments should be submitted to the Organiser together with copies of the Chalet design drawings as required in Regulation C17.1. A copy of these standards is available at www.farnboroughairshow.com

C16.1 FIRE APPLIANCES

Chalet holders must ensure that staff employed in chalets are acquainted with the positions and types of the nearest fire extinguisher.

C16.2 EQUIPMENT

Chalet holders using cooking, heating or other similar equipment in their chalets must ensure that adequate protection is provided by the use of fire-resistant materials (See Environmental Health and Fire Precautions Standards – Section G).

Where bottled gases are used for cooking equipment in chalets, these must be stored in a fire resisting enclosure vented to open air at the lowest level, preferably situated on the rear wall of the Chalet. Suitable lockable storage containers may be obtained from the official suppliers for bottled gas supplies and must be installed by the official supplier

NOTE: All structures and interior fittings are subject to the scrutiny of the fire safety officer. Where materials, external access points and stairways other than those described in these Regulations are being introduced, chalet holders are advised first to consult the fire safety officer (see Fire Precautions Standards - Section G).

C17. CHALET DESIGNS

Latest submission dates:

20 April: Chalet drawings, details, calculations and Fire Risk Assessments

Submissions received after this date will be subject to a charge of £550 + VAT, to cover the Organiser reasonable additional costs. The Organiser will advise and invoice accordingly. Such charges to be paid before the drawings are approved and work can commence on Site.

C17.1 SUBMISSION OF DESIGNS

A suitable and sufficient risk assessment, Fire Risk Assessment, method statement and construction phase plan must accompany your submission of drawings for chalet

design review. Drawings should include a plan view of the proposed chalet, interior designs, including full details of the kitchen layouts, a front elevation and rear elevation These documents must be submitted through the relevant section on the Exhibitor Portal (E-Net). Permission or comment on the submitted design will be given through E-Net from the Organiser. No chalet fitting may commence prior to obtaining the Organiser's permission and acceptance of all the mandatory submission requirements.

Fully detailed structural drawings and calculations must be provided for any structural additions to the chalet, e.g. hoardings, stairs, platforms which will be subject to verification by the Organiser's structural engineer. The design should be in accordance with applicable building Regulations, e-guide or IStruct.E.Manual for temporary demountable structures as appropriate. The structural calculations should be submitted in English, adopting SI units and should cater for wind loads as appropriate for the Site and location.

C17.1.1 CHALET BRANDING

A plan view of the proposed structure interior together with front and rear elevations of the structure indicating areas of branding or product advertisement must be provided in the submission.

All branding/logos and advertising material will need to be approved by the Organiser. Advertising material will be subject to charges.

C17.2 SUSPENDED CEILINGS/FIT OUT ITEMS

Any items or ceilings that are to be suspended from the chalet structure must conform to the load restrictions given by the official chalet supplier.

All connections must be with approved load rated connectors fixed in accordance with the official chalet contractor'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.

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

If you require images of your chalet type, please contact the operations team to request these via operations@farnborough.com

SECTION D
STANDARD REGULATIONS

D1. ELECTRICAL SUPPLIES

The supply and installation of all mains electrical cabling, up to but excluding the Exhibitor's main isolator or Cee Form connector in each Chalet, outside area or island stand, must be carried out by the official electrical supplier. A main supply will be provided by the official electrical supplier RME Services Ltd, terminating with a Cee Form connector of suitable rating for connection into the Exhibitors installation up to 125 Amps, for larger supplies provision by the exhibitor should be made to accept a steel wire armoured cable. The Exhibitor should therefore make allowance for this connection within their installation. The Exhibitor must provide a main isolator at the origin of their installation to comply with Regulations BS7671 2018. Cee Form to fly lead adapters will be available at an additional charge from the official electrical contractor on Site.

OFFICIAL SUPPLIER

Please refer to the Airshow website or the Exhibitor Portal (E-Net) for the Official Supplier details.
Exhibitors should complete the relevant order form through the Exhibitor's E-Net account by the due date to avoid any potential additional costs.

D1.1 GENERAL LIGHTING

The general overhead lighting throughout the Exhibition halls will be provided by the Organiser to an average level of 100LUX. The positioning of these lights will be generally in accordance with the walkways below. Should a stand be of such a height that a glare or significant proximity safety risk occur, then the Organiser, through the official electrical supplier, will remove or relocate the fitting at their discretion. The lighting level on the top tier of a double decker stand is the responsibility of the Exhibitor and not the organiser. The lighting for the halls is installed prior to the occupancy of the hall. Should a stand or exhibit interfere with the house lighting, it is the responsibility of the Exhibitor to notify the Organiser or the official electrical contractor RME services Ltd immediately on discovery in writing.

D1.2 APPLICATION FOR ELECTRICAL SUPPLIES

In all cases, Exhibitors should complete the relevant order form through the Exhibitor's E-Net account by the due date to avoid any additional costs. Drawings must also be sent with the following information a) location of mains position, b) dimensions, c) orientation, d) positions of any additional under floor works you wish to be carried out by the official electrical supplier at an additional cost. To guarantee availability, this form must be returned at the very latest by the closing date shown thereon, failure to do so may result in additional charges being applied.

Any alterations to an Exhibitor's electrical power requirements, after form submission, may be chargeable as an additional electrical supply in accordance with the relative form schedule of costs. Alterations cannot be guaranteed. It is the Exhibitor's responsibility to ensure power requirements are requested accurately.

Additional charges may be applied by the official electrical supplier for alterations to supply locations on site following the form submittal closing date, or should a power layout drawing not be supplied with the order.Exhibitors should ensure a receipt is obtained from the official electrical supplier to confirm their order has been placed. Orders are not confirmed until payment has been received in full.

D1.3 ALTERNATIVE ELECTRICAL CONTRACTORS

An Exhibitor may use an alternative electrical contractor (subject to Regulation D6 and D7) for works beyond the incoming supply isolator or C Form supply connector should they so wish. A main isolator for compliance with BS7671 2018 must be provided by the Exhibitor's contractor. All electrical contractors must be suitably qualified to carry out the electrical installation in accordance with the 18th Edition of the IEE Wiring Regulations with current amendments, otherwise known as BS 7671: 2018 - Regulations for Electrical Installations. To comply with these Regulations, all supplies are protected by residual current devices (RCD) by the Organiser.

It should be noted that these devices are not necessarily rated to 30mA and therefore may be a higher rating.

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 main electrical supplier resetting the supply. All installations where required under those Regulations, should be RCD protected. Prior to any electrical installation being energised, a signed electrical test certificate must be provided to the official electrical supplier upon completion by the 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 contractors 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 official electrical contractor'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 Site by RME Services Ltd. Full payment is required with order and therefore anyone who cannot provide proof of payment will not be switched on.

D1.4 EARTHING OF STRUCTURES (EQUIPOTENTIAL BONDING)

Any installation carried out in a structure that is not a main hall must consist of a main earth bonding conductor from the electrical distribution board to the structure itself in accordance with the 18th Edition of the IEE Wiring Regulations with current amendments, otherwise known as BS 7671: 2018 - Regulations for Electrical Installations. All mains water supplies must be bonded in accordance with Regulation C9.2.

D2. AVAILABILITY OF ELECTRICAL SUPPLIES

D2.1 CONSTRUCTION & DISMANTLING

A temporary 16amp 230volt 50Hz 30mA RCD protected electrical supply will be provided to each chalet unit in ZONE C only, for the build period only. For self-build stands in the Exhibition Halls temporary supplies will be available in a limited number of locations around the Exhibition Halls for battery charging, trailing leads will not be permitted. If self-build stands require power on the stand during build up, separate build-up power supplies must be ordered directly with the official electrical supplier.

All temporary build up supplies, in all areas of the show Site during the build-up period will be switched off and disconnected for health and safety reasons 16-24 hrs prior to the show opening. Any Exhibitor requiring an electrical supply during the dismantling period should contact the official electrical contractor directly in good time, this is available at an additional cost.

Any transgression of these Regulations and 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 C14.

It is not permitted to disconnect and 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. Charges may be imposed to any Exhibitor who ignores this direction to reinstate the power to others affected.

Care should be taken to ensure a contractor/exhibitor does not connect any equipment to the temporary build up supplies as these will be switched off prior to and during the show.

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 illegally will be charged for the attendance and rectification works required as a result of their activities.

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

D2.2 EXHIBITION PERIOD

The standard supplies available in the exhibition halls and chalets are as follows:

Please note that the nominal voltages will be subject to a tolerance of ± 10%.

240v 50Hz 16amp single phase and neutral	Hall & Chalets
240v 50Hz 16amp 24hr single phase in halls	Hall only
240v 50Hz 20amp single phase and neutral	Hall & Chalets
240v 50Hz 32amp single phase and neutral	Hall & Chalets
240v 50Hz 40amp single phase and neutral	Hall & Chalets
240v 50Hz 63amp single phase and neutral	Hall & Chalets
240v 50Hz 100amp single phase and neutral	Chalets & Outside areas only
415v 50Hz 16amp three phase and neutral	Hall & Chalets
415v 50Hz 20amp three phase and neutral	Hall & Chalets
415v 50Hz 32amp three phase and neutral	Hall & Chalets
415v 50Hz 40amp three phase and neutral	Hall & Chalets
415v 50Hz 50amp three phase and neutral	Hall & Chalets
415v 50Hz 63amp three phase and neutral	Hall & Chalets
415v 50Hz 100amp three phase and neutral	Chalets & Outside areas only
415v 50Hz 125amp three phase and neutral	Chalets & Outside areas only

Should you require an electrical supply in a location not listed as standard above, please contact the official electrical supplier, RME Services Ltd directly to obtain availability and a quotation.

Any Air conditioning supplies that are required be ordered separately to any standard mains supply as an additional service in accordance with Regulation D5.

Alternative single or three phase supplies may be available, dependant on location and load requirements.

Please contact the official electrical supplier, at an early stage, for a quotation. It is important to ensure a suitable capacity supply is ordered. Demand in excess of the agreed load will not be permitted, as loadings for the show are designed to strict criteria. Any Exhibitor exceeding the load ordered will be automatically switched off.

Supplies outside the halls and chalet areas are not always available from the main electricity supply system and therefore may be generated, in which case, the official electrical contractor 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 official electrical 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.

The 240 volt network for the Exhibition Site, covering outside areas and chalets, will be switched on at 0830hrs on Monday 18 July and switched off again at 1930hrs after the Exhibition closes on Friday 22 July. Supplies to halls and stands will be switched on for the period 0700hrs to 1900hrs daily during the Exhibition. Any exhibitor requiring 24 Hour power should place and order to accommodate their requirements.

Please note that all official electrical 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 official electrical contractor. Should any doubt as to the colour coding of cabling, in relation to phase colours be raised, the official electrical contractor should be contacted for advice. Any faults occurring through the incorrect or miss-connection of supplies, will not render the official supplier liable. Any Exhibitor's equipment connected by their contractor to an electrical supply or generator provided by the organiser or official electrical supplier is done without risk to the Organiser and its official supplier. The Exhibitor's main distribution and subsequent equipment should be selected as 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 official electrical contractor accepts no liability for damaged or faulty equipment connected to the system.

D3. INSTALLATION STANDARDS

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 additionally be BASEC certified. All electrical accessories used must comply with relevant British Standard Specification and standards. Any non-compliant equipment found to be installed via routine inspection will be isolated pending replacement. It is the Exhibitors responsibility to ensure that equipment complies. The Organiser and official electrical contractor 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 official electrical contractor 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 RME Manager to carry out observations should you wish, please contact RME Services Ltd.'s Site offices on Site for assistance.

The Organiser or the official electrical 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 available on Site prior to the installed system being energised or re-energised.

Please note that 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 official electrical 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.

D4. MAINTENANCE OF SUPPLIES

During the Exhibition, the official electrical 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 official electrical 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 official electrical 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 official electrical supplier prior to the Exhibition opening.

Any faults occurring to an Exhibitors installation or the main electrical supply as a result of poor Exhibitor installation or faulty Exhibitor equipment, will be chargeable to the Exhibitor concerned. This includes nuisance tripping of any RCD's. The official electrical supplier will attend to rectify any fault at their earliest convenience once notified, and reserves the right to charge a standard call out fee and hourly charges. Payment for this would be required on Site at the time of rectification unless insurance cover has been taken out with the official electrical contractor prior to the Exhibition opening.

D5. AIR CONDITIONING

All air conditioning installations to the chalets including 'stand-alone' portable units require a separate electrical supply which must be requested from the official electrical contractor by the Exhibitor or the Official Air Conditioning supplier.

The Exhibitor or official air conditioning supplier will be responsible for the payment of all charges to provide the required electrical supply. The electrical supplies for air conditioning systems to the Chalets will be provided by generators independent of other Site supplies and will be subject to restricted running hours (See Regulation C15).

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 0600hrs to 1900hrs on a daily basis from the 17 July until 22 July inclusive. The generators will remain running on 22 July until 2200hrs to enable air conditioning units to be degassed in line with environmental Regulations. **Contractors/ Exhibitors who require a supply prior to the 17 July should contact the official electrical contractor 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.

The official electrical supplier will not be held responsible for any losses should the Exhibitor's Contractor connect any equipment other than air conditioning to the generated supply.

The testing and commissioning of any air conditioning prior to the go live date in Regulation C14 will be available from the Site generators.
Those contractors who require a supply prior to the above period for testing and commissioning purposes should contact the official electrical supplier who will provide a quotation for the additional time period required and arrange the temporary supply accordingly. A temporary commissioning supply and connection from the permanent network is available at an additional cost for commissioning purposes should it be required. Any Exhibitor's equipment connected to a temporary electrical supply or generator provided by the Organiser or official electrical contractor is done so without risk to the Organiser and its contractors. The Exhibitor's main distribution and subsequent equipment should be selected as such that should any loss of phase, neutral or earth conductors occur, the effect on any of the equipment connected will be negligible. The Exhibitor should make provision for their own final check that the correct temporary electrical mains supply has been provided in accordance with their request and confirm that all phasing and voltages are correct prior to energising their own equipment. The official electrical contractor accepts no liability for damaged or faulty equipment connected to the system.

The installation of air conditioning units to meeting rooms or other internal areas on Exhibition stands which result in the discharge of hot air into the Exhibition halls are not permitted. The official Air Conditioning supplier is able to offer cooling solutions for exhibition stands, and is the only supplier permitted to do so.

D6. CONTRACTUAL WORKS

D6.1 WORKS EXCLUSIVE TO THE ORGANISER

For certain work on the exhibition site, the Organiser is directly responsible to the landlords. Work of the nature described below may only be undertaken by the Organiser' official supplier and not by Exhibitors or their contractors.

a) Disturbance and/or excavation of surfaces (i.e. grass, concrete, tarmacadam) or the driving of poles, stakes, posts or pegs of whatever material into the ground anywhere on the exhibition site.
b) All plumbing for mains water and/or drainage connection.
c) All electrical mains cabling up to the distribution box on Exhibitors stands, Chalets, temporary/portable buildings etc.
d) All air conditioning installations to chalets and buildings.
e) Removal of or any adjustment to, the structures of Chalets or Exhibition Halls or any other structures supplied by the Organiser.

Any Exhibitor or contractor contravening this Regulation shall be responsible for and shall pay for any damage, loss, claims or expenses resulting from such contravention suffered by any person (including the Organiser) and shall make all necessary restitution of any physical damage thereby caused.

D7. STATUTORY REQUIREMENTS

D7.1 EXPORT CONTROL ORDER 2008

Exhibitors' equipment, services, documentation and all other forms of visual promotion and display, exhibited or proposed, must comply with:

I. English law and the UK's international undertakings
II. EU/UN Law and EU/UN international undertakings

There is a requirement for a Trade Control Licence from the Export Control Organisation if the goods on display, or the related promotional material, fall under Category A of the Trade Controls.

General advertising and promotion of Military Listed Category B and Category C goods are exempt from the control and therefore are not controlled at trade fairs. Category B and C goods are of course subject to export controls and will require an export licence if exported.

Part 1 Category A Goods - Certain Security and Para-military Police Equipment; Cluster munitions, explosive sub munitions and explosive bomblets.

Part 2 Category B Goods - Small arms and light weapons; accessories and ammunition for small arms and light weapons within ML1 and ML2; Light weapons within ML4; ammunition for light weapons within ML4; Hand Grenades; MANPADS, missiles for them, associated equipment and their specially designed components; long range missiles; components for all goods listed in Part 2.

A full definition of the items included in Category A and B goods is contained within Schedule 1 of the Export Control Order:
https://www.legislation.gov.uk/uksi/2008/3231/pdfs/uksi_20083231_en.pdf

D7.2 CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS – CDM

The Construction (Design and Management) Regulations (2015) apply to all construction activities in the UK including all those during the event build up and break down periods. You need to be aware of your duties and deliver these duties as laid out within the Regulations. You will notice below the repeated use of the word “must”, which means these are duties that have to be complied with under UK law.

There is compulsory documentation that will have to be produced for the management of your exhibition stand, these requirements are detailed below.

What are the responsibilities of an Exhibitor or Chalet holder under CDM?

Exhibitors and Chalet holders must ensure that their participation at an event is carried out safely. The Construction, Design & Management (CDM) Regulations do not replace any existing law but are intended to provide a framework to help you ensure that your stand is constructed safely and help you understand your obligations.

If you are exhibiting on a Shell Scheme stand and are not undertaking any construction on the stand then the Regulations will not apply to you. For all other stands and chalets CDM Regulations do apply as construction activities are being undertaken.

Under CDM you are defined as the ‘**Client**’ and your duties/responsibilities are:

a) Make arrangements for managing a project. You do not need a specialised CDM co-ordinator.

You do need to ensure that someone is named as responsible for ensuring all of the required roles are fulfilled. Most of your responsibilities can be delegated to your space only stand builder (contractor), marketing agency or designer if you use one.

b) Ensure construction work is carried out safely and that welfare requirements are complied with.
This can usually be delegated to your Stand Builder or agency.

c) Ensure a **Construction Phase Plan** is drawn up. The responsibility here is to ensure that there is one. Your Designer/ Contractor (Principal contractor) will do this for you and will run alongside existing Risk Assessments and Method Statements that they should be doing as part of their obligations under other legislation.

d) Notify the project if above threshold. You will be required to notify the HSE if the construction phase exceeds 500 person days or if it lasts longer than 30 days with more than 20 workers working at the same time at any point on the project.

Appointing a Principal Designer, Principal Contractor & Contractors

The Principal Designer would be the person or company who is in control of the 'designs' of your stand.

The Principal Contractor would be the person or company who is in control of the 'build' of your stand.

The Principal designer and Principal contractor could be the same company.

The role of Contractor can be fulfilled by the same company who fulfil the Principal Contractor role. However, should the Principal Contractor employ a third party or other sub-contractors to deliver on-site, the third party or sub-contractor would take this responsibility on.

The above roles may be carried out within your own business, by one external party or by two separate parties. They can also be carried out by the same person – the important thing to remember here is that you appoint parties to fulfil the below elements and the parties you appoint are competent, understand their responsibilities and liaise with each other.

The Principal Designer must:

- Ensure that all planning and design, pre-construction, is carried out in compliance with the law.
- Ensure that risks are identified, eliminated and controlled at the design stage.
- Ensure that a Construction Phase plan is drawn up and a Health & Safety file is prepared and revised where necessary.
- Ensure that pre-construction information is provided to contractors.

The Principal Contractor must:

- Plan, manage and co-ordinate the construction & dismantling phases (build-up & breakdown).
- Ensure work is carried out without risks to Health & Safety.
- Draw up a Construction Phase Plan.
- Draw up site rules for the stand area (these will often mirror the Event's rules, but should not be limited to this), ensure suitable inductions and welfare facilities.
- Restrict access to your site as and when required by the work being carried out at the time.
- Ensure all contractors employed receive a H&S induction to site.

- Ensure that adequate welfare facilities are provided to contractors and their staff.

The Contractor must:

- Plan, manage and monitor the way construction work is carried out. This includes ensuring it is safe to construct and remove within an event environment.
- Plan construction in such a way that it has little or no impact on the neighbouring constructions or contractors.
- Check all workers employed by them have the skills, knowledge and training to carry out the work.
- Provide information, instruction and training.
- Ensure all operatives have received a site induction.
- Liaise & comply onsite with event Operations & Floor Management.

What are the responsibilities of the stand/chalet designer & builder?

Stand/chalet designers and builders need to ensure that their participation at the event is carried out safely. Each self-build exhibition stand and chalet fit out will be classed as a separate CDM site within the larger CDM site of the event itself. Under the Construction, Design & Management (CDM) Regulations the roles fulfilled are as outlined below and the key duties/responsibilities are:

a) Under CDM, your role is defined as that of the Principal Designer and/or Principal Contractor.

b) Both of these roles require the Stand Builder to ensure that the CDM "Client" – i.e. the Exhibitor or chalet holder – is aware of their own duties within CDM, which are effectively to provide resources to the project, appoint the other CDM roles, manage their coordination and ensure that these other organisations fulfil their duties with producing and providing:

- Construction Phase Plan
- Risk Assessment
- Method Statement
- Site H&S inductions.
- Welfare Arrangements

c) In some circumstances, where a stand build exceeds 500 person days or if it lasts longer than 30 days with more than 20 workers working at the same time at any point on the project, the Client will need to notify HSE.

d) As well as educating the Exhibitor, as a Principal Designer the Stand Builder will be responsible for controlling the pre-construction information, design and planning phase of the project.
They will be responsible for using and communicating Exhibitor, organiser and venue provided information. They will also be responsible for coordinating in-house and external technical designers including a structural engineer where relevant, designing out fabrication and assembly risk before production starts, assembling a Health and Safety file and Principal Contractor liaison (if not taking this role on themselves).

As Principal Contractor, the Stand/Chalet Builder will then manage and monitor the construction and dismantling safely, documenting their approach in a Construction Phase Plan. They will coordinate and manage freelancers and subcontractors (identified simply as 'Contractors' under CDM), undertake an induction talk and provide relevant health and safety information,

instruction, training and supervision to all personnel, including emergency and first aid arrangements. Stand/Chalet Builders should also undertake due diligence on their own suppliers and also on those suppliers appointed by a venue or an organiser where required.

What is the Construction Phase Plan?

The Construction Phase plan is a simple plan that needs to be documented and communicated before the construction work starts. Essentially it needs to demonstrate that you have thought about health and safety involved with the construction (and de-construction) of your stand.

A Construction Phase Plan is compulsory for all chalets, self-build stands and other stands where construction activities occur. It requires you to consider and document the following:

- Who are the duty holders? (particularly Principal Contractor)
- What training/experience do they have?
- What do they need?
- How will they be monitoring progress & safety?
- How will site rules, changes of information, Construction Phase Plan, Method Statement, Risk Assessment, Accidents & Incidents be communicated?
- What consultation process is in place with your contractors?
- Who is responsible for what?
- What are the site rules?
- What are your Welfare Arrangements?
- What are the main dangers in your construction process and what controls are in place?

We will require your Construction Phase Plan to be submitted as part of your stand/chalet design submission.

Further information and a template for a Construction Phase Plan can be downloaded from the HSE Website:
http://www.hse.gov.uk/entertainment/cdm-2015/cdm-administration.htm

The above information should be viewed as a summary for meeting minimum requirements and should at all times be used in conjunction with Health and Safety at Work Act, and the HSE's official L153 guidance on CDM2015.

D7.3 STAND & CHALET ACCESS

Access to stands and chalets must be provided at all times for the Organiser' staff or Statutory Authorities' Staff.

D7.4 MEDICAL ASSISTANCE

Emergency Medical Assistance can be found at the Medical Centre on Site which is located on Devon Road near to Gate E. The Medical Centre can be telephoned on +44 (0)1252 636999.

D7.5 SMOKING

Smoking or naked fames are prohibited within 50 feet (15 metres) of any aircraft on

the ground. In addition, on 1 July 2007, England introduced a new law to make virtually all enclosed public places and workplaces in England smoke free. Smoking is not permitted in any of the exhibition halls or chalets, this includes the use of E Cigarettes. Any structures with 2 sides and a roof is classed as inside. Smoking in doorways or within 5 metres of an open doorway or near any combustible or hazardous substances is prohibited.

D7.6 RADIO & MOBILE PHONES

Radios and mobile phones are prohibited within 50 feet (15 metres) of any aircraft on the ground. They are also prohibited to be used whilst operating plant, equipment or any vehicles including golf buggies.

D8. SECURITY

D8.1 RESPONSIBILITY FOR SECURITY

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. During the open hours of the Exhibition each Exhibitor will be responsible for the security of his exhibits and property. The Exhibitor will also be responsible for the security of his exhibits and property throughout the build and dismantle period.

D8.2 FIRE ARMS

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

D8.3 COUNTER TERRORIST SEARCH

A selective counter terrorist search will be carried out on the 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.

D8.4 SECURITY STAFF

Security staff, employed by Exhibitors, who intend to operate two way radios, must advise the Radio Frequency Control. See Regulation A4.7.

D9. HEALTH AND SAFETY REQUIREMENTS

The Farnborough International Airshow is committed to the highest possible standards of health and safety management. Its strategies for the event's build-up and break-down phases are detailed in its Construction and Dismantling Phase Plan and Risk Assessments. Farnborough also supports Exhibitors and their contractors in relation to exhibit structure safety and legal compliance through its drawing and safety plans review and advisory process. Additional safety and security assessments are in place for the show open period.

We aim to assist our event participants in understanding and complying with their health and safety duties and with the site rules that we need to enforce to ensure all parties are protected as far as reasonably practicable. The Airshow is a formal adopter of the Association of Event Venue's eGuide. This is a nationally implemented combination of rules and guidance that Farnborough has helped to produce since 2010. We ask all event participants to familiarise themselves with its contents and to work within the parameters described. Compliance with the eGuide will satisfy the vast majority of Farnborough International Airshow's health and safety requirements. Our uniqueness as a site, and as an event, mean there are a few areas we need to provide you with more detail to help you comply with UK legal requirements.

These areas include catering, environmental health and fire (see the standalone sections in these Regulations). In addition, there are specific requirements for delivery drivers, given the busyness and complexity of our site (see below). We thank you for your attention to the eGuide's rules and to the ancillary information in these Regulations. We remind all event participants that they are legally responsible for their own health and safety arrangements and legal compliance and that their own risk assessments may reveal the need for measures beyond the eGuide or Farnborough's ancillary rules. If you have any questions please contact the Operations Team operations@farnborough.com for clarification.

D9.1 AIRSHOW SPECIFIC RULES

Site Rules	Site Rules and all relevant Health and Safety legislation must be complied with. Clients must ensure that they and their contractors carry out risk assessments and produce Construction Phase Plans for work to be done, provide suitable equipment, and train staff in the use of the equipment so provided. Children under the age of 16 years are not permitted on site, as either visitors or employees, throughout the build-up and breakdown periods or during Monday – Thursday of the show period. Alcohol is not permitted in any construction areas during the construction and dismantling phases of the event. The full copy of the site rules is available for download from E-Net and will be published to all exhibitors and their contractors.
Restricted areas	Clients and Contractors operatives are not allowed in the Aircraft Manoeuvring ("Airside") areas (except by special permission to carry out works). Aircraft areas are protected by barriers; these barriers may not be crossed or moved at any time. Please pay special attention to this in any areas where aircraft movement is taking place. Work inside these areas is only allowed by grant of a Farnborough Airport Work Permit. Barrier party and any groundwork's parties working within the Airside will be escorted by a Farnborough Airport authorised escort. Contractors will obey the reasonable instructions of the escort. This permit to be arranged with FIL.
Communication with personnel	Clients and Contractors must provide and maintain telephone, or some other appropriate method of communication to contact and instruct their personnel in an emergency, i.e. radios.

Safety Team	FIL employs a Safety Team to help ensure all relevant site rules and legislation is adhered to. Please make sure that where work deviates from the agreed plan, you 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.
First Aid and Accident Reporting	All accidents must be reported to FIL. Site first aid cover is provided from the 13th June to the 28th July and terminates at 1900hrs daily. Outside of these dates and after 19:00 until 08:00, clients and contractors are entirely responsible for providing first aid cover for their own personnel and must report any accidents themselves to a member of the safety team as soon as possible. The site first aid centre can be contacted on: +44 (0)1252 636999
PPE	Hi-Viz tabards and safety boots are to be worn by all contractors and operatives. Hard hats must be worn in Construction Areas or when otherwise needed for overhead work, unloading etc. Other PPE goggles, mask etc. to be worn when risk assessment has identified the need to do so.
Power	240v power is to be used for indoor work only. All external use site electrical tools must be 110v or be battery powered. Exhibitor's contractors are not allowed to use portable generators of any voltage without a permit issued by the organiser. Evidence of inspection and testing of electrical equipment must be available on site. All portable tools, plugs, sockets and leads must be industrial or rough use type for use inside buildings, or construction type for outdoor use. Trailing leads are to be kept as short as possible and are not allowed to cross general traffic routes, entrances or exits.
Tools	Evidence of inspection and testing of equipment must be available on site. Saws etc. are to be mechanically guarded. Ear defenders and eye protection must be worn as appropriate. Noisy operations are to be carried out at a reasonable distance from other parties. Debris must not be directed where other persons may walk (barrier off). LEV must be provided where there is the likelihood that machinery will produce excessive dust e.g. wood dust. Alternatively, these operations should be carried out in well ventilated areas.
Working at Height	Wherever possible, work at heights is to be avoided. Otherwise, it should be carried out from a safe, guarded, work platform - if a safe working platform is not possible, safety harnesses must be used (this includes cherry pickers). Where working platforms are used all work must be undertaken from inside the working area cage. The use of ladders is not encouraged (and must be risk assessed). The top of step ladders are not usually designed to be stood upon. Standing on the cages of cherry picker, scissors lifts is not acceptable. When accessing a tower scaffold operators must always use the internal integral ladder. Assessment of the placement of access equipment must be assessed to avoid road or access issues. Tower Scaffolds must be erected by competent personnel. For those 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. Suitable methods of work should be established for those installing edge protection to prevent any falls from height.

	Farnborough International is a supporter of the 'Stop the Drop' campaign operating in the UK exhibition industry that is aimed so assist all when planning any working at height. This campaign includes a range of resources to assist you which can be reviewed here: www.stop-the-drop.co.uk
Waste & Housekeeping	All Exhibitors and Contractors must keep work areas clean and tidy with planned safe dismantling and removal of structures and exhibits after the show. Materials held on site must be restricted to what is needed in the immediate future and is not to be stored for future use in roads and gangways. Main aisles must be kept clear at all times. Designated pedestrian walkways both internally and externally must be kept clear at all times. Rubbish must not be allowed to accumulate in work areas or near or under structures. Skips can be ordered on site. Skips must not be permitted to overflow, if a skip is full arrangements must be made to have it removed and replaced with an empty skip. Any waste generated by the contractor must be removed at the contractor's expense. Waste that is left to be removed by FIL will be charged to the contractor.
Permits To Work	The following permits are required strictly before any activity commences: • Hot works • Crane Operations • Excavation and staking • Generators • MEWP's • Fuel bowsers, IBC's • Confined spaces • Roof working • Late working Requests for permits must be made through the Safety Team or by completing one of the online permit applications obtained from operations@farnborough.com Where relevant the permit application MUST accompanied by proof of training/licenses for the operator(s). All method statements and risk assessments applicable to the work must be shared with all workers.
Traffic	There is a 10 mph Site speed limit in work areas, 5 mph in Exhibition Halls. There is a dispensation from one way systems for Fork Lifts and heavy loads moving under the direction of the Traffic Marshals only. All terrain fork lifts must adhere to the one way system. Movement of heavy plant e.g. cherry pickers where visibility is obscured must have a Banksman in place. Lorries are not permitted to reverse unless there is a banksman in attendance.

	Traffic routes must be kept clear. If the road needs to be blocked temporarily for any reason, permission must be obtained through FIL. At junctions, roundabouts, crossings etc. normal rules of the road apply.
Cranes and Fork-Lift Trucks	ALL lifts (Fork-Lift Truck or crane) must be arranged through the official logistics contractor, CEVA Showfreight. Crane operations must be planned and carried out under their control. All crane activities must be accompanied by a lift plan that will be checked and authorised by the organisers prior to craning operations taking place. Crane and Fork Truck Loads may not be lifted over the top of other persons; the area must be cleared and cordoned off appropriately. Only FIA official suppliers are permitted to use fork lift trucks.
Smoking	Smoking is not permitted near highly flammable materials including fuels, paints or gas bottles. Smoking or using electronic cigarettes is not permitted within any structure or in shared Company vehicles. Smoking in doorways or within 5 metres of an open doorway is prohibited.
Fire Risks	Please ensure that you are familiar with the fire risks relating to your works and that your fire risk assessment addresses all areas of concern. Please ensure that your staff are briefed on these risks and on the emergency procedures. The following must all be adhered to: • Rubbish must not be allowed to accumulate in work areas or near or under structures. • Fire escape routes should be kept clear. • The use of compressors within tented areas is severely restricted. • A permit is required for all Hot Works (welding etc.), it is not generally permitted inside of tented structures. • The cooking of food products on exhibition stands, chalets and any other areas during build is prohibited. Absolutely no crew kitchens or open flame cooking permitted in the exhibition halls or chalets during construction and dismantling phases. • Gas bottles must be stored in a secure fire resisting enclosure mounted outside of structures or in the organisers compound. • During spells of hot, dry weather consideration must be given to disposal of cigarette ends in Green areas. • 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. Please contact FIL if you need to use a dedicated store. • Smoking is not permitted within any structure.
Structures	Exhibitors and Contractors must take adequate measures to ensure stability of structures while erecting and dismantling. Material may not be thrown or dropped from a height, or structures collapsed, unless the area below has been cleared, access restricted by using barriers and permission obtained from the FIL Safety Officer.

	Where there is a 30 minute fire compartment such as in kitchens, the integrity of the partition must be kept. When a chalet is handed over from the organiser to an exhibitor or their contractor, the first works must be safe access by use of steps (not ladders). No hoarding should be completed without a final check by the safety team for unauthorised storage under chalets. If checks are not completed, you may be asked to remove for a visual inspection.
Loading capacity of De Boer structures	Nothing should be attached to the 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 in one point.
Noise	During aircraft displays there is a substantial noise hazard. Hearing protection must be worn where risk assessment has identified the need to do so.
Chalet partitions	All partitions between chalets must be full height to the apex of the roof.
Late working	To gain permission to work late please complete a Late Working Permit at the FIL site office before 1700hrs. A charge will be levied for working past 1900hrs in order to cover the costs for appropriate on site staffing. First aid provision must be in place for Late working. If you cannot supply evidence that staff are first aid trained then your request will be refused.

D10. INSURANCE

D10.1 EXHIBITOR'S 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. In the event that the Exhibitor does not have an adequate extant insurance prior to the Airshow, the Exhibitor can apply to the Organiser's insurance brokers - See Exhibition Services Section of these Regulations. Failure to comply with this requirement will result in the Exhibitor being prohibited from access to the Exhibition.

D11. LOSS, DAMAGE OR 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.

D12. ORGANISER'S INDEMNITY

Each Exhibitor participating in the Exhibition 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.

D13. SUB-CONTRACTORS

All Contractors / sub-contractors (and any personnel, servants or agents of such contractor / sub-contractor) appointed by an Exhibitor in relation to the exhibition must be approved by the Organiser in advance of the exhibition. Irrespective of any provisions in the Terms and Conditions or any Regulations, the Organiser is entitled without liability to refuse admittance to the exhibition and to the site any Contractor / sub-contractor (and any personnel, servants or agents of such contractor / sub-contractor) of the Exhibitor.

D14. EXHIBITOR'S GOOD STANDING

In order to participate in the exhibition the Exhibitor must at all times be of good standing, which includes (without limitation) that the Exhibitor:

a) Must not have breached or allegedly breached the Bribery Act 2010 (as amended from time to time) or any similar legislation anywhere in the world;
b) Must not be blacklisted by the United Kingdom, or any EU government, NATO or the United Nations;
c) Must not be or anticipated to be the subject of any trade sanctions by the United Kingdom or any EU government, NATO or the United Nations;
d) Must not be or be anticipated to be on an embargo list of the United Kingdom or any EU government, NATO or the United Nations;
e) Must not be a company or entity whose attendance or participation at the exhibition, in the Organiser's opinion, acting reasonably, may bring the Organiser into disrepute; and if, in the Organiser's opinion, acting reasonably, the Exhibitor is not or ceases at any time to be of good standing, the Organiser shall be entitled to terminate its contract with the Exhibitor without liability and without any obligation to refund any amounts paid to it by the Exhibitor, and to refuse the Exhibitor and any contractors of the Exhibitor (and their respective personnel, servants and agents) admittance to the exhibition and to the Site without liability
f) Must comply with Modern Slavery Act 2015

D15. 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, servants and agents from Site and / or from the Exhibition. The Organiser also has the right to refuse any such persons admittance to the Exhibition and to the Site without liability.

SECTION E
ACCESS & ADMISSION

E1. OFFICIAL FREIGHT AGENT/TRAFFIC CONTROL AGENT

Please refer to the Airshow website or the Exhibitor Portal (E-Net) for the Official Supplier details.
Chalet holders should complete the relevant order form through the Exhibitor's E-Net account by the due date to avoid any potential additional costs.

Ceva Showfreight (the Official Supplier) are the only company permitted on Site to deliver Exhibition goods direct to stands, chalets or outside Sites. No other freight handling agent will be permitted to operate on the show Site. Any goods for onward delivery to Exhibitors should be delivered directly to Ceva Showfreight at either the G50 warehouse or direct to Gate I. Such goods will be liable to charges in accordance with the Ceva Showfreight standard tariff.

E2. SHOW AND DISMANTLING PERIODS - EXHIBITORS/CONTRACTORS PASSES

The following table details the type of pass that is required to access different areas of the Site and the period of their validity. It also clarifies the types of pass available to Contractors, Exhibitors, Service Personnel and Retailers

CLASSIFICATION OF APPLICANT	AREA OF ACCESS	PERIOD OF VALIDITY	PASS REQUIRED	COST
Exhibitor	Exhibition Site	13 June - 28 July	Exhibitor	£130 + VAT
	Northside	22 June - 25 July	Northside	FOC
Contractor	Exhibition Site	13 June - 17 July & 23 July - 28 July	Contractor	£30 + VAT
	Northside	22 June - 25 July	Northside	FOC
	Exhibition Site	13 June - 28 July	Service ID	£130 + VAT
Handover Contractor	Exhibition Site	16 or 17 July only	One day Service ID	FOC
Official supplier	Exhibition Site	As required	Official Contractor	FOC
	Northside	22 June - 25 July	Northside	FOC
Retailer	Exhibition Site	13 June - 28 July	Service ID	£130 + VAT
Service Personnel	Exhibition Site	13 June - 28 July	Service ID	£130 + VAT
Night Workers	Exhibition Stand / Chalet	18 July – 22 July	Night Duty Pass	FOC
Chauffeurs	Exhibition Site	15 June – 30 July	Chauffeur Service ID	£60 + VAT

NOTE: All relevant passes will be available through the Exhibitor or Contractor online portal known as E-Net. Please contact the Organiser if you cannot see passes that you require access too. Login information will be sent by email to all Exhibitors on receipt of a signed contract. Contractors will need to be registered by the Exhibitor (through E-Net) in order to receive their own login details for their own account. The Organiser will not issue any E-Net login details to contractors unless they have been registered by the Exhibitor.

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

E2.1 EXHIBITOR PASSES

Entry to the Site for Exhibitors is by an Exhibitor pass issued by the Organiser and is valid for the period 13 June to 28 July inclusive. Exhibitors will be issued with passes in accordance with the tables as set out in Regulation A9.

Additional Exhibitor passes can be purchased online via the Exhibitor Portal (E-Net) (see Regulation E4.5). For access to the Northside areas see E2.4.

Exhibitors can opt to receive the passes by post or collection either in person or in bulk by the registered company representative (E-Net account holder) from the Exhibitor Pass Office located inside Gate A. Please note all Exhibitor passes and vehicle labels must be collected by 7pm on Sunday 17 July.

E2.2 WORK PASSES FOR CONTRACTORS

Entry to the Exhibition Site during the construction and dismantling periods (13 June – 15 July and 23 July – 28 July inclusive) is restricted and controlled by the Pass Office. Personal photographic contractor passes are issued by the Pass Office at a cost of £30 + VAT and are required by the staff of contractors wishing to gain access to the Exhibition Site.

The pass is valid only for the person to whom it is issued and for the dates indicated thereon. It must not be transferred or altered. It is not valid for the Exhibition period 18 – 22 July.

NOTE: Contractor passes are to be worn at all times whilst on the Exhibition Site. Contractor passes are NOT VALID for Saturday 16 or Sunday 17 July. All work must be completed by 1900hrs on Friday 15 July. There will however be one day Service ID Handover passes for Saturday 16 or Sunday 17 July available for each Exhibitor with chalets, stands or outdoor areas of 48 sq m or more to issue to key contractor personnel for the purpose of final amendments and handover of the stands/chalets to their clients.

All Contractor passes must be collected in person from the Contractor Pass Office which is located inside Gate I. The pass office is open throughout the build period from 0700-1900 daily.

E2.3 SERVICE ID PASSES

Those contractors who are required to be on Site during the show period will require a Service ID Pass. The Service ID Pass is restricted and controlled by the contractor pass office.

Personal photographic Service ID are issued by the Contractor Pass Office at a cost of £130 + VAT and are required by the staff of contractors, caterers, cleaners and other service personnel wishing to gain access to the Exhibition Site. The Service ID is valid only for the person to whom it is issued and for the dates indicated thereon. It must not be transferred or altered. It is valid for the period 13 June – 28 July inclusive.

Service ID passes are non-refundable; however Service ID passes that are returned to the Contractor Pass Office during show week can be exchanged for a reserve application at no additional cost. Service ID passes must be paid for in advance or at the time of collection from the Contractor Pass Office.

Service ID passes can be collected either in person or in bulk from the Contractor Pass Office by the registered company representative (E-Net account holder) who should provide copies of appropriate identification documentation for each individual pass holder when collecting the passes.

The Chauffeur Service ID Pass is valid for Chauffeurs to provide a service for Exhibitors to bring individuals to Site at a cost of £60 + VAT. On arrival chauffeured vehicles should follow the direction of traffic marshals who will direct vehicles to the appropriate pre show car parks only. Site familiarisation will be permitted on Saturday 09 or Sunday 10 July only.

Outside of these dates all vehicles will be directed and restricted to the pre-show car parks only. Chauffeurs will not be permitted entry 13 June - 28 July to the Site without a valid pass.

E2.4 NORTHSIDE & AIRSIDE WORK PASSES

The airfield site is divided into three distinct areas:

a) Main show site on the Southside of the airfield within which limited aircraft movements will take place to static display areas.
b) The operational side of the airfield, excluding aircraft operating areas, within which lie Farnborough Airport Operations and the Terminal Building. Access is through Ively Gateor the manned gate at G29.
c) The area of the airfield including all runways, taxiways and aprons within which aircraft manoeuvring takes place. Access to airside will be by escort only.

Details and forms to apply for access to the Northside areas of Farnborough airport will be circulated separately to those companies who apply to present Aircraft. For safety and security reasons access to airside will be limited to essential personnel only and be by escort only.

Where the Exhibitor or their contractor is not directly presenting Aircraft at FIA 2022 and Northside or airside access is requested, an application providing a valid requirement should be made by e-mail to flightops@farnborough.com Access to apply for a Northside pass will be enabled for successful applicants and will be available through E-Net.

The static Aircraft Park is part of the Exhibition main complex during the period of the Exhibition 18 July to 22 July. Outside this period the area reverts to an apron area and an escort will be required.

E2.5 COMPLETION OF BUILD-UP

Exhibition Site will close for construction and stand fit work to both chalets and Exhibition halls at 1900hrs on Friday 15 July. Please see Regulations B5.1 and B5.1.1 for further information.

A counter-terrorist search will then be carried out prior to the opening of the Exhibition on Monday 18 July.

In order to safeguard the integrity of the counter-terrorist search no further construction work, stand fit or deliveries will be permitted after 1900hrs on Friday 15 July.

Exhibitors, official suppliers, emergency services personnel, holders of one day Handover Passes and service personnel with a valid Service ID pass will still have access to the Site on Saturday 16 or Sunday 17 July. However, all vehicles entering

the Site will be restricted to the car park 1 unless authorised otherwise and all personnel will be subject to a search procedure.

E2.6 INSPECTION VISITS

Exhibitors and/or their contractors wishing to visit the Exhibition Site for inspection and survey purposes before 13 June may do so only by arrangement with the Organiser at the organiser's office. The site will be operating under CDM regulations and appropriate PPE in the form of high visibility clothing and safety footwear must be worn.

Aircraft Exhibitors should apply to Flight Operations flightops@farnborough.com; appointments for all other Site surveys access must be arranged with operations@farnborough.com

NOTE: All appointments must be made at least 48 hours in advance.

E3. CONSTRUCTION & DISMANTLING PERIODS – VEHICLE ACCESS

Exhibitors visiting the Site prior to the show dates can enter the Site through Gate A from 4 July – 17 July provided that they and all occupants of their vehicle are in possession of a valid Exhibitors pass. Vehicles entering Gate A during this period will be directed by traffic marshals to car park 1 and will not be permitted to access other areas of the Site.

GATE	TIMES	CLASSIFICATION	DATES
Gate A	0700-1900	Exhibitors	4 July – 16 July
Gate I	0700-1900	Exhibitors Contractors	13 June – 3 July 13 June – 15 July 23 July – 28 July

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

E3.1 CONTRACTOR'S VEHICLES

All vehicles must enter the Site through Gate I unless directed otherwise. Private vehicles will be directed to car park 1 or to Northside, as appropriate, provided all occupants of the vehicle possess the correct pass.

E3.1.1 EXHIBITOR'S VEHICLES & COLLECTION OF PASSES PRE SHOW UP TO 4 JULY

Exhibitors visiting Site without a valid pass must report to the Pass Office at Gate I to register and collect the appropriate pass before entering Site.

E3.1.2 EXHIBITOR'S VEHICLES AND COLLECTION OF PASSES PRE SHOW

Exhibitors visiting the Site in the period of 4 July to Saturday 16 July should enter Site via Gate A provided that all vehicle occupants are in possession of a valid pass. Exhibitors arriving without a pass should report to the pass office adjacent to Gate A to register and collect the appropriate pass. Vehicles entering the Site through Gate A will be directed by traffic marshals

to park in car park 1. Please note all Exhibitor passes and vehicle labels must be collected by 7pm on Sunday 17 July.

E3.1.3 REHEARSAL DAY

Sunday the 17 July will be a rehearsal day for gates and traffic movement. All show vehicle labels will be valid and operational. Exhibitors and Contractors should display their vehicle labels and enter Site in accordance with normal show procedures.

E3.2 CONTRACTOR'S AREA

There will be a dedicated area of the site, T-Area (near gate I), for contractors to set up a Site base. Please contact operations@farnborough.com to apply for space in this area.

E3.3 VEHICLE LABELING

Those contractors who book and pay for space within the contractors' area, will be entitled to a vehicle label which will enable them to park within their specific designated area during the build-up, show and dismantling periods.

E3.4 DELIVERIES

To ensure the smooth delivery/removal of exhibits, the official freight agent will operate a construction/dismantling schedule during the construction and dismantling periods. All vehicles must enter the Site through Gate I and timed slots will be allocated as close as possible to the preferred delivery/collection dates and times. These delivery arrangements apply to both official and non-official suppliers.

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

CEVA Showfreight are the only company permitted on Site to deliver Exhibition goods direct to stands, chalets or outside Sites. No other freight handling agent will be permitted to operate on the show Site.

Any courier deliveries with goods for onward delivery to Exhibitors should be delivered directly to CEVA Showfreight via Gate I. Such goods will be liable to charges in accordance with the CEVA Showfreight standard tariff.

NOTE: To avoid unnecessary delays, Exhibitors and contractors making deliveries are advised to give advance notification of intended dates of delivery to the official freight agent.

E3.5 UNLOADING OF EQUIPMENT – POWERED MECHANICAL

The use of powered mechanical handling equipment (PMHE) at Farnborough International Airshow is strictly controlled. The Organiser has appointed CEVA Showfreight as 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 2022 Organiser. CEVA Showfreight is the only company permitted to provide a lifting service for hire and reward at the Farnborough International Airshow 2022 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 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, CEVA Showfreight 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 in order for consent in the form of a permit to work to be considered.

The Organiser reserves the right to refuse consent.

E3.6 PEAK PERIOD HOLDING AREA

During the peak periods of 11 – 15 July and 23 – 28 July, delivery vehicles wishing to gain access may be directed to a temporary holding area away from Gate I.

E3.7 ROUTING OF TRAFFIC

In order to ensure the free flow of vehicles, drivers must observe road signs and obey traffic marshals. Please note that a one-way system operates around the Exhibition main complex.

NOTE: Approved drivers of fork lift trucks MEWPS as well, under the direction of traffic marshals, will be permitted to operate against the one-way system in some areas on some of the roads on Site - care should be taken and speed limits adhered to. This dispensation does not apply to any other vehicles including all terrain fork lifts which must comply with the one-way system (if not moving loads under the direction of traffic marshals).

Please follow link below where you will be able to access Site Traffic Plans.

https://app.box.com/s/vsbmmvtmsxdpw060yj5f546aud2cw9hh

E3.8 STATIC AIRCRAFT PARK

Exhibitors and contractors should note that after 4 July and before 26 July, the area of the static aircraft park must not be used for the parking of vehicles nor for unloading, storing or loading any items which are destined for the indoor or outdoor exhibition, or chalets. This area must be kept clear at all times to allow aircraft to be positioned within the static aircraft display. No persons will be permitted entry when aircraft movement is taking place.

E3.9 GOLF BUGGIES

Please refer to the Airshow website or the Exhibitor Portal (E-Net) for the Official Supplier details.
Exhibitors should complete the relevant order form through the Exhibitor's E-Net account by the due date to avoid any potential additional costs.

Representatives and engineers will be permitted on the Exhibition site but not within the Static Aircraft Park or airside. 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. Buggies are only to be driven by employees of Exhibitors or contractors who must hold a full current driving license and an FIA driving permit after receiving an induction, by the official provider, in the use of a buggy. The Exhibitor/contractor remains responsible for any accident, damage, loss or injury resulting from the use of buggies and must ensure that their Third Party Public Liability Insurance extends to this use. Drivers must observe the one-way system and the normal rules of the road. Buggies must not be used outside the hours of daylight.

Buggies must be used to carry passengers only, not tools or equipment. No smoking, drinking, eating or use of mobile phones or devices is permitted whilst driving. Buggies must not be overloaded and the weight and seating restrictions must be adhered to.

The parking of golf buggies is restricted to the chalet rows within the designated area, the reserved space within the contractors' area or the charging points provided and must not interfere with the flow of traffic including deliveries and refuse collection.

E3.10 MOTORISED SCOOTERS

Motorised Scooters are NOT permitted on site at any time.

E3.11 SEGWAYS

Segways are NOT permitted on site at any time.

E3.12 SPECIFIC RULES FOR DELIVERY DRIVERS

This is a summary of the most important Site Rules that apply to Delivery Drivers, at the Farnborough International Airshow site.

These rules will be given to all drivers on their arrival on site:

a) Any accident must be reported to FIL.
b) Site traffic rules and signals must be complied with. There is a 10 mph Site speed limit in operational areas including chalet rows and Hall perimeters during FIA. In the Halls the speed limit is 5 mph. Speed limit is 20 mph or as otherwise signed on the remainder of the show site and airport.
c) Lorries and vans are not permitted to reverse unless there is a banksman in attendance.
d) Smoking is not permitted near highly flammable materials including fuels, paints or gas bottles or in substantially enclosed structures.
e) No mechanical plant is to be operated by anyone who is not trained and certificated. This particularly applies to Power Platforms and Fork Lift Trucks which may not be operated without a permit.
f) Safety boots and high visibility tabards must be worn.
g) Hard hats, must be worn in any Construction Areas.
h) The site may contain part complete structures. Drivers are not permitted in structures unless:
    i. They are escorted or
    ii. They have been informed that the structure is complete and safe.
i) Site contains hazardous operations such as crane operations, excavations and the movement of fork lift trucks. Drivers must keep clear of these as far as practicably possible.
j) Drivers must not undertake any work other than unloading or back loading of materials unless they have an individual site pass.
k) Possession, use or being under the influence of alcohol or non-prescribed drugs is prohibited at all times for all persons working on the site.

l) Drivers must ensure they do not block the flow of traffic on the road, emergency exits or other parked vehicles.
m) No drivers are permitted to stay on site overnight.

E4. EXHIBITION PERIOD – PASSES & BADGES

SITE ACCESS TIMES AND ENTRANCES 18 - 22 JULY

WHO AM I?	WHAT TIME CAN I GET ON SITE?	HOW DO I ACCESS THE SITE?
Trade Exhibitor Service providers (Service ID) Chauffeur Official suppliers	06:00	In a labelled vehicle - through a gate with the corresponding gate letter (A, D, E, F). In an unlabelled vehicle – Park at Queens Parade and catch a shuttle bus. On Foot – via gate B Arriving by train – catch a shuttle bus
Trade Visitors Media	07:00	In a labelled vehicle - through a gate with the corresponding gate letter (A, D, E, F). In an unlabelled vehicle – Park at Queens Parade and catch a shuttle bus. On Foot – via gate B Arriving by train – catch a shuttle bus

NB *Gate entrances may be subject to change.*
NB *Check gate entry prior to attending.*

E4.1 ENTRY ON TRADE DAYS

The Exhibition is a business occasion from Monday 18 July until Friday 22 July and, in the interests of preserving the trade days as an opportunity for genuine discussions and meetings, only persons holding a professional or business appointment should be invited.

All persons attending the show during the period 18 July to 22 July will be required to register their details online, in advance of attendance (See E4.5). Limited facilities will be available at the entrances to enable registration on the day but this process may be subject to delays. Visitors are encouraged to apply online 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 18 – Thursday 21 July.

NOTE: 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 on the show days Monday - Thursday” and “At no time will animals be permitted to enter the Exhibition, except assistance dogs”.

Exhibitors, their guests and trade visitors will require Entrance Passes or Exhibitor Passes for each day of the Exhibition (see Regulation E4.3).

Contractors' personnel including caterers and cleaners, other than official Farnborough International Airshow 2022 suppliers, will require Service ID passes to enter the Site during the period of 13 June to 28 July.

Chauffeurs operating on behalf of exhibiting companies will require a Chauffeur Service ID pass to enter Site during the period 13 June to 28 July. The cost of the Chauffeurs Service ID pass is £60 + VAT. This must be paid for at the time of collection of the pass. A PCO licence number will need to be declared at the point of sale.

Chauffeur Service ID passes can be collected in bulk by the authorised company representative in advance of the show. Copies of appropriate identification documentation will be required for each prospective pass holder when collecting the passes. Chauffeurs will not be permitted entry to the Site without a valid Service ID Pass.

The Organiser will issue invitations for the trade days to Government Ministers and officials, senior officers from armed forces, airline executives and senior representatives from aerospace organisations worldwide.

E4.2 PIONEERS OF TOMORROW

Pioneers of Tomorrow (Friday 22 July) is a normal trade day but has been especially designed to appeal to a youth audience from 11 – 21 years. Daily visitor passes purchased through E-Net are valid on any day Monday – Friday and therefore can be given to your younger guests for Friday.

E4.3 DAILY VISITOR PASSES

NOTE: All visitors visiting the Site may be subject to search procedures.

Visitors will be admitted to the Exhibition on production of a valid pass.

Visitors will be required to register in advance before entering Site. A Pass will be issued after registration. All Visitor passes are print at home / office and will be sent via email at least 2 weeks prior to the show.
All passes will be scanned at the gate to enable entry.

PASS TYPE	PERIOD VALID	COST
Daily Pass (Purchased through E Net)	Undated, valid for one day use only	£35 + VAT
Daily Pass (advance) Purchased via www.farnboroughairshow.com	Undated, valid for one day use only	£45 + VAT
Daily Pass (during show open dates)	Undated, valid for one day use only	£65 + VAT

E4.4 EXHIBITOR & DAILY VISITOR PASS ALLOCATION

Exhibitors are entitled to an allocation of Exhibitor Passes and Daily Visitor Passes (see tables in Regulation A9).

NOTE: Allocations will only be added to the Exhibitor Portal (E-Net) after full payment of the Organiser invoice for Exhibition charges.

E4.5 ADDITIONAL PASS PURCHASE

Exhibitors may purchase additional Exhibitor passes and daily entrance passes online via their E-Net account.

An Exhibitor pass office will be located at Gate A from 4 July.

E4.6 COLLECTION OF EXHIBITOR PASSES

Exhibitor passes can be collected either in person or in bulk by the registered company representative (E-Net account holder) from the Exhibitor Pass Office which is located inside Gate A during the period 4 July to 17 July. Prior to this passes can be collected from the pass office at Gate I. Please note all Exhibitor passes and vehicle labels must be collected by 7pm on Sunday 17 July.

E4.7 REFUNDS

Exhibitors should note that there will be no refunds payable on any unused passes.

E4.8 RE-ENTRY FOR DAILY VISITOR PASS HOLDERS

Persons wishing to leave the Exhibition and return the same day must obtain a re-entry pass at the gate before leaving. Re-admission to the Site will only be permitted when a re-entry pass is shown in conjunction with the Daily Visitor Pass.

E4.9 AIRSIDE AREAS

Access to the airside areas is restricted to those personnel whose presence is vital to the operation or support of Aircraft movements. For the purposes of Farnborough International Airshow 2022 the airside is defined as “the areas of the airfield within which Aircraft manoeuvring takes place and the public do not have access”. The airside area contains all active apron areas, taxiways and runways.

Personnel who require access to airside areas must be escorted at all times. Escorts for persons with a valid requirement can be arranged via the Air Crew Reception within the ADHQ (Air Display Head Quarters).

Where the Exhibitor or their contractor is not directly presenting Aircraft at FIA 2022 and Northside or airside access is requested, a valid requirement must be proved to the Flight Operations team.

The Static Aircraft Park is part of the Exhibition main complex during the period of the Exhibition 18 July to 22 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.

E4.10 MEDIA ACCREDITATION & PASSES

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 Spring 2022. Completed

applications must be received by the Organiser before the deadlines specified on the online application.

NOTE: Media Passes are issued to individual members of the press or broadcast media and are valid only in the holder's possession. MEDIA PASSES ARE NOT TRANSFERABLE.

NOTE: Exhibiting companies are not eligible to apply for media accreditation.

E4.11 SALES SUITE

The Farnborough International Airshow Sales Suite is located on the First Floor of Hall 1 next to the Media Centre. This feature area offers Exhibitors an opportunity to meet the FIL sales team, collect the Exhibitor pack and discuss opportunities at FIA2022.

E4.12 EXCLUSION OF ANIMALS

At no time will animals, apart from assistance/therapy dogs, be permitted to enter the Exhibition or internal car parks. Invitations to Exhibitors' guests should be worded accordingly.

E5. EXHIBITION PERIOD – VEHICLE ACCESS

NOTE: Vehicles will be directed to an entrance giving access to the general parking areas or, where a vehicle label is clearly displayed, to the gate or car park indicated on that label.

Red lines are clearly marked on the chalet rows. No parking is permitted between the marked red lines in order to ensure the free flow of Farnborough International Airshow 2022 traffic.

E5.1 EXHIBITION ROADS

In order to ensure the free flow of traffic, drivers must pay close attention to road signs and obey traffic marshals. Please note that a one-way system operates around the Exhibition main complex.

E5.2 EXHIBITION SITE TRAFFIC – TRADE DAYS

Exhibitors and chalet holders can purchase reserved parking spaces (see E6.3) for car parks 1 and 5 and will be issued labels as appropriate. These labels are valid from Sunday 17 July.

In the event that 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 hard standing in Car Park 6.

E5.2.1 Exhibitors are also able to purchase a reserved parking space in car park 6 and will be issued a label accordingly which will be valid from Sunday 17 July to Friday 22 July.

E5.2.2 Coach or minibus parking labels are available to purchase which permit entry via Gate A and permit drop off (before the show opens 0900hrs) and collection (after the site is closed 1730hrs) at the chalet rows. The coach then transits the Site and parks

in car park 7. These labels are valid from Monday 18 to Friday 22 July only (see E6.3).

Coach or minibus parking labels are also available to purchase which permit entry via Gate F and parking in Car Park 6 only. These labels are valid from Monday 18 July to Friday 22 July only.

E5.2.4 SPECIAL DRIVING REGULATIONS APPLICABLE TO THE AIRSHOW FOR THE PERIOD 18 – 22 JULY 2022.

- You must only enter through the allocated Gate and park in the car park specified on your vehicle pass
- Vehicle passes are non-transferable. Passes must be displayed clearly at all times
- No parking is allowed at halls/chalets. Your pass allows you to drop off and park in the allocated car park
- Do not wait at the halls/chalets as you will be moved on by Traffic Marshals
- If you are instructed to move by a traffic marshal, please adhere to this immediately
- Please adhere to the one-way system, CEVA Showfreight traffic marshals are there to enforce this and keep the roads running as clearly as possible
- Do not park on double red lines unless permitted by CEVA Showfreight traffic marshals
- Avoid obstructing a point of access or exit
- Once chauffeurs have dropped off/picked up their client(s) they must exit the site or return to the designated car park

E5.3 VEHICLE SIZE LIMITATIONS

Between 0900hrs and 1700hrs Monday 18 to Friday 22 July no vehicle longer than 5.00 meters will be permitted in the chalet rows.

NOTE: Coaches will not be permitted on the Exhibition Site between 0900hrs and 1730hrs except for the official shuttle bus service.

E5.4 GOLF BUGGIES

See Regulation E3.9.

E5.5 MOTORISED SCOOTERS

See Regulation E3.10.

E5.6 EXHIBITION SITE TRAFFIC – PIONEERS OF TOMORROW (FRIDAY)

In view of the large number of Visitors expected on Friday and the likely conflict between pedestrians and vehicles, there will be vehicle movement restrictions imposed with the intention of reducing this conflict and improving public safety.

E5.7 CONTRACTORS' AREA/EXHIBITORS' TEMPORARY ACCOMMODATION

Contractors and/or Exhibitors who have applied for space within the area designated for office use may be allocated parking spaces at the Organiser's discretion dependent upon availability. The issue of labels will be strictly controlled and will only be available for essential need. All drivers must be in possession of a contractor's Service ID Pass, Official Supplier or Contractor Pass (not valid during 18 – 22 July).

Aircraft Exhibitors should refer to Section F of the Exhibition Regulations.

E5.8 DELIVERIES

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.

All delivery drivers visiting the Site must be in possession of a valid delivery ticket together with proof of identity (a valid passport or driving license). A photographic record of their visit to Site will be taken and retained for security purposes. All delivery vehicles will be searched prior to entry to the Site.

Deliveries to the Exhibition Site are only permitted between 0600hrs and 0900hrs and after 1800hrs.

Deliveries must be completed, and vehicles clear of chalet rows by 0900hrs each day. Deliveries attempted between 0900hrs and 1800hrs may be delayed and/or refused entry. Any deliveries permitted during these hours will be escorted by traffic marshals.

NOTE: Drivers of delivery vehicles will not be required to present an entrance pass at the gate provided they leave the Exhibition Site before the end of the 'critical delivery period'.

E5.9 BUSINESS CHALET ACCESS

The only Exhibitor vehicles permitted to access the chalet rows are those displaying a green 'A' or 'E' label (see Regulation E6.3) or delivery vehicles (see Regulation E5.8). Vehicles are not permitted to park in the service roads behind the chalets other than those Exhibitors allocated specific parking bays in Chalet Row C1 (formally Row A). Drop offs/pick-ups are permitted, but only within the designated areas on the chalet rows. No parking is permitted between the red lines. Vehicles will be permitted to wait for up to ten minutes. Suppliers' vehicles must not be parked within this area unless loading or unloading.

At no time must vehicles obstruct the access steps between chalet rows. Vehicles causing an obstruction will be removed.

E5.10 CHAUFFER CAR / GOLF BUGGY SERVICE

A limited Chauffer Car (previously courtesy car) service will be available during the opening hours of the period of the Exhibition 18 July to 22 July, to take Exhibitors and their guests to any point within the Exhibition Site, including the Aircraft Static/Fly Enclaves and the Farnborough Airport and heliport terminals. This will be pre-booked service and charged back to the Exhibitor. In addition, a free of charge golf buggy shuttle service will operate on a pre-set route down the length of the site.

E5.11 PRE SEARCH ENTRY

Those Exhibitors with allocated car park spaces in car park 1 will be eligible for the pre search entry system through Gate A. Those Exhibitors with allocated car park spaces in Car Park 5 will be eligible for the pre search entry system through Gate E. Drivers of the vehicles will be required to undertake a training course in vehicle search techniques with the Organiser's appointed security contractor. Details are available upon request to the Organiser or via the Exhibitor Portal (E-Net)..

E6. PARKING

E6.1 RESTRICTIONS

No vehicle will be permitted to park in any area other than the recognised car/coach parks.

E6.2 FREE PARKING

Free parking in the general off Site car parks is provided for show pass holders during the period 18 to 22 July.

E6.3 RESERVED PARKING – TRADE DAYS

Reserved parking areas are available for Exhibitors' vehicles from the 18 to 22 July. Parking labels are sold on a first come first served basis through the Exhibitor Portal (E-Net) and have limited numbers.

Car parking spaces will be allocated in car parks 1 or 5 at the discretion of the Organiser.

a) **Car Park 1 - for cars**
Situated in front of Hall 1 with access through Gate A as designated on the issued label. Car Park 1 is reserved for chalet holders, Exhibitors, private vehicles at the discretion of the Organiser, essential user Contractors and selected media vehicles.

b) **Car Park 5 - cars**
Car Park 5 is accessed through Gate E. It is reserved for chalet holders, Exhibitors or other private vehicles at the discretion of the Organiser.

NOTE: Car Park 1 or 5 labels are for vehicles up to 5.8m in length including MPV's with up to 9 seats. In the event of bad weather affecting the condition of Car Parks 1 or 5 the organisers reserve the right to redirect traffic to alternative areas of hardstanding in Car Park 6.

Vehicles displaying a green label may transit the chalet rows for drop-off and pick-up only, with a maximum of 10 minutes wait time.
Parking in the chalet rows is not permitted.

Vehicles displaying a red A or E label will be permitted to park in car park 1 or 5 only and will not be able to transit around the Site.

c) **Car Park 6 - cars**
Car Park 6 is accessed via Gate F. It is reserved for Exhibitors. Vehicles displaying a red F label will be permitted to park in car park 6 but will not be able to transit around the Site.

d) **Car Park 6 - coaches**
Coaches displaying a red F6 label will be able to drop off passengers at the Pass Control Area and then park in car park 6. Passengers will return to car park 6 for their return journey.

N.B. Car Park 6 is available for cars / coaches on trade days only.

e) **Coaches & Minibuses**
Coaches and minibuses displaying a green 'A' label will be able to enter the Site via Gate A and drop off passengers as required prior to 0900hrs. After dropping off passengers, the vehicles should proceed to car park 7 to park during the show hours. The coaches and minibuses will then be allowed to

return to collect passengers after 1730hrs.

f) **Queens Parade - general car park**
Queens Parade car park is situated south of the airport with access off the A325 and is a general car park for all unlabelled vehicles. A dedicated shuttle bus service will run to and from the car park throughout the day to transport visitors to the bus terminal adjacent to pedestrian Gate B and Hall 4.

g) **Car Park 7 - Cars**
Car Park 7 is situated at the western end of the Site and is accessed via Gate I. It is available for unlabelled vehicles. A shuttle bus service runs from Car Park 7 to Hall 4.

h) **Car Park 8 - Cars**
Car Park 8 is situated adjacent to Hall 4. It is reserved for Chalet Holders at the discretion of the Organiser.

Please sign into your E-Net account where you can purchase the required parking labels.

NOTE: The charge for coach parking includes admission for up to two coach drivers. Coach or minibus labels are for vehicles with 9 seats or more only.

a) **Taxi Rank**
Exhibitors/visitors arriving at the show by taxi will be able to utilise the taxi rank facilities which are located externally on RAE Road opposite Gate A.. Exhibitors/visitors who wish to depart from the show Site by taxi will be able to hire a taxi from the Taxi Rank facilities in the same location. A pedestrian walking route is defined from the Taxi Rank, through Gate A and into the show site. lo.

b) **Shuttle Buses from Queens Parade and Rail Stations**
Those Exhibitors or visitors either parking at Queens Parade or arriving by train at Farnborough Main, North Camp or Aldershot stations will be able to complete their journey to the Site in buses provided by the Organiser. The buses, will terminate their trip at the Bus Terminal at Gate B. The shuttle bus services run continuously throughout the opening hours of the Exhibition.

Alternatively, some of the buses from Queens Parade Car Park will enter the site directly and will terminate their journey at Hall 4. A return service will also be available from this location.

c) **Minicabs / Drop Offs**
Those Exhibitors / Visitors / Contractors arriving, departing or being dropped off should utilise the drop off zone which is located at Queens Parade car park from where they can complete their journey to the Site utilising the Shuttle Bus service. Entry to the Site will be at pedestrian Gate B.

d) **Northside Labels**
Vehicles displaying a Northside label during Trade days may visit the heliport to pick up or set down passengers only.

E6.4 OVERNIGHT PARKING

No facilities exist within the Exhibition Site for long stay parking, overnight parking or parking during the Exhibition for trailer vehicles, containers, etc.

NOTE: Any unauthorised vehicles or containers found within the Exhibition Site will be removed by the Organiser and the cost charged to the Exhibitor/contractor.

E6.5 CONTRACTORS' AREA

Those Contractors' vehicles granted essential access to the Site must park in the designated car park as per their purchased vehicle label or within the perimeter of the contractors' allocated Site at T area, whether loading, unloading or not in use.

E7. REMOVAL OF MATERIALS

Exhibitors collecting goods in cars should do so between 1800hrs and 2200hrs on Friday 22 July. Access to the Site will be via the traffic office at Gate I. Please refer to the dismantling programme table for the allocated times on the dates after 22 July.

E8. UK BORDER FORCE (IMPORTING OF ITEMS INTO THE UK)

Border Force facilities are available at Farnborough from 11 to 24 July inclusive. Border Force officers are based in the Air Display Headquarters; clearance will be carried out within the reception procedure. Captains of Aircraft arriving from outside the UK are to complete General Declarations and to present crew and passengers immediately to the designated authorities for clearance.

Any additional Border Force charges incurred for Exhibition week arrivals/departures will be charged to the Exhibitor/operator.

All passengers and crew must be presented to the Border Force for immigration and customs clearance. The following documentation will be required:

PASSENGERS & CREW

- NATO military personnel: A valid national passport or military identity card with Travel Orders
- Commonwealth Forces: A valid national passport
- EEA nationals: A valid national identity card or passport
- All other passengers and crew: A valid national passport with a valid UK visa where required.
  (Details of visa requirements can be found at https://www.gov.uk/check-uk-visa)

AIRCRAFT

- This table below indicates the documentation required.

	GENERAL DECLARATION	GENERAL AVIATION REPORT	ORAL DEC.
NATO Military Aircraft	Yes	No	No
All other Military Aircraft	Yes	No	Yes
Civilian Aircraft arriving from another EU/EEA member state	No	Yes	No
Civilian aircraft arriving from outside the EU	No	Yes	Yes

- A C108 can be found at: www.gov.uk/government/publications/import-and-export-temporary-admission-inventorydocument-to-support-an-oral-customs-declaration-c108
  This should be downloaded, and a completed copy handed to the Border Force Officer on arrival at Farnborough.

GENERAL AVIATION REPORTS (GARs)

- Pilots are encouraged to file GARs Four hours in advance of an arrival from another member state of the EU or the EEA and;
- Twenty four hours in advance of an arrival from elsewhere.
- This can be completed online here: www.submit-general-aviation-report.service.gov.uk/welcome/index
- Alternatively, a GAR can be downloaded here: hwww.gov.uk/government/publications/general-aviation-operators-and-pilots-notification-of-flights and emailed to Heathrowsmallports@homeoffice.gov.uk and ncu@hmrc.gov.uk

ALL OTHER GOODS

All goods, both military and civil, originating from outside the European Community (EC) intended for display or Exhibition at Farnborough International Airshow 2022 are required to be entered on both their arrival and departure, using either the C108 Oral Declaration Procedure, C88 entry or an ATA Carnet.

The Oral Declaration Procedure has been agreed with H.M. Revenue & Customs as an alternative means of entering temporarily imported exhibiting Aircraft and their spare parts arriving at Farnborough which are intended for display only at Farnborough International Airshow 2022. A key advantage of this procedure is to allow relief from any potential customs charges (Customs Duty and VAT) without the need to provide financial security (cash deposit, bankers guarantee, bond, etc.).

FIREARMS

You may not import firearms into the United Kingdom unless prior arrangements to do so have been made and all necessary documentation is available on arrival.

All firearms carried on board Aircraft (military and civilian) arriving at Farnborough must be notified in advance, four hours before arrival for military Aircraft or at the time the GAR is submitted (see above) for civilian Aircraft. Firearms and ammunition which may not be imported without appropriate licences will be detained and secured by Border Force.

E9. AIRCRAFT AND PERSONNEL EXHIBITING AT RIAT FAIRFORD 2022 AND FARNBOROUGH INTERNATIONAL AIRSHOW 2022

If it is intended that your Aircraft or its personnel, or both, will exhibit at both the Farnborough International Airshow and Royal International Air Tattoo at RAF Fairford please make this fact known on arrival at Fairford. Arrangements will then be made for any departures procedures necessary for equipment or personnel to be conducted at the end of the Farnborough Airshow. If firearms are deposited with Border Force at Fairford these may also be collected on departure from Farnborough providing arrangements to do so have been made in advance.

E10. SUPPORT AIRCRAFT

Exhibitors who wish to use Aircraft solely for the purpose of transporting Exhibition personnel

or materials to and/or from Farnborough for FIA2022 should apply to the organiser Aircraft Operations Centre for Exhibition Regulations Sections F.

E11. ARRIVALS & DEPARTURES BY AIR

Separate facilities will be available for both fixed and rotary wing Aircraft to operate during Exhibition week (20 July to 24 July). Operation of these Aircraft must be confined to Exhibitors, their guests and other bona fide visitors to the Exhibition. All persons are required to be in possession of a valid Exhibitor or Daily Entrance Pass.

E11.1.1 OPERATOR

Prior permission for landing is required by Farnborough Airport. All arrangements for the operation of fixed and rotary wing aircraft should be made with:

Farnborough Airport
Farnborough
Hampshire
GU14 6XA
United Kingdom

Tel: +44 (0)1252 379000
Fax: +44 (0)1252 518771

E11.1.2 OPERATING HOURS

The Terminal for fixed and rotary wing Aircraft will be operational at the following times during the exhibition period:

DATE	OPERATING TIME	
Monday 18 July	0700hrs - 1300hrs	1630hrs - 2200hrs
Tuesday 19 to Thursday 21 July	0700hrs – 1345hrs	1715hrs – 2200hrs
Friday 22 July	0700hrs – 1200hrs	1630hrs – 2200hrs

E11.1.3 ACCESS

For Exhibitors and visitors without their own vehicles, courtesy vehicles will operate a shuttle service between the Exhibition main complex and the terminal; this service will not operate between 1400A to 1700A on trade days or 1230A to 1700A on the public day. Please note that there will be no access, for whatever reason, through the Northside area, nor will personnel be allowed to remain north of the crowd barrier line during the period of the flying display.

E11.1.4 ROTARY WING AIRCRAFT DEPARTURES DURING THE FLYING DISPLAY

Departures by rotary wing Aircraft during the Flying Display will be by prior arrangement with the AOC.

E12. REMOVAL OF AIRCRAFT

See Exhibition Regulations Section F; paragraph F1.4 for departure procedures for aircraft.

E13. FLY POSTING

Please note that Rushmoor Borough Council will not permit Exhibitors to hang posters/banners, or any other type of advertising material along roadways, or on fences or buildings anywhere outside the Exhibition Site, unless prior permission has been granted.

Please note that the Farnborough International Airshow 2022 Organiser will not permit Exhibitors to hang posters/banners, or any other type of advertising material anywhere within the Exhibition Site, other than an official Site at the Exhibitors expense. Any such materials will be removed by the Organiser. Official Sites may be purchased in advance. See our web Site www.farnboroughairshow.com for full details.

Please follow link below where you will be able to access up to date Site plans. (Please note this is via a free web app called 'Box').

https://app.box.com/s/vsbmmvtmsxdpw060yj5f546aud2cw9hh

SECTION G
ENVIRONMENTAL HEALTH STANDARDS AND CONDITIONS AND FIRE PRECAUTION STANDARDS

G1. AIRSHOW ENVIRONMENTAL HEALTH STANDARDS

INTRODUCTION

The following Environmental Health conditions have been produced by a working party involving Farnborough International Ltd (FIL), chalet designers, Exhibitors, caterers and enforcing authorities involved with the Airshow.

The conditions represent the expected standards to be attained for all chalets and official catering sites. They incorporate the legislative standards and apply these to the unique circumstances of the Farnborough International Airshow.

It may be possible to demonstrate how these standards may be achieved by other means, but the standards within your chalet must not fall below those outlined in this section.

LEGISLATION

Chalet and Official Catering must be carried out to meet the provisions of:

Food Safety Act 1990

Food Safety & Hygiene (England) Regulations 2013

Regulation (EC) No. 852/2004

Health and Safety at Work, etc. Act 1974 and relevant statutory provisions

Food Information Regulations 2014

Whilst the information in this section will seek to address the key areas you need to consider, it cannot cover every eventuality. Should you wish to discuss any matter in respect of Environmental Health Standards, please contact:

Colin Alborough
Environmental Health Manager
Environmental Health Services
Rushmoor Borough Council
Council Offices
Farnborough Road
Farnborough
Hampshire
GU14 7JU

Tel: +44 (0) 1252 398398
Email: colin.alborough@rushmoor.gov.uk

THE STANDARDS

1. COVID-19

All exhibitors and contractors will need to ensure that they comply with any Covid-19 specific government restrictions in force at the time of the Airshow. Exhibitors and contractors are advised to keep up to date with any specific requirements on the GOV.uk website.

Exhibitors and contractors will need to ensure that they carry out a Covid-19 risk assessment in relation to their work activities and implement appropriate controls – further guidance is available on the GOV.uk website.

Exhibitors and contractors will need to abide with any specific Covid-19 controls required by FIL which may be subject to change.

Given the compact nature of many of the work spaces such as chalets and chalet kitchens etc particular consideration should be given to:

- routine lateral flow testing of staff – this should be considered as part of your risk assessment and in line with government advice at the time of the show.
- ensuring adequate ventilation within enclosed areas without compromising food safety
- provision of hand sanitizer

2. KITCHEN CONSTRUCTION

2.1 KITCHEN CEILING

In food handling rooms with NO COOKING facilities (eg cold sandwich preparation, tea and coffee making only, handling of cold buffets and including cooking by microwave oven only), it is acceptable to use a muslin ceiling covering. The muslin must be tightly drawn across the ceiling and must be clean and sound. Any light fittings should be sufficient to ensure the fire integrity of the kitchen ceiling is maintained.

Kitchens involving ANY COOKING (e.g. involving cooking or heating from hot plate or flame, steamer, convection oven and similar), the ceiling must be solid, in good order and repair, and must be kept clean and should not allow the shedding of any matter into the kitchen. To meet the requirements of Airshow Fire Safety Conditions, such kitchens must be separated from the remainder of the chalet/other chalets by a minimum of half-hour fire resistance. Such separation is to include walls, doors and ceilings.

2.2 KITCHEN WALLS

In every food room (where any open food is handled), 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. Any ventilation / ducting should be sealed to ensure the fire integrity of the walls are maintained.

2.3 KITCHEN FLOOR

In every food room (where any open food is handled) the floor covering must be impervious, easily cleanable, in good repair and durable for the duration of the Airshow. Carpets and similar uncleanable finishes in any food handling area are unacceptable. The floor covering must be fitted so as to prevent tripping and must prevent slipping, particularly when the floor is wet.

2.4 DOORS

Internal doors to the kitchen must contain a glazed panel to allow users to see hazards. All doors to the kitchen must be self-closing. It is not acceptable that any door to such a kitchen be propped open, unless the door is fitted with an electro-magnetic door holder which meets with fire Regulations. To meet the requirements of Airshow Fire Safety Conditions, doors to high risk kitchens must be half hour fire resisting, self-closing and fitted with intumescent strips and smoke stop seals to the current standard.

2.5 LIGHTING

Adequate lighting must be provided to enable food preparation, cleaning, etc. to be carried out hygienically and safely. 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. With any lighting that is installed it must be ensured that there are no gaps between the fittings and ceilings, to ensure that the fire integrity is maintained.

2.6 REFUSE

Suitable waste containers must be provided for refuse within the chalet. These should be kept away from open food and food preparation areas so as 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 and the lids closed at all times.

2.7 EXTERNAL AREAS OF CHALETS

It is not acceptable to store any foods or food equipment, outside the chalet. During the Airshow kitchen deliveries to the chalet must be transferred directly into appropriate storage within the chalet kitchen. Ice must not be left on the floor outside the chalet unless placed, covered in a waterproof and cleanable container, for a short period of time prior to storage in a freezer.

2.8 SINKS

Where food handling takes place, separate, deep, catering standard sinks must be provided; one for food preparation and one for equipment washing. All sinks must be supplied with continuous and adequate hot and cold water.

For bar areas, a single sink must be provided, supplied with continuous and adequate hot and cold water in each bar area. However, if the bar is immediately adjacent to an area with a sink already provided, and the use of that sink for cleaning glasses etc., will not prejudice food safety, a sink in the bar will not be necessary.

2.9 WASH HAND BASINS

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.

Within bar services, a wash hand basin must be provided. However, if the bar is immediately adjacent to a facility with a wash hand basin already provided, bactericidal wipes may be provided instead.

2.10 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 acceptable. Surfaces of equipment which come into contact with food must similarly be maintained in a sound condition and be easy to clean and disinfect.

2.11 DUMB WAITERS

A certificate of safety must be provided by the installer or other competent person in accordance with the relevant health and safety legislation for any dumb waiter or similar lift or hoist. The unit must not compromise Fire Safety Conditions.

2.12 APPROVAL

Any stand / chalets kitchen approval submissions must include layout of catering appliances/fittings etc (eg Gas hob/oven, sink, dishwasher etc)

3. VENTILATION

3.1 GENERAL

In general, extraction ventilation must be planned within the kitchen so as 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 be planned for (to replace extracted air). **Adequate ventilation must be provided as detailed below and in line with your COVID-19 risk assessment.**

3.2 IN EVERY KITCHEN

A powered extraction fan unit of at least 30cm must be located adjacent to the 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.

3.3 FOR EVERY OVEN, HOB (GAS OR ELECTRIC), COOKER, STEAMER, FRYER, COMMERCIAL DISHWASHER, ETC.

For EVERY oven, hob (gas or electric), cooker, steamer, fryer, commercial dishwasher etc a metal canopy hood must be provided, 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.

3.4 GUARDING

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

3.5 CHARCOAL GRILLS

The use of charcoal grills is prohibited in the chalet kitchens.

4. TEMPERATURE CONTROL

You must comply with Regulation 32, Schedule 4 (Temperature Control Requirements) of The Food Safety & Hygiene (England) Regulations 2013.

4.1 COLD FOODS

All high risk foods, for example, cooked meats, eggs, dairy produce and other foods which will not receive further treatment, and which are capable of supporting bacterial growth, must be stored at or below 8°C at all times.

All chillers must be suitable so as to ensure the storage of foods at or below 8°C. External walk-in chillers must be fitted with cleanable chiller "strips". Good hygiene practice dictates that no hot/warm foods should be placed within any chiller.

Cold food within display units must similarly be kept at or below 8°C.

However, cold food may be kept for up to 4 hours at a temperature above 8°C but the caterer must be able to show that:

- The food was for service or display;
- It had not been kept at for more than 4 hours above 8°C; and
- The food had only one period above 8°C (for example, if a dish of food is put on display for one hour it cannot have another 3 hours above 8°C at the next display period).

Food which remains uneaten at the end of the display period does not have to be discarded but must be restored to a temperature of 8 C or less and kept at that temperature until it can be used safely.

Free-standing insulated plate/storage racks may only maintain foods at or below 8°C for short periods. It is therefore recommended that they are not relied upon to store foods from delivery to service. Adequate refrigeration to maintain temperature control must be provided.

4.2 HOT FOOD

Hot food must be kept above 63°C whether in the kitchen awaiting service, in transit to the servery, or on display.

Hot food may be held for one period of up to 2 hours at a temperature cooler than 63°C but the caterer must be able to show that:

- The food was for service or on display;
- It had not been kept for more than 2 hours below 63°C; **and**
- The food had only one period below 63°C.

Food that remains uneaten at the end of the display period does not have to be discarded. It must be restored to a temperature above 63 C or below 8 C and kept at that temperature until it can be used safely.

Food must be thoroughly cooked and re-heated to an adequate temperature of at least 75°C at the core of the food.

4.3 TEMPERATURE RECORDS

A thermometer with a probe must be available in every chalet to ensure that food remains at a safe and appropriate temperature throughout the food chain. Suitable probe wipes must be provided in every chalet to be used to clean the probe before and after usage.

Appropriate temperature records must be maintained of each refrigerator and freezer, of core cooking temperatures of suitable samples of food product, and of deliveries of refrigerated foods to the chalet. These records must be kept in each kitchen and should be signed off daily by the kitchen supervisor. These records will be inspected by a visiting Environmental Health Inspector.

5. HAZARD ANALYSIS CRITICAL CONTROL POINT (HACCP)

5.1 HACCP PRINCIPLES

It is a legal requirement for every food business operator of a food business establishment to put in place, implement and maintain a permanent procedure(s) based on HACCP principles (including for allergens), i.e. written procedure(s). It is expected you will be able to demonstrate your compliance with this requirement.

6. PERSONAL HYGIENE

6.1 PERSONAL CLEANLINESS

Clean, washable over-clothing shall be worn by all people engaged in the handling of food.

6.2 OUTDOOR CLOTHING

Suitable storage accommodation must be provided for the outdoor clothing that chalet staff have brought to the Airshow. This storage facility may be separate from the chalet, for example in the catering compound, but provision should be made within the chalet for coats, bags etc. This may take the form of simple hooks in an area separate from the kitchen. Jewellery should be kept to an absolute minimum.

7. FIRST AID

7.1 FIRST AID BOX

The Health and Safety (First Aid) Regulations 1981 require that adequate and appropriate equipment, facilities and personnel be provided to deal with first aid matters. You will need to assess the extent of first aid provision and ensure adequate provision is made.

8. HEALTH OF FOOD HANDLERS

8.1 ILLNESS

All persons engaged in the handling of food must inform their employer immediately if they become aware that they are suffering from any infection which is likely to cause food poisoning, (e.g. diarrhoea, vomiting, sore throat, etc.). The person must leave the food area.

Further advice is provided in the Department of Health leaflet, "Food Handlers - Fitness to Work". Alternatively, please contact the Environmental Health Team who will be on site throughout the show. You may contact the team through Rushmoor Borough Council's main telephone number +44 (0) 1252 398398.

9. SANITARY CONVENIENCES

9.1 TOILET PROVISION

Chalet staff must have access to toilets. Toilets adjacent to food rooms must have solid ceilings. Toilets must not communicate 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

9.2 WASH HAND BASINS

A wash hand basin must be provided immediately adjacent to every sanitary convenience 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.

10. TRAINING

10.1 CERTIFICATES ETC

All food handlers must be trained and/or supervised in food hygiene matters commensurate with their work activities. At the Airshow it is expected that all handlers of high risk open food will have obtained the Level 2 Award in Food Safety in Catering (previously Basic Food Hygiene Certificate or Certificate in Food Safety) or equivalent, within the last 3 years. All their staff must be suitably trained or supervised commensurate with their work activities.

Each handler of open high risk foods must have available evidence of their training at the time of the show.

10.2 TRAINING IN HACCP

Food Handlers must also be trained in the business Food Safety procedure(s) based on the principles of HACCP.

11. SPACE

11.1 MINIMUM STANDARDS

The amount of space allocated to the kitchen must:

- Be sufficient to allow the caterer to protect against cross-contamination i.e. 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's Guidance on the Control of Cross Contamination from E.coli O157. A factsheet summarising this can be found at www.food.gov.uk/business-industry/guidancenotes/hygguid/ecoliguide
- Allow for the separation of clean food equipment and incoming dirty 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

Kitchens used to handle and prepare cold foods at the Airshow in a single chalet **must be no less than** 3.5m by 3.5m

Kitchens used to handle and prepare hot foods at the Airshow in a single chalet must be no less than 4.0m by 4.0m.

These dimensions **MUST** be considered with regard to the principles outlined above.

Adequate consideration should be made for storage. No storage will be permitted on fire escape routes / stairs and should not restrict access to or from the chalet.

12. SMOKING

12.1 NO SMOKING / SMOKE FREE ENGLAND

It is against the law to smoke in any enclosed or partially enclosed areas of the show, including chalets, kitchens and the exhibition halls. Every chalet must display the required smoke free signage at the main entrance and the smaller “repeater” sign at any other entrances to the unit. Individuals and businesses can both be subject to fixed penalty notices and/or prosecution for smoking, allowing smoking or failing to display the required smoke free signage.

13. ALLERGENS

From 13 December 2014, all food businesses need to provide information about the allergenic ingredients used in food sold or provided by them. The Food Information Regulations 2014 outlines requirements for businesses providing food sold prepacked and non-prepacked (loose). There are 14 major allergens which need to be declared:

- Cereals containing gluten namely wheat, barley, rye and oats
- Crustaceans like prawns, crabs, lobster and crayfish, etc.
- Eggs
- Fish
- Peanuts
- Soybeans
- Milk
- Nuts namely almonds, hazelnuts, walnuts, pecan nuts, Brazil nuts, pistachio, cashew, Macadamia or Queensland nut
- Celery
- Mustard
- Sesame
- Sulphur dioxide or sulphites
- Lupin
- Molluscs like clams, scallops, squid, mussels, oysters and snails etc.

Food business must know which allergenic ingredients are present in foods provided. Allergen information must be available to all staff and kept up to date. Where allergen information is not provided upfront in writing, signposting a customer to where they can get this information will be required. Further information on these legal requirements can be found at: www.food.gov.uk/allergen-resources

14. CLEANING

All areas and equipment used for food preparation or storage must be kept clean. In particular on all food contact and hand contact surfaces in food rooms a two stage cleaning process must be undertaken to ensure the surfaces are both visually clean and microbiologically clean:

Two Stage Cleaning:

Stage 1: Use a detergent to clean and remove any visible dirt followed by rinsing with clean water.

Stage 2: Disinfect using a disinfectant at the correct dilution and contact time recommended by the chemical manufacturer.

NB: Sanitisers can be used as both a detergent and a disinfectant. When using sanitisers the two stage cleaning and disinfection process, as described above, must still be carried out i.e. used twice.

It is recommended that you use disposable, single-use cloths when cleaning. If this is not possible make sure you use separate designated cleaning equipment for raw and RTE areas, for example colour coded cloths.

Disinfectants and sanitisers must at least meet the requirements of one of the following standards:

BS EN 1276 or BS EN 13697

Please note DETTOL does **not** meet these standards

Alternatively, a dishwasher can be used for the cleaning and disinfection of equipment and utensils.

SELF AUDIT COMPLIANCE CHECKLIST (AIRSHOW CHALETS)

	Issue/Area	What you need to do	Complied with? Yes/no If no, why?
1. Covid-19			
	Risk Assessment	Carry out a Covid-19 Risk Assessment and identify and implement suitable controls – see GOV.uk website for further guidance	
	Implementation of controls	Subject to your risk assessment, government and FIL requirements, for example: • Lateral flow testing • Enhanced ventilation • Provision of hand sanitizer	
2. Kitchen Construction			
2.1	Kitchen ceiling, if cooking	Provide a solid ceiling in good order, capable of being cleaned without shedding pieces, and have a minimum of half hour fire resistance.	
	Kitchen ceiling, if not cooking	Provide as above or a tightly drawn across muslin ceiling is acceptable as long as it is clean and in good condition.	
2.2	Kitchen walls	Provide walls that are smooth, impervious and capable of being cleaned for the whole time of the show. Plasterboard must be sealed.	
2.3	Kitchen floor	Provide a fixed, impervious, easy to clean floor in good condition for the whole time of the show. Carpet etc is not acceptable.	
2.4	Kitchen doors	All doors provided to be self-closing and have a minimum of half hour fire resistance. Internal doors to the kitchen must have a glazing panel to allow users to see hazards.	
2.5	Lighting	Provide adequate lighting, an average of at least 500 lux, so that food preparation and cleaning can be carried out hygienically and safely. Light fittings must have diffusers or similar to protect light bulbs.	
2.6	Refuse	Provide sufficient containers for waste inside the chalet, with fitted lids. All waste to be placed in refuse sacks and taken to outside bins/skips with fitted lids on a regular basis.	
2.7	External Areas	Sufficient appliances and storage areas to be provided to ensure no food and equipment is stored or prepared outside of the chalet. Bags of ice must be sealed and stored in cleanable containers up off the floor.	

2.8	Sinks in kitchens	Provide separate, deep catering standard sinks for food preparation and for equipment washing, both with a continuous supply of adequate hot and cold water.	
	Sinks in bars	Provide a single sink with a continuous supply of adequate hot and cold water.	
2.9	Wash hand basins in kitchen	Provide an adequate number of wash hand basins within the kitchen for the sole purpose of hand washing. Provide suitable soap and towels to the wash hand basin.	
	Wash hand basins in bars	Provide an adequate number of wash hand basins within the bar area for the sole purpose of hand washing. Provide suitable soap and towels to the wash hand basin.	
2.10	Work surfaces	Provide adequate work surface areas for the preparation and plating up of food. All work surfaces must be in a good repair, capable of being cleaned and disinfected.	
	Equipment	All equipment within the kitchen and bar areas which comes into contact with food must be in a good repair, capable of being cleaned and disinfected.	
2.11	Dumb Waiters (lifts/hoists)	Provide a relevant certificate of safety for the lift/hoist. Ensure the installation of the lift/hoist does not compromise fire safety within the chalet.	
3. Ventilation/Extraction			
3.2	Kitchens in general	Provide and install in a suitable wall a powered extraction fan of at least 30cm which vents through fire retardant ductwork to the external air. Fans to provide a minimum of 15 air changes/hour and suitably guarded.	
3.3	At every hob/ cooker/ heating unit/ /commercial dishwasher etc.	Provide a metal canopy that extends beyond the width and depth of the heat producing equipment which vents through fire retardant ductwork to the external air. The canopy system must incorporate a minimum of a powered extraction fan of at least 30cm which must be adequate to extract hot and humid air produced by the cooking/heating/commercial dishwasher equipment. The lowest part of the canopy must not be any lower than 2 meters from the floor.	
4. Temperature Control			
4.1	Chilled Food	Provide suitable and adequate equipment to ensure all high-risk foods that require chilling can be stored/displayed at 8°C or below.	
	External Walk-in Chillers	Provide all external Walk-in Chillers with cleanable chiller strip curtains.	

4.2	Hot Food	Provide suitable and adequate equipment to ensure all relevant foods required to be kept hot are stored/displayed at 63°C or above.	
	Cooked food/reheating food	Provide a temperature probe and train staff to ensure cooked/reheated food reaches an adequate temperature of at least 75°C at its core.	
4.3	Temperature records	Provide at least one thermometer probe and suitable record sheets to monitor and record food temperatures to ensure food safety. To include temperatures of deliveries, hot and cold storage/display and cooking temperatures where relevant and in accordance with your own procedures based on HACCP principles. Records to be available at each chalet at all times.	
	Wipes	Provide suitable wipes or cleaning material for disinfecting the probe after each use.	
5. HACCP			
		Provide a copy of your documented food safety procedure(s) based on HACCP principles at each chalet. Ensure staff are trained in your procedures.	
6. Personal Hygiene			
6.1	Personal cleanliness	Provide suitable and adequate clean, washable over clothing for all food handlers.	
6.2	Outdoor clothing	Provide suitable storage for your chalet staff's outdoor clothing and belongings, away from the kitchen and any stored food.	
7. First Aid			
		Provide a suitably stocked and adequate first aid box in accordance with current legislation.	
8. Health of Food Handlers			
		Ensure all food handlers are trained and aware of their obligations concerning notifying their employer if they are suffering from any infection likely to cause food poisoning. Ensure procedures are in place to prevent infected staff working with food, or working in food areas.	
9. Toilets			
9.1		Provide toilets for chalet staff.	
		Ensure toilets do not open directly into a food room.	
		Toilets adjacent to food rooms must have solid ceilings	
	Ventilation	Provide adequate powered ventilation to each toilet area which vents to the external air.	

9.2		Provide suitable soap and towels to the wash hand basin within the toilet areas.	
10. Training			
		Ensure all food handlers are suitably trained in food hygiene to at least Level 2 or supervised.	
		Ensure all food handlers are suitably trained in your own documented permanent procedure(s) based on HACCP principles.	
		Ensure evidence is available at each chalet to confirm suitable training has taken place i.e. copies of training certificates dated within the last 3 years and, where relevant, training records.	
11. Space			
	Cold food only kitchens	Ensure the kitchen is no less than 3.5 x 3.5 m in size.	
	Hot food kitchens	Ensure the kitchen is no less than 4.0 x 4.0 m. in size.	
	Cross Contamination	The layout and size of the kitchen is not smaller than the minimum standards above and has sufficient storage and workspace to avoid cross contamination in line with the FSA's Guidance on the Control of Cross Contamination from E.coli O157.	
	General	There is sufficient separation to: • Allow for clean and dirty equipment/dishes to be kept separate • Allow food handlers to operate safely • Allow food to be stored safely under suitable temperature controlled conditions.	
12. Smoke Free England			
	No Smoking	Smoking is banned by law in enclosed or partially enclosed areas.	
		Ensure that correct signage is displayed at all entrances to the chalet.	
13. Allergens			
	Allergens	Adequate provision made to ensure compliance with the law regarding allergens, staff must be aware of arrangements and adequate information must be available to customers.	
14. CLEANING			
	Cleaning	Ensure you have a system in place to keep food areas clean.	

	Disinfectant	Ensure you have a supply of suitable cleaning chemicals and disposable cloths to carry out effective cleaning, including a BS EN 1276 or BS EN 13697 disinfectant on food and hand contact surfaces in food rooms.	

G2. AIRSHOW FIRE PRECAUTIONS STANDARDS

FIRE AUTHORITY

Farnborough International Ltd (FIL) in partnership with Hampshire Fire and Rescue Service (HFRS), who are the Fire Regulators for the exhibition main complex, will ensure that the highest and most practicable Fire Safety standards are achieved.

FIL have written these Fire Precaution Standards as part of the Exhibition Regulations in collaboration with HFRS.

The legislation which covers this event is the Regulatory Reform (Fire Safety) Order 2005 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.

Employers, when assessing the risk, will need to take into account not only those they employ to work, but also others who visit the premises.

The organisers are responsible for the common parts of the Show site. They also have a dual responsibility to ensure that the Regulations are being complied with, as far as is reasonably practicable, within all parts of the site.

Guidance on how to comply with the legislation can be found in the following document:

- Fire Safety Risk Assessment – Large places of assembly.

This document can be obtained from:

https://www.gov.uk/government/publications/fire-safety-risk-assessment-large-places-of-assembly

The Fire Authority is the enforcer of the Regulations and HFRS will be conducting inspections during construction and throughout the Show, 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:

Community Safety Delivery Manager, North Group
Hampshire Fire & Rescue Service
Fire Safety Offices
West Ham Close Basingstoke
Hampshire
RG22 6PH

csprotection.admin@hantsfire.gov.uk

Tel: +44 (0)1256 818881

During the week before and the period of the Exhibition, any enquiries with respect to fire precautions and associated matters in the area of the exhibition main complex should be referred to the Organiser's safety team and to the Aircraft Display Cell for fire precautions and associated matters relating to aircraft.

These standards should be read in conjunction with other sections of the Exhibition Regulations and the Health and Safety Site Rules applicable to the exhibition site for all Contractors and Exhibitors. The Site Rules will be available online to all Exhibitors and will be made available to all Contractors working on the site. Exhibitors must ensure that all chalet and stand Contractors are aware of the rules before commencing work on site.

Please also note that these Exhibition Regulations are written in line with the Association of Event Organisers E-Guide, which can be downloaded from www.aev.org.uk/eguide

FIRE PRECAUTIONS FOR EXHIBITION HALLS AND ALL BUSINESS CHALETS

1. EXHIBITION HALLS AND CHALETS

1.1 The occupancy of each exhibition hall is calculated on 1.5 square metre per person. (This is to be calculated on the available aisle space.)

1.2 The occupancy of each chalet is calculated on 1 square meter per person. (This is to include the total floor area.)

1.3 Other than when a single route of escape is acceptable, the number of exits required should be calculated after discounting the largest exit from the calculation.

1.4 Sufficient corridors or aisles of minimum width of 2 metres are to be provided to enable the safe movement of persons around the halls and to the exit doors.

1.5 An emergency lighting system conforming to British Standard 5266: Part 1: 2005 should be provided in areas where no natural light is available. The system should be capable of providing the necessary level of illumination for a period of 3 hours immediately on any failure of the local lighting sub-circuit.

1.6 Emergency lighting will be provided by the organisers to the common parts of the exhibition halls.

1.7 **Fire detection and fire alarm call points are installed in all the exhibition halls.**

2. NOTICES

2.1 A suitable conspicuous notice is to be provided on all exit doors fitted with security devices indicating the method of operation.

2.2 'PUSH BAR TO OPEN' notice having 50mm high white lettering on a green background to be provided to any door fitted with a panic bolt type fastening and sited directly above the panic bar.

2.3 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.

2.4 In addition to indication of exits, intermediate signs to be provided where they will be conspicuous from particular parts of the premises where the direction of escape is not apparent. Such intermediate Fire exit indications should incorporate the appropriate pictogram and directional arrow.

2.5 'FIRE EXIT – KEEP CLEAR' to be fixed in a conspicuous position on the outside face of all final exit doors required for escape purposes.

2.6 'FIRE DOOR KEEP SHUT' signs should be affixed at about eye level, to both sides of all fire resisting self-closing doors.

2.7 In the case of fire resisting doors to cupboards, a 'FIRE DOOR KEEP LOCKED' sign should be displayed on the exposed face of the door.

2.8 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, compressed air klaxon or rotary gong where so fitted.

2.9 Where chalets are linked through a shared external balcony, an access route of at least 1.2 metres should be maintained between adjacent balconies. Any gate should 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.

NB: The above-mentioned signs should conform to the Health & Safety (Safety Signs and Signals) Regulations 1996 or British Standard 5499: Part 1 2002.

3 LANDINGS TO STAIRCASES, INTERNAL DOORS AND FINAL EXITS

Where the threshold to a final exit door is more than 150mm from true ground level, then an external landing must be provided level with the door threshold and extending outward at least equal in extent to the door when in the open position.

3.2 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%).

3.3 Steps to have risers between 150mm and 170mm with a going not less than 280mm.

3.4 Where more than one exit door opens onto an external landing, no door when in the open position should impede egress from other escape doors.

3.5 External stairways and ramps are not to be constructed further than 1 metre from the rear elevation of the chalets and in order to comply it may be necessary to recess the entrance/ exit door.

3.6 All exit doors which lead from chalets and/or individual rooms occupied by more than 50 persons are to open outwards in the direction of escape.

3.7 Doors on escape routes to be designed such that when in the open position they do not obstruct any other escape route.

3.8 All doors on escape routes must be immediately and easily available from the inside, without the use of a key, at all times the chalet is occupied.

3.9 All doors providing egress for means of escape purposes, which are required to be kept secured when the premises are occupied, must be fitted with a quick release/security device of a type approved by the Organisers.

3.10 Door fastenings requiring the use of a key will not be permitted.

4 HANDRAILS

4 .1 Handrails must be provided to all exposed edges of external landings and stairways at a height of between 900mm and 1,000mm above the pitch line and give firm support.

5 INTERNAL LAYOUT TO CHALETS

5.1 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.

5.2 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.

6 FIRE FIGHTING EQUIPMENT

6.1 Firefighting equipment will be provided for each chalet. The minimum standard as provided by FIL for each chalet is as follows:

One x 13A rated extinguisher for every 200 square metres of floor area with a 2m x 1m fire blanket and a 2kg dry powder extinguisher sited in each kitchen facility.

6.2 Additional extinguishers may be necessary once the risk, layout and occupancy of each chalet and exhibition area is known. Any additional extinguishers required for specific risk not issued by FIL as part of the minimum standard, should be supplied by the Exhibitor, as determined by the Fire Risk Assessment.

NB: Each chalet is provided with firefighting extinguishers to meet minimum fire safety standards. Firefighting equipment provided should comply with British Standard EN3: Parts 1-6: 1996.

6.3 Portable firefighting equipment is provided by the organisers to each of the exhibition halls and is sited adjacent to each exit point.

7 LPG EQUIPMENT

7.1 LPG is no longer permitted for use in chalet kitchen areas. Cooking equipment must be electrically powered.

8 GENERAL

8 .1 All stairways, with particular reference to means of escape stairways, are to be maintained free from obstruction and storage at all times.

8.2 All escape routes, including passageways, balconies and landings, are to be maintained free from obstruction and storage at all times.

8.3 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.

8.4 Access to the chalets must be provided to the FIL safety team and the Fire Authority at any reasonable time for inspection purposes.

8.5 Voids beneath the ground floor of the chalet must be maintained free from combustible storage and rubbish at all times.

8.6 Reference to fire resisting construction in the above Regulations means to a minimum standard of half hour fire resisting as specified in British Standard 476: Part 22: 1987.

9 FIRE ALARM

9.1 An effective means of warning those 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.

9.2 The following guidance is offered:

Ground floor, single and double width chalets - a shouted warning of “FIRE” by the person discovering the fire may suffice, provided that the warning can be heard and understood throughout the unit, including the toilets.

Ground floor, 3-5 unit width chalets - a manually operated device (such as a rotary gong, hand bell or compressed air operated klaxon/siren) or a simple manual call point, combined with a bell, battery and charger may be suitable.

Two storey, single unit width chalet - a manually operated device (such as a rotary gong, hand bell or compressed air operated klaxon/siren) or a simple manual call point, combined with a bell, battery and charger may be suitable. It must be ensured that any manually operated system is audible throughout the chalet.

Two storey units in excess of one single unit width – an electrically operated fire warning system (BS 5839 – 6:2004) with manual call points positioned both on exit routes and adjacent to final exits should be installed with sufficient sounders for the warning to be clearly heard throughout the chalet.

9.3 The exhibition halls are provided with an electrical fire alarm system incorporating break glass – release button call points sited adjacent to exits from the halls and linked directly into the Show Control Office. Any required evacuation will be controlled by instructions given over the public address system.

10 FIRE RISK ASSESSMENT

10.1 All exhibition stand and chalet holders are required to conduct a Fire Risk Assessment. A copy of the assessment should be submitted to the organisers, together with copies of the design drawings, as required under Sections B & C of the Exhibition Regulations. The fire risk assessment should cover periods of construction and exhibition periods.

ADDITIONAL FIRE PRECAUTIONS AND STANDARDS OF CONSTRUCTION TO TWO STOREY BUSINESS CHALETS

11 FIRE SEPARATION BETWEEN CHALETS

11.1 Imperforate full height fire resisting separation will be provided by FIL as part of the specification between each chalet occupancy. The integrity of this fire restricting structure must not be compromised by the chalet design under any circumstances.

12 STAIRCASES

12.1 The width of the staircases are to be of sufficient size to accommodate the maximum occupancy of the premises as determined under Item 1.2.

12.2 The minimum number of escape staircases required is as follows:

One single unit chalet	1 staircase
Chalets comprising 2-4 units	2 staircases
Chalets comprising 5 or more units	Staircases to be defined on an individual basis

12.3 Other than accommodation stairways, and where a reception is provided in accordance with 12.5 no other accommodation is to be included within the stairway enclosure.

12.3 Access to the upper floor level is by a staircase provided by the Official Supplier. Any fire resisting enclosures around the staircase which are required to satisfy the Fire Risk Assessment are to be provided by the Exhibitor. All such Fire Risk Assessments are to be submitted to the organisers together with copies of the layout drawings as noted in paragraph B4.1.

The organisers reserve the right to reject any plans which do not comply with the Exhibition Regulations.

12.4 Fire resisting self-closing doors must not be fitted with any means capable of holding the door in the open position other than an approved electronic magnetic door holder, which release the door on activation of the fire alarm.

12.5 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.

12.6 Any stairway should provide a minimum of 2 metres clear head room above the pitch line of the staircase.

12.7 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.

12.8 All escape routes, including stairways, passageways and landings should be maintained free from obstruction and storage at all times.

12.9 All means of escape stairways will have their soffits underdrawn and spandrels lined with materials to provide complete fire resisting enclosure of the stairway.

13 DUMB WAITERS

13.1 Where dumb waiters are to be installed, the enclosure throughout its height should be constructed of materials affording a fire resistance of not less than 30 minutes.

14 TRAVEL DISTANCE IN BUSINESS CHALETS

14 .1 The length of the escape route from any occupied part of the chalet 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

15 DISABLED PERSONS

15.1 Effective arrangements to ensure the safety of people with impaired mobility, or other disabilities, who are either employed in, or visiting the business chalet, must be in place to ensure their safe evacuation of the premises in an emergency, as determined by the Fire Risk Assessment.

Where appropriate Personal Emergency Evacuation Plans (PEEPS) should be in place for those staff who may be mobility impaired.

FIRE PRECAUTIONS TO EXHIBITION STANDS WITHIN HALLS

16 GENERAL

16.1 Flammable materials used in the construction of stands and/or the decoration of those stands will be strictly limited to class 1 surface spread of flame as specified in British Standard 476: Part 7.

16.2 No explosives, chemicals, flammable, dangerous, harmful or noxious substances may be exhibited.

16.3 Access to stands must be provided to **HFRS** and FIL Safety Team at all reasonable times, for inspection purposes.

16.4 The cooking of food products on exhibition stands is prohibited (see Regulation A14).

16.5 Exhibitors are responsible for the safe demonstration of working exhibits. All such exhibits which create a risk to visitors must be protected with guard rails or other suitable protection.

16.6 Exhibitors must ensure that staff employed within the exhibition halls are fully acquainted with the emergency escape routes, location and method of operation of the fire alarm system, and location and method of operation of portable firefighting equipment, as specified in the Fire Risk Assessment.

17 FIRE FIGHTING EQUIPMENT

17.1 Hydrants are provided solely for firefighting. Their use for any other purposes is forbidden. It is also forbidden to block access to any fire hydrant and suitable access hatches and markings should be installed if hydrants are to be obscured.

18 REFUSE

18 .1 Exhibitors will be responsible for ensuring that refuse is not permitted to accumulate in or near the chalets or exhibition stands.

All refuse and kitchen waste must be placed in waste bins that need to be ordered and paid by the Exhibitors from the Official Waste Contractor on site for collection at pre-arranged times on each day, from the chalet kitchens.

FIRE PRECAUTIONS FOR AIRCRAFT

19 FIRE PRECAUTIONS IN THE VICINITY OF AIRCRAFT

19.1 CAP403 requires adequate separation of aircraft parking areas from spectators. FIL interprets this as an area 15 metres around each aircraft, classed as a danger area. Within a danger area, the following activities are NOT PERMITTED: SMOKING, the use of MOBILE PHONES or the use of RADIOS.

19.2 The Organisers have designated the whole of the Static Aircraft Park and the Airside area as Danger areas, and have arranged access routes into these areas for the emergency services.

19.3 Notification of the ban on smoking, mobile telephones and radios is on the reverse of all entrance passes and on notice boards at the entrances to the danger areas. The police and stewards are tasked to implement the ban.

19.4 The Organisers will park all aircraft in such a way that they can remove them quickly in the event of fire.

19.5 The Organisers will arrange for first aid fire appliances to be available within the Airside area.

20 RESPONSIBLITIES OF AIRCRAFT EXHIBITORS

20.1 Each aircraft Exhibitor is responsible for providing a tow bar for his aircraft or, if the aircraft is light enough to be moved by hand, a steering bar. The tow or steering bar is to be readily available adjacent to the aircraft. If an Exhibitor of an aircraft on static display does not intend to have personnel available to attach the bar to the aircraft, he is to ensure that the aircraft crew brief a supervisor in the Aircraft Ground Handling Services (AGHS) on arrival at Farnborough.

20.2 The Exhibitor is to ensure that aircraft wheels are chocked, in preference to brakes applied. If, to move the aircraft in an emergency, it is necessary to have someone competent in the cockpit, the Exhibitor is either to ensure that one of their personnel is nominated for the task throughout the period that the exhibition is open to visitors, or to brief the AGHS on the required procedures. Telephone contact numbers as in paragraph 20.1 above.

20.3 All aircraft movements, other than those under an aircraft's own power, are the responsibility of the organisers. Other than aircraft tow/steering bars, the organisers will provide all vehicles (e.g. aircraft tugs) and equipment required to move aircraft.

20.4 The organisers will not accept any responsibility for damage suffered in gaining access to a locked aircraft that must be moved.

21 REACTION IN THE EVENT OF A FIRE IN THE STATIC AIRCRAFT PARK

21.1 In the event of a fire within the area of the Static Aircraft Park, a member of the emergency services/security should be immediately advised. If for any reason no

official is immediately available, the Show Control Office should be notified directly on +44 (0) 1252 636999.

22 ENGINE STARTING

22.1 Exhibitors are reminded that engine starting or running, including APU's, within any point of the Static Aircraft Park is forbidden. The period of this ban is from Monday 11th July until Friday 22nd July inclusive.

END

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