



Exhibitor Manual

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Introduction

Welcome to the Exhibitor Manual for the Global Urban Air Summit (GUAS) organised by Farnborough International. The event is taking place on Tuesday 3rd and Wednesday 4th September 2019 at the Farnborough International Exhibition and Conference Centre (FIECC).

Our team are on hand to assist you and are happy to answer any questions you may have. Please contact your GUAS Sales Account Manager or Operations Team on the following number +44 (0)1252 532 800.

‘Shaping the Future of Air Travel’

THE HOME OF PIONEERING SPIRIT

Meet the Global Urban Air Summit Team

Please see below details for the GUAS Team who are on hand to help with all your needs.

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Event Programme

Build Up

Monday 2 nd September	08:00 – 18:00	Exhibition & Static Display All Stands MUST be complete by close of play Monday 2nd September
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Open Days

Tuesday 3 rd September	Morning	
	From 07:00	Exhibitor Access
	08:00 – 08:50	Arrival & Registration
	08:50 – 09:00	Opening Introduction
	09:00 – 11:00	Plenary 1
	11:00 – 11:30	Refreshments, Exhibition & Networking
	11:30 – 13:00	Plenary 2
	Afternoon	
	13:00 – 14:00	Lunch, Exhibition Visit & Networking
	14:00 – 15:30	Plenary 3
	15:30 – 16:00	Refreshments, Exhibition & Networking
	16:00 – 17:00	Plenary 4
	Evening	
	17:00 – 18:30	WELCOME RECEPTION

Wednesday 4th September	Morning	
	From 07:00	Exhibitor Access
	08:00 – 08:50	Arrival & Registration
	08:50 – 09:00	Opening Introduction
	09:00 – 09:20	Welcome Keynote
	09:20 – 11:00	Plenary 5
	11:00 – 11:30	Refreshments & Networking
	11:30 – 12:45	Plenary 6
	Afternoon	
	12:45 – 13:45	Lunch, Exhibition Visit & Networking
	13:45 – 15:00	Challenge Workshops 1-3
	15:00 – 15:30	Refreshments, Exhibition Visit & Networking
	15:30 – 16:45	Challenge Workshops 4-6
	16:45 – 17:50	Exhibition and Networking
17:30	Summit Closed	

**** Conference times are subject to change**

Breakdown

Wednesday 4 th September	1700hrs – 2000hrs	Removal of portable exhibits & displays Dismantling of standfitting
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PLEASE NOTE:

All Shell Scheme exhibitors must remove all exhibits/product displays by 2000hrs on Wednesday 4th September 2019. Dismantling of shell scheme stands will begin at this time. If you are unable to remove your exhibits by this time, please contact leigh.rose@farnborough.com / +44 (0)7703 823 811 who will assist you in making alternative arrangements.

Venue & General Information

Global Urban Air Summit will be held at the Farnborough International Exhibition and Conference Centre (FIECC).

For detailed information on getting to the FIECC please view the information on the official website here <https://www.farnborough.com/visitor/attending/getting-here/>

Please use Gate A.

Car Parking

Ample Car parking is available at the FIECC. Further information can be viewed on the website <https://www.farnborough.com/visitor/attending/getting-here/>

Cloakroom

A cloakroom will be available during the open period of the exhibition. This is located on the Ground Floor of the East Foyer.

Disabled Access

Access

Ramped Disabled access into the Venue is available at both the East and West Foyers.

Facilities

There are lifts in both foyer areas to take disabled visitors to the first floor. Accessible and disabled toilets are available throughout the venue.

Disabled Parking

By Car: Disabled parking is available for the event. Please ensure you display your blue badge in your car.

By Taxi: Please note, you should bring your Blue Badge with you, even if you are arriving by taxi or private coach. If you are arriving by taxi and have your blue badge with you, you will be able to be dropped off at the main entrances. If you also require pick up, please advise the taxi firm that you have a blue badge and the taxi will be permitted to pick you up from the main entrances.

Assistance Dogs

Assistance dogs are welcome.

Hearing Impairments

An Induction loop audio system is available upon request.

Internet Access

Free WI-FI – There is a free 30 minute unsupported WI-FI connection within the Venue. After this time you will need to re-connect.

Internet Connections

DB Pixel House will be providing the WiFi and wired infrastructure support offered at the event. They are able to offer a wide range of wired internet connections and a dedicated WiFi network.

Exhibitors are advised to order hardwired internet connections to their stand if they require a secure and guaranteed connectivity for business purposes. Exhibitors also have the option to purchase secure WiFi connectivity to their stand.

In order to provide a reliable wireless internet service to all at Global Urban Air Summit, all wireless internet connections and networks must be installed and regulated by DB Pixel House, the official

internet provider. Exhibitor or contractors own WiFi networks are not permitted. Unauthorised wireless networks cause service disruption for other users and the organiser reserves the right to disconnect the wired internet connections supplying any unauthorised wireless internet networks without notice.

Lost Property

All items are to be handed into the Organisers' Office. Lost property will be held here for subsequent collection.

If you have any queries regarding lost or found property please contact Leigh.rose@farnborough.com / +44 (0)7703 823811.

Maintenance

If you need to carry out maintenance on your stand after the Exhibition closes in the evening then you will need to inform Leigh.rose@farnborough.com / +44 (0)7703 823811 24hrs in advance to ensure that appropriate arrangements can be made.

Evening access may not be possible in all cases and charges may be incurred by the exhibitor to cover additional costs for staff and venue services.

Organisers Office

The Global Urban Air Summit Organisers' Office will be open throughout the tenancy period from the 2nd September to the 4th September 2019. The office location will be clearly signed.

Public Address System

The Public Address system is for use by the Organisers and authorities only. During the Exhibition only official and emergency messages will be broadcast.

Smoking Policy

Smoking is not permitted within the building at any time. The venue enforces a no smoking policy for Build-up and Breakdown. During the open period smoking will only be allowed in designated smoking areas outside the Venue.

Stand Catering

Amadeus are the official caterers to Global Urban Air Summit and are the only company permitted to offer catering at the Event. All food and beverages that you wish to have on your stand must be ordered directly from them. Please find attached details on how to order at the back of this document.

Prohibitions

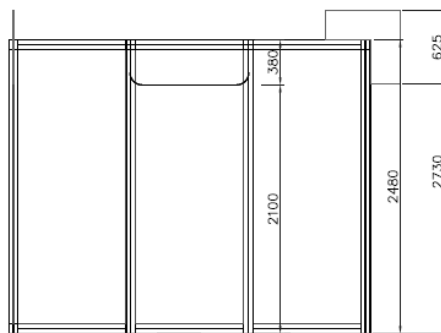
- No exhibit, item of stand fitting or any form of lighting supplied by the Exhibitor may be supported or suspended from any part of the Exhibition hall structures.
- Low level lights, which generate heat, should have guards fitted to safeguard members of the public and prevent unnecessary accidents.
- Exhibits displaying moving parts should have the moving parts securely fixed or they should be safeguarded. You will also be required to submit a Risk Assessment to Leigh.rose@farnborough.com / +44 (0)7703 823811.

- 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 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.

Your Stand & Ordering

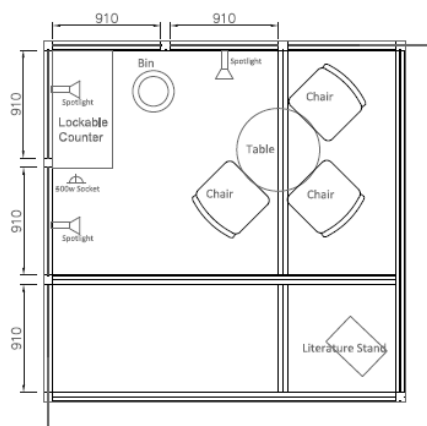
Shell Scheme Stands (Forma)

If you have booked a Shell Scheme Stand the below is a photograph showing what this will look like (the stand shown is 3m x 3m), provided by Freeman.



Elevation

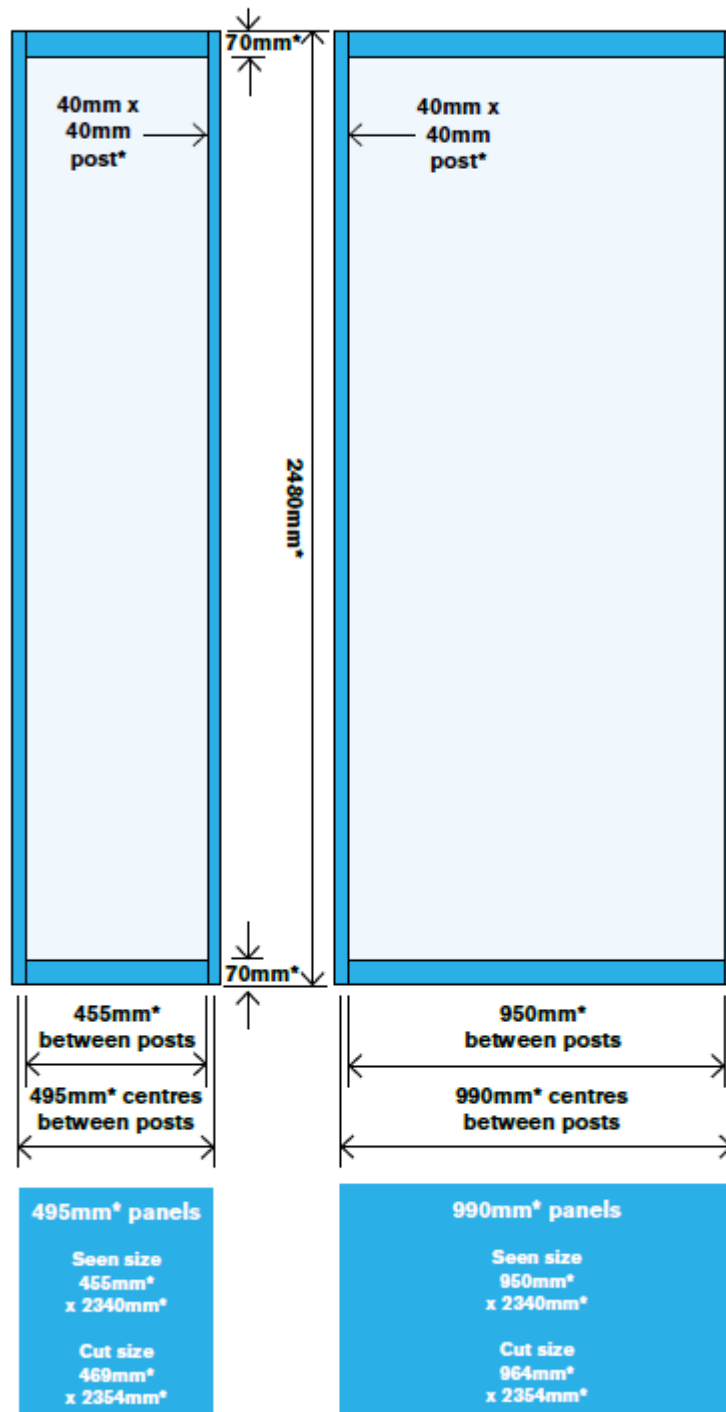
- White Powdercoated 80 / 40 mm Shell Scheme -
- White Infill panels
- Fingerboard(s)
- Hanging Nameboard (s)
- 3no Spotlights
- 1no 500w socket
- 3no Conference Chairs
- 1no Round Table
- 1no Waste Bin
- 1no Literature Stand
- 1no Lockable Counter

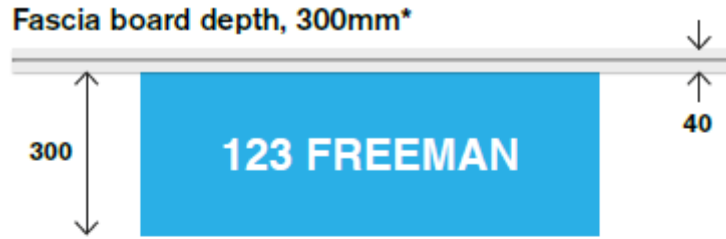


The Hall is already carpeted therefore carpet is included in your package but cannot be changed

Panel Dimensions for your Forma Shell Scheme Stand:

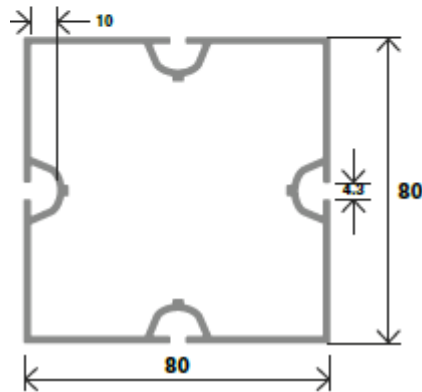
Panel technical specification



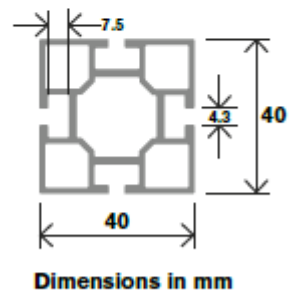


*Fascia board dimensions may vary

Forma 80 end post cross section



Forma 40 end post cross section



Forma shell scheme FAQ

How do I attach posters?

You can attach your posters using double sided Velcro or sticky pads. These must only be stuck onto the foamex panels and not the posts. All residue must be removed once the posters are taken down

What is the thickness of the panel?

The thickness of the foamex panels is 3mm.

What is the height of the stand?

The total height of the shell scheme is 2.48m. The distance between the venue floor and the underside of the ceiling beam is 2.41m.

Can I mount a TV onto the wall?

Yes you can mount a TV onto the wall however you will require an MDF infill panel to reinforce the panel. These can be ordered via email, you will need to specify the location when placing your order.

What is the size of the top beam?

Please refer to the technical specification drawing which shows this information.

How much weight can each panel hold?

This depends on a number of factors such as the number of stands in your block, the amount of weight and the distribution of the weight. If you are planning to attach any items on the wall panels please email us a diagram to show where the items are going to be positioned, the weight and how you are attaching the items so that we can advise you if this will be possible.

What material is the stand made out of?

The stand is constructed out of foamex panels and an aluminium framework. The aluminium is powder coated white to match the wall panels.

Can I stick items onto the posts?

No this is not permitted, as the posts are powder coated, attaching any items onto them causes damage which will result in additional charges.

How do I order graphics?

You can place your order for graphics with our Exhibitor Services Team. Please email us with your stand number and the event you are attending and advise the type of graphic that you are looking for so that we can provide you with a quotation.

Can I remove the fascia beam and ceiling grid?

As long as this is permitted by the organiser and it does not structurally compromise your stand, the ceiling grid and fascia beam can be removed. You will just need to send us an email to request this so that we can advise whether it is possible for your stand.

Can I drill into the panel?

Drilling into the panels is not permitted as it causes damage to the panels. You cannot pin or use staples on the stand either. If you do this, you will be charged after the show for the damaged panel(s).

What is the difference between the two panel sizes shown on the specification sheet?

The visual size for most panels will be 950mm wide however depending on the block and your stand size, you may have half metre wide panels. These panels have a visual size of 455mm wide. If you are unsure as to what panels will be used on your stand, please contact us and we can advise. For Forma 80 panel dimensions, please contact a member of the Exhibitor Services team.

What is a nameboard?

A nameboard displays your company name and stand number. It hangs directly from the fascia beam which runs along the open sides of your stand as shown on the visual.

What is the size of the ceiling beam on the Forma shell scheme system?

The ceiling beams are 40mm x 40mm square profile and are various lengths depending on where they are positioned on your stand, please let us know if you require these to be in a particular place so that we can review if any additional beams will need to be ordered. If you are planning to attach anything onto these beams please let us know the weight of the items so that we can review this.

For more information please contact Exhibitor Services on +44 (0) 2476 309 236 or alternatively email EMEA.exhibitorservices@freeman.com

www.freeman-emea.com

Additional Items Included in your Package

Please see as follows further information of what is included in your Stand or Pod:

Nameboard

Your Company name and stand number will be shown on a nameboard attached to the fascia on each open side of the Stand. Please [click here](#) to complete the form for your shell scheme nameboard.

Fascia

A fascia will be fitted to each open side of the stand supported by uprights at the corners. Intermediate fascia support posts are at intervals not exceeding 4m. Exhibitors are not permitted to make any fixings to the shell scheme fascia.

Cleaning and Waste

It is your responsibility to maintain your stand in a clean condition at all times. We have made arrangements for basic stand cleaning to be carried out at no charge to you. The cleaning of exhibits will remain your responsibility, as will any special services that may be required.

Rubbish should be placed in an appropriate location (not obstructing gangways etc) so that it can be collected and cleared away prior to show opening the following morning.

Contact us

If you have any questions at all then feel free to contact one of the GUAS Team.

Additional Items that can be ordered for your Stand

Graphics

You may want to consider changing the wall panel colours to reflect your company branding or logo by having graphics printed which can be incorporated onto the panels.

Please [click here](#) to complete your Graphics order form.

Audio Visual & IT Equipment

AV equipment for your stand can be ordered from our preferred AV Supplier to the Venue (Aztec).

Please remember that Audio Visual equipment amplifiers or live music may not be used without our written consent.

Audio Visual presentations/demonstrations must not exceed a 'reasonable volume'.

If any presentation/demonstration cause obstructions within gangways, and/or exceeds 'reasonable volume' causing a nuisance to neighbouring stands, we reserve the right to restrict the number of or cancel such presentation/demonstration.

Please [click here](#) to view the AV Order form.

Catering

Amadeus are the official caterers to Global Urban Air Summit and are the only company permitted to offer catering in the exhibition hall. All food and beverages that you wish to have on your stand must be ordered directly from them.

Rate cards and order forms are available upon request – please contact Leigh Rose for further information.

Further Additional Items

You may wish to order additional items for dressing your Stand such as display units, shelving, furniture, dressing or colouring the walls etc. Please [click here](#) on how to order from our Official Supplier, Freeman.

Deliveries, Storage and Lifting

If you have items that need to be delivered to your Stand then you must use our Official Freight Contractor, *CEVA Logistics*. They can organise shipping, store items onsite and deliver to your stand whenever you are ready for them.

You will find further information on this service on pages 18 and 19 of this document.

Please [Click here](#) to download the order forms.

IMPORTANT: If you have booked a Space Only stand please read through the following 'Stand Build Regulations' section in full so that you are aware of your duties.

Stand Build Regulations

Stand Build Regulations for Space Only Exhibitors & Contractors

Your Stand and Ordering

If you have booked a space only stand you are responsible for designing, erecting and dismantling your own stand in accordance with the event regulations. You will either be managing this process yourself or employing a contractor to construct the stand on your behalf. If you have a contractor it is advisable to send a copy of this manual to them, so they can order the products and services on your behalf and also reference the various rules and regulations that are in place for a space only stand construction.

Deadline dates for submission of stand design is: 2nd August 2019

The submission of the plans should include the following documentation:

- Plans showing dimensions and height
- 3D visuals
- Construction and Dismantling phase plan
- Risk assessment
- Method statement

Please email these documents directly to leigh.rose@farnborough.com

Things to Consider:

- **Health and Safety** – Please read the Health & Safety Policy to ensure that you comply accordingly. Please also ensure you are in compliance with the Health and Safety Regulations. In particular please note that you need to be aware of, and deliver, your duties identified in the Construction (Design and Management) Regulations 2015. There is compulsory documentation that you will have to produce for the management of your exhibition stand, these requirements are detailed below in this manual
- **Deliveries, Storage and Lifting** – Please ensure you use our Official Freight Contractor, CEVA Logistics. They can organise shipping, store items onsite and deliver to your stand for a date and time agreed with you.
- **Electrics** - All site electrical work must be approved and carried out by the official contractor. Exhibitors installing electrical equipment to their own displays must ensure that installations conform to UK Electrical Regulations and will be subjected to inspection and approval before connection to the mains supply. The Organisers reserve the right to disconnect any installation which they feel is unsafe and dangerous.
- **Floorcoverings** - The hall floor is already carpeted with black/grey lined carpet. If you would like a different floorcovering you will need to arrange for an alternative solution as the hall carpet is permanent. Please liaise with Leigh Rose, Aerospace Operations Manager to discuss further.

- **Cleaning / Waste Management** - It is your responsibility to maintain your stand in a clean condition at all times. We have made arrangements for basic stand cleaning to be carried out at no charge to you. The cleaning of exhibits will remain your responsibility, as will any special services that may be required. Rubbish should be placed in gangways so that it can be cleared away prior to show opening the following morning. Anything left in the gangways overnight will be considered rubbish and disposed of.

Stand Build Regulations:

Balloons

Unfortunately Helium Balloons (Blimps) & Toy Balloons are not permitted.

Construction (Design and Management) Regulations 2015

We would like to make you aware the Construction (Design and Management) Regulations which apply to all 'construction' activities in the UK including all those at the event build up and break down periods of exhibitions.

You now need to be aware of and deliver your 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 you will have to produce for the management of your space only exhibition stand, these requirements are detailed below. The regulations are intended to provide a framework to help you ensure that your stand is constructed safely and help you understand your obligations.

The key principles to manage construction safely are:

- eliminate or control risks so far as is reasonably practicable
- ensure work is effectively planned
- appointing the right people and organisations at the right time
- making sure that everyone has the right information, instruction, training and supervision to carry out their work safely and without risks to health
- have systems in place to help parties cooperate and communicate with each other and coordinate their work
- consult workers with a view to securing effective health safety and welfare measures

The organiser of the exhibition fulfils a number of duties under CDM regulations in operating the overall site. The Health and Safety Executive do also view each Space Only exhibition stand to also be a separate CDM site within the larger site that the organiser operates. Each exhibitor and their contractor therefore have direct responsibilities under CDM regulations.

What are the responsibilities of an Exhibitor under CDM?

Exhibitors 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.

Space Only Exhibitors under CDM 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. The majority 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 & Dismantle 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.

Appoint a Principal Designer, Principal Contractor & Contractors:

- a. The Principal Designer would be the person or company who is in control of the 'designs' of your stand.
- b. 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.
- c. The role of Contractor is often provided by the same company who fulfil the Principle Contractor role. However, should the Principal Contractor employ a third party or other sub-contractors to actually deliver on-site, the third party or sub-contractor would take this responsibility on.
- d. 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 phase (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.

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.
- Provide information, instruction and training.
- Liaise and comply onsite with event Operations team.

What are the responsibilities of the stand designer & builder?

Stand Designers and Stand Builders need to ensure that their participation at an event is carried out safely. Each Space Only exhibition stand 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:

- Under CDM, your role is defined as that of the Principle Designer and/or Principle Contractor.
- Both of these roles require the Stand Builder to ensure that the CDM “Client” – ie the exhibitor – 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 such as producing a Construction Phase Plan, Risk Assessment and Method Statement and providing welfare.
- In exceptional circumstances, where a stand build exceeds 500 person days, the Client will need to notify HSE. So for example if you had a very large stand that needed in excess of one hundred workers on it daily for a five day build up then the build of the stand would need to be notified to the HSE as a separate project.
- As well as educating the exhibitor, as a Principal Designer a 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 Builder will then manage and monitor the construction and de-rig safely, documenting their approach in a Construction & Dismantle 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 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 & Dismantle Phase Plan?

The Construction & Dismantle 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 & Dismantle Phase Plan (CDPP) is compulsory for all space only 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?

A template for a Construction & Dismantle Phase Plan can be requested from the operations team. Please do note though that the style with which you provide the plan is not mandated by this template and you may submit the document in your own format.

We require your Construction & Dismantle Phase Plan to be submitted as part of your stand design submission. Permission to commence build will not be issued until this plan is received.

Other key requirements to be aware of:

Welfare Arrangements:

The majority of welfare provisions required through CDM are already in place at the venue. These requirements include:

- Access to toilets.
- Access to seating.
- Access to drinking water.
- Access to a retail food outlet or alternative source of food.

Over and above that, you should ensure that the welfare of the team carrying out the construction is planned for, please consider:

- Working hours.
- Equipment required.
- What Protective equipment (PPE) is required?

Vehicles and Pedestrian routes:

It is difficult to completely separate vehicle and pedestrian routes during an event build-up and breakdown. Please be clear with any staff that you are bringing on site that care should be taken at all times. If your teams are operating in loading areas they should be aware of the movement of traffic and should wear hi-visibility clothing as a minimum. Where you are able to drive a vehicle within the event perimeter your driver should be made aware that pedestrians have right of way at all times and there will be speed restrictions in place.

This guidance and any supporting documents 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, the HSE's official L153 guidance on CDM2015, and the HSE's exhibition specific guidance on CDM2015.

If you have any queries please do not hesitate to contact the Operations team and thank you for taking the time to read this important information.

Demonstrations & Seated Audiences

Demonstrations on stands during the event must be safe and without risks to health and safety and where necessary covered by a risk assessment. Any presentation/demonstration likely to interest groups of 10 or more people must be located towards the centre of the stand and clearly shown on stand drawings, if it causes obstruction within the gangway and/or nuisance to any other exhibitor, we reserve the right to cancel the presentation/demonstration or restrict the frequency.

Disabled access / The Equality Act

It is the exhibitor's responsibility to remove all barriers to service and comply with The Equality Act.

Dividing Walls

On divided sites, you are responsible for erecting and decorating side and back walls facing onto your stand areas to a height of 2.5m. Walls above this height must be clad and decorated on both sides, with the reverse side being decorated from 2.4m upwards by the Exhibitor who has them erected. Such walls overlooking adjoining stands must be finished in a neutral plain colour only.

The minimum height for dividing walls is 2.5m. The maximum height for dividing walls of stands is 3m.

Dust

Dust must be kept to a minimum. Dust extraction must be used, where fitted, on power tools.

Electrical Installations

All site electrical work must be approved and carried out by the official contractor. Exhibitors installing electrical equipment to their own displays must ensure that installations conform to UK Electrical Regulations and will be subjected to inspection and approval before connection to the mains supply. The Organisers reserve the right to disconnect any installation, which, in their opinion, is dangerous or likely to cause annoyance.

Enclosed Stands

The inclusion of large enclosed areas within a stand can only be permitted with the organisers' prior written permission.

Exhibition Timetable

Please refer to the Exhibition Timetable for the build-up and breakdown schedule. The design of your stand must be such that it can be erected and dismantled within the published build up and breakdown periods.

Height Limit

The height limit for stand construction is 3m from the floor level. Construction over this height will not be permitted.

Maintenance

Under no circumstances will maintenance work be permitted on stands during the exhibition open hours.

If at any time during the exhibition open days you need to carry out maintenance work on your stand after the exhibition has closed please apply to the organisers by 14:00 hrs on the same day.

Organisers Right to Change Stands and Floorplan

In the interests of the exhibition as a whole, it may be necessary to remove or alter any element of any stand. If it is felt that action must be taken, this will be at the expense of the exhibitor concerned.

The exhibition floorplan is subject to change at the discretion of the organisers. Please contact us to obtain the latest version of the exhibition floorplan.

Pop Up Stands

If you have booked a SPACE ONLY stand with a view to using your own 'Pop-Up' stand the following criteria must be met in full to maintain the overall look of the event:

- A rear and any dividing walls must be built to a minimum height of 2.5m.
- A stand number must be displayed to ensure identification for the visitors.
- Your company name must be clearly visible
- The Pop-Up must not infringe any neighbouring stand and be within the height restrictions for your stand location.

Stand Plans must also be submitted for approval and will not be approved unless the stand complies with the above.

Rigging

Please note that rigging is not permitted and all items must be floor supported.

Risk Assessment & Method Statement

All contractors/exhibitors are required to submit a full risk assessment for the design, construction and arrangement of their stand. This risk assessment is to be submitted along with stand plans.

If you require help in producing a Risk Assessment or Method Statement, please email the operations team.

Signage

Signage and graphics are not permitted to overlook other stands on dividing walls or to overhang gangways. Where illuminated fascia boards are used on stands, the lighting of them must be of sufficient power to light the fascia board only, and must not cause any spill of light onto neighbouring stands. No flashing lights will be permitted. We reserve the right to disconnect the

electrical supply to any illuminated fascia which, in our opinion, is causing a nuisance to any other exhibitor.

Stand Number Panel

A stand number panel must be displayed on every open side of the stand.

Storage

No excess stock, literature or packing cases may be stored around or behind your stand. If you need help with storing freight cases, cases or large quantities of packing materials, please contact the official Freight and Storage contractor, CEVA Logistics, details of which can be found within the Deliveries, Storage & Lifting section of this manual.

Venue and Local Authority Regulations

All work must be carried out in compliance with the regulations of the Venue and Local Authority. The venue, Farnborough International Exhibition and Conference Centre, is an adoptee for the [eGuide](#) which is a best practice document outlining the regulations that should be complied with.

Walling in Open Sides

Long runs of walling along open perimeters of stands must be avoided. Just 50% of any open side is permitted to be a solid wall. Where long runs of walling are present along open sides they must be relieved by display items and not left in plain colours. In addition, if for any reason any walling is 50% or over of any open side it should be set back 0.5m from the open perimeter of the site.

DELIVERIES, STORAGE AND LIFTING

This section contains information on how to get items delivered to your Stand, how you can store them (if you don't have enough room on your stand) and if you have any heavy items how you can get these delivered and moved around the exhibition.

The official logistics partner for the event is CEVA Showfreight and their contact details are below:

CEVA Showfreight

Tel +44(0)330 587 7433

Contact: Thomas Johnson

Email: Thomas.johnson@cevalogistics.com

Please [Click here](#) for all additional information and order forms for this service.

Deliveries during build-up

Where possible we advise that the official freight forwarder, CEVA Showfreight is used for deliveries to and from the exhibition.

If you are delivering directly to the event it must be during the times stipulated in the exhibition timetable.

The Venue (FIECC) will not accept deliveries prior to 0800hrs on Monday 2nd September 2019. If you would like to deliver items to the event before this time please contact CEVA for further information or a quote for receiving the shipment in one of their warehouses.

Deliveries during the Exhibition

Deliveries are possible during the open period of the exhibition between 0800hrs and 0830hrs only. Trolleys will not be permitted in the halls during the open hours of GUAS.

Removal of Items During Breakdown

You must not commence removing items from your stand until the exhibition is closed and all visitors have left the hall. Trolleys will not be permitted on the exhibition floor until after this time.

Please do not leave any goods unattended on your stand at this time. Breakdown is a busy period and your property is particularly vulnerable to theft and damage at this time. If you have arranged for a courier to collect items from your stand, please ensure that you are there to meet them. The organisers cannot be held responsible for any loss or damage to your goods.

All portable and valuable items must be removed from the exhibition halls as soon as possible after the exhibition closes.

All goods need to be clear of site by 2000hrs on Wednesday 4th September. Any items remaining in the halls after this time will be regarded as waste and disposed of. A fee for the disposal will then be charged back to the relevant exhibitor.

Lifting

CEVA Showfreight has been appointed as the sole official lifting contractor for Global Urban Air Summit and will be the only business authorised to perform lifting and forklifting in the halls.

If you require lifting and forklifting services, please contact CEVA Showfreight directly.

Onsite Storage

If you require storage whilst onsite at the exhibition, please contact CEVA Showfreight for a quote. They will collect items from your stand, store them and return them to you during breakdown.

Other Requirements and Onsite Assistance

CEVA Showfreight offer many other logistical services to help ensure that your build-up and breakdown runs as smoothly as possible. Please use the contact details above for any enquiries.

Passes

Available passes are as follows:

- **Conference Delegate** – ALL Access (Conference, Workshops, Exhibition, Welcome Reception, Catering)
- **Conference Speaker** – ALL Access (Conference, Workshops, Exhibition, Welcome Reception, Catering)
- **Exhibitor** – Exhibition Access Only (Exhibition, Catering and Welcome Reception)
- **Contractor** – Exhibition Access Only on Monday 2nd Sept and Wednesday 4th Sept after show close. Please advise Leigh Rose of names and company attending to ensure access. You will be provided with a pass upon entering the site.
- **Media** – ALL Access

Exhibitors will receive the following per 9sqm:

- Exhibitors will receive two passes, both which include access to the exhibition, catering and the welcome reception, with one of the passes allowing access to the conference sessions.

Please [click here](#) to order you Exhibitor passes.

Official Suppliers

The following list are the Official Suppliers for Global Urban Air Summit.

Accommodation & Travel

BCD Meetings and Events

Contact: Sarah Mousley

Email: sarah@bcdme.com

Tel: +44 (0)20 3077 7700

BCD M&E Accommodation Services is the official partner for Global Urban Air Summit 2019

To secure the best available accommodation within your budget we recommend you book as early as possible. We have appointed BCD M&E to help you find affordable accommodation that meets your requirements and suits your requirements.

Individuals & Small Groups (1-8 rooms)

You can reserve your hotels directly using the online reservation system. Just enter your arrival and departure date and make your choice from a wide selection of hotels. We advise you to book as soon as possible so we can guarantee the finest accommodation at affordable rates. [Click here](#)

Group Bookings (9+ rooms)

We love groups! For group bookings of 9 rooms either complete the [group hotel booking form](#) or send your request by e-mail to emma@bcdme.com so we can assist you with your booking.

More Information

BCD Meetings & Events – Accommodation Services

Email – Sarah@bcdme.com

Telephone +44 (0)1332 285590

Audio Visual

Aztec

Email: sales@aztecuk.com

Tel: +44 (0)20 7803 4000

Graphics

Freeman

Email: emea.exhibitorservices@freemanco.com

Tel: +44 (0) 2476 309 236

Please [click here](#) for the rate card and order form.

Furniture

Freeman

Email: emea.exhibitorservices@freemanco.com

Tel: +44 (0) 2476 309 236

Please [click here](#) for the rate card and order form.

Internet & Communications

DB Pixel House

Email: networks@dbsystems.co.uk

Tel: +44 (0)345 226 3083

Please [click here](#) to view the rate card for these services

Stand Catering

Amadeus

Email: leigh.rose@farnborough.com

Tel: +44 (0)7703 823811

Lifting & Shipping (Freight Forwarding)

CEVA Showfreight

Email: Thomas.Johnson@Cevalogistics.com

Tel: +44 (0)330 587 7433

Please [click here](#) to view the rate card for these services

Health & Safety and General Onsite Regulations

As an exhibitor at Global Urban Air Summit you have a legal duty to ensure that your actions - or the actions of any individual or business you employ - do not compromise Health & Safety. Please read all the information below and contact us if you have any queries. Please ensure that you read all of the information below, understand your responsibilities and carry out a suitable and sufficient Risk Assessment for your stand (if applicable) and participation in the event.

Overview - It is very important that you read this section

Policy Statement

Risk Assessment

Legal Duties - Exhibitors and Contractors

EU Directives

General Onsite Regulations

Overview

It is very important that you read this section

We appreciate that many exhibitors may have only limited experience with regards to the legal and practical aspects of Health and Safety management. This section is designed to give you sufficient guidance to discharge your responsibilities where relevant. You have a legal duty to ensure that your actions, or the actions of your contractor or agents do not compromise Health and Safety. Failing to do so can lead to prosecution and other legal sanctions. If you are unsure you are urged to contact leigh.rose@farnborough.com . Please do not leave Health and Safety issues to the last minute. The earlier we have the information we require the better the support we can give you.

Policy Statement

Farnborough International aims to set the benchmark standard for managing Health and Safety at exhibitions. This is not only our moral and legal duty, but it is commercially important for the success of every event. We recognise that our exhibitors rely on us to provide a trading environment on the exhibition floor that is safe and without risks to health. We also recognise that running an event places a special responsibility on Farnborough International and extends our duty of care not only to our staff but also to exhibitors, contractors, venue staff and visitors. The Operations Director is ultimately responsible for Health and Safety at the exhibition. To ensure that all Farnborough International' Health and Safety obligations are met, the Operations Director, supported by the operations team, will:

- Allocate sufficient resources to meet Health and Safety objectives
- Provide adequate control of Health and Safety risks arising from our work activities
- Consult with the venue, exhibitors and contractors on matters affecting Health and Safety
- Provide relevant Health and Safety information to employees and others
- Ensure all employees are competent to do their tasks particularly with regard to Health and Safety training
- Ensure so far as is reasonable that the contractors we engage for the show are competent
- So far as is reasonably practicable prevent accidents and cases of work related ill health and maintain safe and healthy working conditions.

Risk Assessment

Farnborough International has carried out suitable and sufficient assessment of the risks associated with this event, details of which can be obtained from the Organiser's Office. In brief, general risks associated with any exhibition are as follows:

- Multiple contractors working in a single workplace
- Fall from working at height
- Objects falling from height or loads falling from vehicles
- Impact injury from moving vehicles
- Structural collapse of an exhibition stand
- Fire
- Major incident and civil emergency
- Excessive working hours

This is an overview and by no means a comprehensive account of the risks involved at this event. It is the absolute duty of all parties to ensure that under the Management of Health and Safety at Work Regulations and other legislation suitable and sufficient risk assessments are conducted on all significant risks. The Management Regulations and associated guidance also requires that risks should be mitigated with a view to achieving maximum reduction in the level of risk within the bounds of what is reasonably practicable. In general terms, emphasis should always be placed on eliminating or reducing risk at source. It must be remembered that personal protective equipment is usually a control of last resort.

Legal Duties - Exhibitors and Contractors

As an exhibitor or contractor you have a legal duty of care for the safety of anyone who may be affected by your activities. You are ultimately responsible for all aspects of safety on your stand or work area during the build-up, the open period of the show and during the breakdown. Where exhibitors contract out the building and finishing of stands you are still vicariously responsible for the activities of your contractors.

You can discharge your duties by ensuring that you do the following:

- Appoint a competent person to be responsible for health and safety on site.
- You **MUST** carry out suitable and sufficient risk assessment of all your activities and obtain relevant risk assessments from your contractors or sub-contractors. Exhibitors must obtain supporting method statements for the building and dismantling of your stand. If you have a shell scheme stand the organiser has obtained the shell scheme contractor's risk assessment so you don't need to worry about this.
- Ensuring that your staff and sub contractors' staff working on site are informed of the site rules and health and safety arrangements which are detailed below and you must ensure so far as you reasonably can that they follow them.
- Ensuring that all your staff, contractors' and sub contractors' staff are familiar with the venue's emergency procedures which can be found in this manual

Stand Designer's Legal Duties

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

Items to be submitted to Farnborough International by Exhibitors

- The name of your nominated health and safety representative on site
- A copy of risk assessments and method statements covering the build up and breakdown of your stands
- A copy of your stand plans (not shell scheme)
- Notification and supporting risk assessments for any activity on your stand that represents a significant risk. This includes but is not limited to the following:
 - Flammable substances or naked flame
 - Exhibits with moving parts
 - Pressurised gases such as LPG
 - Hazardous chemicals and substances
 - Ionising radiation
 - Water features
 - Demonstrations
 - Visitor treatments – e.g. massage

Items to be submitted to Farnborough International by Exhibitor's Contractors:

- A suitable and sufficient risk assessment of activities on site supported by relevant documentation. Note this must be specific to the show, i.e. not generic, and specific to the work activities performed by the contractor
- A Method Statement outlining the process involved in the building and dismantling of the stand (where applicable).
- A copy of their Construction and Dismantling phase plan
- Name and contact details (including out of office telephone details) of the nominated health and safety representative on site

General Onsite Regulations

Summary

The following are the general health and safety site rules with regards to safe working. You are reminded that venue staff, exhibitors and contractors all have a legal duty to co-operate with the organiser on matters of health and safety that includes compliance with these rules.

All participants must comply with any reasonable instruction given to them by Farnborough International's appointed health and safety staff.

Aisles

Exhibitors and contractors are not to discard items in the aisles. Designated emergency aisles must be kept clear at all times.

During the open period no objects must protrude from stands into the aisles nor must furniture, displays or parts of displays be placed in the aisles.

Alcohol and Drugs

Drinking of alcohol onsite during the build-up and breakdown phase is forbidden. The use of illegal substances is also strictly forbidden.

Animals

Animals are not allowed on site.

Guide Dogs are permitted during the open period of the exhibition.

Children

Health and Safety regulations prohibit the presence of children under 16 in the exhibition during build-up and breakdown. Children will be refused access under all circumstances and no alternative facilities will be provided.

The exhibition is a trade event, and during the open period is not a suitable environment for children and as such no facilities will be provided.

Compressed gases (e.g. LPG)

Use of compressed gases will only be permitted where essential and permission must be sought from the Organiser at least 6 weeks in advance.

Demonstrations

All demonstrations must be carried out in accordance with the Health and Safety at Work, Etc, Act 1974 and the COSHH Regulations (Control of Substances Hazardous to Health). A Risk Assessment must be completed and available on-site. Failure to produce a risk assessment may result in the demonstration being temporarily suspended whilst the safety of the demonstration is ensured.

The Health and Safety at Work Act 1974 requires that "any equipment being operated or demonstrated shall be inherently safe and not create a hazard to the demonstrator". For further advice and more detailed guidance please contact our Operations team.

Demonstrations/noise - If any presentation/demonstration is deemed to be above an acceptable noise level we reserve the right to cancel the presentation/demonstration. We would expect all exhibitors to show consideration for other exhibitors in the area.

All Special effects require prior approval by the venue so any exhibitors wishing to use special lighting, lasers or smoke machines etc should submit a detailed proposal with Risk Assessment and Certificate of Apparatus for use to the Operations team at Farnborough International.

Special Treatments & Massage

If any stand offers massages or special treatments to visitors, they should notify the Organisers immediately.

Performance

If any stand intends to have a performing act as part of their exhibit, such as a magician, contortionist, etc, please contact the Operations team with details. We will also require proof of Public Liability Insurance and Equity membership from the performer, as well as a Risk Assessment.

Fire

Exhibitors and contractors must ensure that the materials used to build your stand are not flammable or non-flame resistant unless it has been treated. All materials must conform to UK and Venue fire regulations.

Combustible waste must be safely disposed of and boxes and packaging must not be stored on the stand.

Fire-fighting equipment is provided in the halls by the venue and additional fire extinguishers will be placed on some stands. Fire Extinguishers of approved type and capacity will be supplied by the venue.

First Aid

If you are involved in, or witness an accident, however small, at any point during your time onsite it is your responsibility to report this to the Organisers Office. For full details of the contact numbers please refer to the Emergency Procedures.

Floor Conditions / Loadings

During build up there is a significant risk of slips, trips, and falls and sharp objects left on the ground. It is a venue requirement that all those working in the halls in build up and breakdown wear appropriate safety footwear.

Those using heavy equipment especially lifting equipment must consult safety staff with regards to safe floor loading limits. Please contact leigh.rose@farnborough.com with any queries on this matter.

Hazardous Substances

Hazardous substances are not be brought into the halls unless essential. The use of hazardous substances must be subject to a COSHH assessment. Exhibitors must declare the use or display of hazardous substances as a special risk and include it in their risk assessment.

Hot Work

Hot work such as welding may only be undertaken when a hot working permit has been obtained from the organiser's office.

Late Working

Early or late working outside of the published build up and breakdown timetable will not be permitted.

Lifting / Forklifting

A competent and approved lifting contractor has been appointed and will be the only business authorised to perform lifting and forklifting in the venue. All lifting and forklifting must comply with The Lifting Operations and Lifting Equipment Regulations (LOLER). Please contact our official lifting contractor CEVA Logistics for advice.

Rigging

Please note that items of stand fitting and banners may not be suspended from the hall ceiling. The only banners permitted in the hall will be the organiser's directional signage and sponsorship banners.

Special Effects e.g. Smoke, Lasers, Pyrotechnics, and Strobes

All special effects must be treated as special risks and are subject to strict controls. Items must be included within your risk assessment and the appropriate legal requirements must be fulfilled. Further information and advice can be obtained from the operations team.

Vehicles for Display

If you are planning to exhibit a vehicle on your stand please contact leigh.rose@farnborough.com at least 6 weeks in advance of the exhibition for further information regarding the regulations and procedures that must be adhered to.

Waste

Contractors are not to discard sharp objects and must ensure that nails and screws are not left sticking out of waste wood and are either removed or hammered flat. All waste must be removed from the exhibition hall

Water Features

Water features that create mists and sprays such as fountains create the risk of the spread of Legionella bacteria in the air that can cause Legionnaire's disease. Any such feature is a special risk, requiring a separate risk assessment detailing how the risk is controlled through water treatment and testing.

Working at Heights

Working at height is to be in accordance with LOLER and the Working at Heights Regulations. As such, all working at heights is subject to risk assessment. Please see here for some useful information about your responsibilities.

- All working platforms are to have a guardrail, mid rail and toe board. Tools are to be kept on lanyards so far as is reasonably practicable.

- Static and mobile access working platforms must be fit for purpose (see Working Platforms).
- Separate risk assessments are required for working on a live edge (before rails are in place). In such cases fall arrest equipment must always be used.
- Operatives working at height other than on a static working platform designed for that purpose (e.g.scaffold) must be clipped on.
- Operatives working at height must have suitable head protection e.g. bump caps.
- Ground access to areas in the vicinity must be controlled to prevent persons accidentally walking directly under high works. Ground workers in the vicinity must not work directly under high works and wear suitable head protection e.g. hard hats.

Work Equipment and Tools

Exhibitors and contractors have duties under the Provision and Use of Work Equipment Regulations to ensure that all tools are fit for purpose and safe to use. All dangerous moving parts such as circular saws must be guarded with controls to prevent unauthorised use.

The use of battery powered tools is strongly encouraged to reduce trailing cables and risk of electrical hazards. Those using mains powered tools must ensure that cables are not trailed across aisles. All portable electrical equipment must be subject to a suitable portable equipment testing regime.

Working Platforms

All Mobile Elevated Work Platforms (MEWPS) must comply with LOLER and have had a Thorough Inspection (TI) in the previous 6 months.

- All working platforms are to have a guardrail, mid rail and toe board.
- Mobile access towers must be correctly constructed. Mobile access towers must be fit for purpose.
- Outriggers are to be used correctly with the correct height to width ratio (3.5 x shortest base width indoors and 3 x shortest base width outdoors).
- Mobile access towers may not be moved whilst in use and wheels must be locked off.
- Ladders must be footed or tied off and used in accordance with Construction (Health Safety and Welfare) Regs.
- The use of domestic ladders and steps is strictly forbidden.

All of the above are a summarised guide. For full details on any particular aspect you must seek professional advice. See the HSE website www.hse.gov.uk or feel free to seek advice from the Operations Team.

Emergency Procedures

Fire Emergency

Regular patrols will be carried out by security throughout the event from build up to break down, however it is everyone's responsibility to remain vigilant and err on the side of caution if you have any safety or fire related safety concerns. Please report any concerns to Security or the Event organiser immediately.

1. On discovering a fire raise the alarm by pressing the emergency button at the nearest fire alarm call point and if possible contact a member of the security team.
2. If possible and safe to do so the lead security officer should ensure a message is sent out across the tannoy system or via a loud speaker advising everyone to evacuate the building.
3. Electrical equipment or ignition sources (cooking facilities) should be turned off if it is practical to do so. Lighting should be left on.
4. The Venue is then evacuated through emergency exits and the Main Entrance.
5. Security will sweep all areas to ensure the building is clear of all visitors and staff.
6. The Senior Security Manager will contact Gate D who will call the emergency services, alternatively the Senior Security Manager can contact the emergency services themselves but must advise Gate D.
7. There are 2 Assembly points (AP1 and AP3) located opposite the East Reception (AP1) and on the far right hand corner of Car Park 1 (AP3).
8. The Senior Security Manager and FIL Event staff will control the evacuation from the West foyer external area outside reception.
9. Fire emergency services have been advised to report to the West foyer reception (external area).
10. Staff and Security offices must ensure all visitors and staff are kept well away from the building.
11. Security officers must ensure visitors or staff do not attempt to leave the venue in their cars as they may block the entrance for emergency vehicles.
12. The lead Security office will greet the emergency services and assist them accordingly.
13. No-one is permitted to re-enter the building until the 'All Clear' has been given by the Emergency Services.

Emergency Exits and Means of Escape

It is the responsibility of all staff to ensure that no exit, gangways or doors are blocked or obstructed in any way.

All staff are to ensure that they are familiar with their primary means of escape at all times. They are also to ensure that they are familiar with alternative means of escape should the primary route not be available.

Action on Hearing the Alarm Announcement

On hearing the alarm announcement or when instructed to leave the building by an evacuation alarm, message broadcast on the sound system or loud hailer, exit doors should be opened and kept in this position until all occupants have left the Hall then all doors must be shut.

On no account should any person move back against the evacuation flow for any reason, persons should be encouraged to move quickly in a steady flow from the building and remain calm.

Organisation staff are not permitted to re-enter the building until the Emergency services have deemed it safe to do so.

Once the all clear has been given the Lead Security Officer should select and man an entrance for exhibition or organisational staff to use prior to allowing visitors back into the building.

Suspect Package

If you discover a suspect package or vehicle:

- Contact the Event Organisers immediately
- Give a full description of the package or vehicle and it's specific location
- DO NOT approach, touch or move the package or vehicle
- DO NOT use a radio or mobile phone within a 20m radius of the package or vehicle

Security

Summary

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

We recommend that valuables, particularly those of a portable nature such as Laptops, mobile phones and tablets etc, are not left unattended on your stand at any time. Please remember that during the build-up and breakdown your property is particularly vulnerable, please be extra vigilant during this time.

The control, issue and use of exhibitor and contractors passes are an important aspect of site security. At all times we attempt to ensure that these are only issued to people who can identify themselves as being genuine. Static guards at points of entry checking I.D, combined with patrolling security guards in and around the event help to prevent and discover any unwelcome guests.

Exhibitor badges are essential for open days, when we operate a 'no badge, no entry' policy. During the buildup and breakdown period all staff involved in the build or dismantle process must have contractor passes.

If there is an incident on your stand resulting in the loss of property, please make sure that you have reported it to leigh.rose@farnborough.com / +44 (0)7703 823 811 as soon as the discovery is made. We can then involve the appropriate security services. Unfortunately failure to do report an incident could result in claims being void.

Security Advice for Exhibitors

When planning your stand and briefing your staff please consider and advise them of the following:

1. Evacuation procedures – what to do and where to go in case of an emergency
2. Contingency Plan – In the event of an incident at the show or within Farnborough that results in your team not being able to make it home, please consider a contingency plan. Have hotel numbers to hand, taxi details etc.
3. Security measures
 - a. Never leave your stand unattended
 - b. Check your valuables: Do you need them all on site or could some items be left at home or in your hotel room safe?
 - c. Laptops – please make sure they are secure and do not leave them in the hall overnight.
 - d. Sales Leads – keep them safe – these are your new customers
 - e. Check your stand each morning that it is how you left it – making sure no strange bags or packages have appeared.
 - f. During the day be aware of your space – report anything or anyone suspicious to security
 - g. At the close of each day – tidy and check your stand again