



Farnborough International Airshow 2016

Exhibition Regulations



We're the best for your business!

FAQs & CHECKLIST

NEW REGULATIONS

Dear Exhibitor

The Farnborough International Airshow 2016 ("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, but 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 and draw your attention to the following areas:

	SECTION	PAGE NO.
Passes NEW	A10.3	Page 29
Chauffeurs are required to have a chauffeur service ID pass to enter the Site during the period of the show. The service ID pass is valid from 27th June to 18th July 2016. These can be purchased from the contractor's E-Net account. The cost for this is £50 + VAT. A PCO license number will need to be declared at the point of sale.		
Prohibitions NEW	B1.6	Page 47
Any packing below columns or vertical load bearing elements should be either solid timber or steel. MDF or chipboard is not permissible. The installation of air conditioning units to meeting rooms or other internal areas on E Exhibition stands which result in the discharge of hot air into the Exhibition halls are not permitted. However, if Exhibitors wish to comfort cool these areas they must provide designs and installations that avoid the discharge of hot air into the internal hall area. All proposed systems must be approved by the Organiser prior to installation.		
Submission of Drawings (Self-build stands) NEW	B4.1	Page 49
Submissions received after the 13th May 2016 date will be subject to a charge of £500 + VAT, to cover the Organiser's reasonable additional costs. The Organiser will advise and invoice accordingly. Such charges are to be paid before the drawings are approved and work can commence on site.		
Exhibitor Supplied Buildings NEW	B10.1	Page 51
All branding/logos and advertising material will need to be approved by the Organiser. Advertising material will be subject to charges. Any packing below columns or vertical load bearing elements should be either solid timber or steel. MDF or chipboard is not permissible.		
Air Conditioning Installations NEW	C15.1	Page 62
The installation, connection and disconnection of all Air Conditioning systems to the chalets must be undertaken by the official air conditioning contractor.		
Submission of Drawings (Chalets) NEW	C18.1	Page 64
Submissions received after the 29th April 2016 date will be subject to a charge of £500 + VAT, to cover the Organiser's reasonable additional costs. The Organiser will advise and invoice Exhibitors accordingly. Such charges to be paid before the drawings are approved and work can commence on site.		
Air Conditioning NEW	D5	Page 85
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 exhibition halls, is not permitted. However, if Exhibitors wish to comfort cool these areas they must provide designs and installations that avoid the discharge of hot air into the internal hall area. All proposed systems must be approved by the Organiser prior to installation.		



	SECTION	PAGE NO.
Contractors' Area AMENDED	E3.1.2	Page 97
Section amended.		
Entry on Trade Days NEW	E4.1	Page 100
Chauffeurs operating on behalf of exhibiting companies will require a service ID pass to enter site during the period 27th June to 18th July 2016. The cost of the chauffeurs service ID pass will be £50 + 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.		
Exhibition Period – Vehicle Access AMENDED	E5	Page 103
Section amended in respect of parking in the internal car parks from Monday 11th July to Friday 17th July.		
Contractors Area/Exhibitors Temporary Accommodation UPDATED	E5.6	Page 105
Section updated.		

FREQUENTLY ASKED QUESTIONS

- Q. What is the maximum build height in the halls?**
A. For self-build stands there is a working height of 4.2m. Shell scheme stands have a working height of 2.4m. Some self-build perimeter stands are able to build to a height of 3m.
- Q. Can we hang things from the roof/ structure ceiling?**
A. No, hanging items from the roof/ceiling is prohibited.
- Q. What are the important deadlines?**
A. A list of important deadlines will be published on E-Net.
- Q. What are the build-up dates and times?**
A. Build up dates can be found on page 16 of the regulations.
- Q. What are the breakdown dates and times?**
A. Breakdown dates can be found on page 16 of the regulations.
- Q. What is included in my shell scheme package stand?**
A. All shell scheme stands include a shell, platform carpet, daily cleaning service, spot lights, electric sockets and an allocation of passes. For full details of what is included and visuals of your package can be found on pages 38-45 of the exhibitor regulations. Further information regarding exhibitor support and what is available to exhibitors can be found on the exhibition website.
- 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 30-32 of the regulations for a breakdown of free allocation.
- Q. How do I register my passes?**
A. All passes must be registered through the E-Net exhibitor portal. The log in details for your exhibitor E-Net account will be automatically sent to the nominated point of contact on the exhibitor application form.
- Q. I am a contractor, how do I get my own log in details for E-Net?**
A. Exhibitors must register their appointed contractors through 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.
- Q .Which type of chalet have I/has my client booked?**
A. Detailed drawings of the Chalets can be found on pages 65-80 of the exhibitor regulations

- 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.
- Q. How do I submit the forms required for my participation?**
A. All forms must be submitted through E-Net, the exhibitor portal.
- 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 £500 + VAT is payable, per day for working late.
- Q. Do I get a platform with my self-build stand? What if I do not want the platform?**
A. A platform is supplied as part of the self-build exhibitor package. If you do not require the platform you will need complete the online form on E-Net by the deadline or face an uplift fee of £15 + VAT per sqm to cover the uplift.
- Q. How to get in touch with official contractors?**
A. The contact details of all the official contractors and supplies are on the Farnborough International Airshow website and on E-Net.
- Q .Where do I find information on passes and the types of access they allow?**
A. Information on pass allocation is available on pages 30-32 of the exhibitor regulations. Details of pass access and requirement are available in the Access and Admissions section of these regulations (section E).
- Q. Which gate do my contractors need to enter through?**
A. Contractors must enter the Site through Gate I. A map of the Site can be found on page 17.
- Q. Vehicle access during build up and break down?**
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. 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 contractors. A list of contractors contact details can be found on the exhibition website and on E-Net.
- Q. Can I access the halls during the weekend of the show?**
A. No, the exhibition halls will be closed at 1900hrs on Friday 15th July following the end of the trade show.
- Q. What items can I remove once the show closes on Friday 15th July 2016?**
A. Hand held items only can be removed from the show following the close of the trade show on Friday 15th July 2016 from 1730hrs – 1900hrs.

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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	Health and Safety Considerations	A8.1
	Presentation of Exhibits	A8.2
	Exhibition Charges	A10
	Allocation of Passes for Exhibitors	A11
	Cancellation/ Reduction in Space	A14
	Shell Scheme Stand Packages	B1.1
	Height Restrictions	B1.5
	Prohibitions	B1.6
	Child Restrictions on Site	B1.6.1
	Approval of Stand Design	B4
	Construction and Dismantling	B5
	Removal of Rubbish	B6
	Late Night Working	B8
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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);

Tel: +44 (0)1252 532800
Fax: +44 (0)1252 376015
Email: enquiries@farnborough.com

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I.

INTRODUCTION

The 50th Farnborough International Airshow 2016 takes place at Farnborough Airport, Farnborough, Hampshire, UK from the 11 to 17 July 2016 and is organised by Farnborough International Ltd.

These regulations together with the Application to Exhibit Form govern all aspects of participation at the Farnborough International Airshow 2016 applicable to Exhibitors, their contractors and sub-contractors. Please read all the Sections carefully. Any changes to these regulations proposed by the exhibitor will only be applicable if confirmed in writing by the Organiser.

Exhibitors should 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 2016
Farnborough International Ltd
ShowCentre
ETPS Road
Farnborough
Hampshire
GU14 6FD
UK
Tel: + 44 (0)1252 532800
Fax: + 44 (0)1252 376015
E-Mail: enquiries@farnborough.com
Website: www.farnborough.com

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

REGULATIONS APPLICABLE TO SITE ACCESS & ADMISSION (SECTION E)

This section of the exhibition regulations refers to site access and passes for the exhibition site. This section will be available online when formal offers for stand and chalet applications are made.

REGULATIONS APPLICABLE TO AIRCRAFT (SECTION F)

This Section of the exhibition regulations is applicable to those companies intending to present aircraft and/or also to operate support aircraft. This section will be available to Exhibitors who indicate an intention to bring aircraft to the exhibition when completing the 'Trade Aircraft Display Enquiry Form'. Exhibitors intending to bring support aircraft, carrying equipment or personnel for the Farnborough International Airshow, are to notify the Aircraft Liaison 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 of the exhibition regulations is for the attention of personnel in those organisations who wish to display aircraft at the exhibition in the static aircraft park, the flying display, to operate customer demonstration flights or to fly support aircraft into and out of Farnborough. Section F also includes the rules and requirements of the UK Civil Aviation Authority (CAA) and the FIA 2016 Flying Display Director (FDD) and the Flying Control Committee (FCC).

ORDER FORMS FOR EXHIBITION SERVICES

The order forms will be available online through the E-Net system 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 services by the dates specified. Any conditions stated on the order forms constitute part of the regulations.

EXHIBITION SERVICES & GENERAL INFORMATION

A document detailing various services available to exhibitors will be available online prior to offers being made for stand and Chalet allocations. The contractors and agents appointed by the Organiser, together with those local authorities with whom exhibitors or their contractors may need to make contact, will be listed in this document.



ENVIRONMENTAL HEALTH & FIRE PRECAUTION STANDARDS

The environmental health and fire precaution standards, are applicable to all exhibitors and are available via the website and the E-Net exhibitor portal. Exhibitors must ensure that their contractors are aware of these standards before designs are finalised.

HEALTH & SAFETY SITE RULES

The Health and Safety Site Rules applicable to the exhibition site for all contractors and exhibitors will be available at www.farnborough.com and via E-Net. Exhibitors must ensure that all chalet and stand contractors are aware of the rules before commencing work on site.

Please also note that these Regulations are written in line with the Association of Event Organiser E-Guide, which can be downloaded from: <http://www.aeo.org.uk/page.cfm/Link=46/t=m/goSection=6>

ALL DOCUMENTS AND APPLICATION FORMS ARE AVAILABLE AT WWW.FARNBOROUGH.COM

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 or not 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 04 July 2016 and finishing at 1700hrs on Friday 8 July 2016. For more information please refer to Aircraft Regulations – Section F.

IV) BUSINESS AIRCRAFT PARK OR BAP

This term shall mean the area of the airfield set aside by the Organiser for the presentation of business aircraft.

V) CHALET

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

VI) CHALET HOLDER

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

VII) 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.

VIII) CROWD SAFETY BARRIER

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

IX) 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 from the Heliport at times allowed by the relevant operating procedures.

X) E-NET

This term shall mean the online system where the exhibitor can order exhibition services and contains all information relating to the exhibition.

XI) EXHIBITION

This term shall mean Farnborough International Airshow 2016.

XII) EXHIBITION MAIN COMPLEX

Exhibition Main Complex is the part of the Exhibition Site south of the Crowd Safety Barrier.

XIII) 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.

XIV) 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.

XV) 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

XVI) 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 war, earthquake, fire, flood, vandalism, destruction, act of God, act of government, legislative enactment or amendment, regulatory interference, strikes, lockouts or any other industrial disputes as well as all other causes beyond the reasonable control of a party.

XVII) HELIPARK

This term shall mean those facilities that are available via which helicopters may arrive and depart to carry Exhibitors, guests and other bona fide visitors by prior arrangement with the Heliport Operator.

XVIII) 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.

XIX) 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.



- XX)

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.
- XXI)

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.
- XXII)

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.
- XXIII)

SITE

This term shall mean any area of the Farnborough aerodrome used by the Organiser, exhibitors or contractors for the conduct of the exhibition.
- XXIV)

STATIC AIRCRAFT DISPLAY

This term shall mean the presentation of aircraft on the ground for inspection by visitors.
- XXV)

STATIC AIRCRAFT PARK

This term shall mean those areas of the airfield set aside by the Organiser for the static aircraft display.
- XXVI)

SUPPORT AIRCRAFT

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

III.

PROGRAMME

PRE-SHOW PROGRAMME

Chalet Interiors:	Monday 06 June - Saturday 09 July incl.	0700hrs - 1900 hrs
Self Build Stand Interiors and Installation of Exhibits:	Monday 27 June - Saturday 09 July incl.	0700hrs - 1900 hrs
Shell Scheme Interiors and Installation of Exhibits:	Monday 04 July - Saturday 09 July incl.	0700hrs - 1900 hrs
Aircraft Arrival and Flight Display Validation:	Monday 04 July – Friday 08 July incl.	see Aircraft Regulations section F
All works to be completed by:	*Saturday 09 July	1900 hrs

*Please note as per regulation B5.1.1 failure to complete the works as stipulated by 1900hrs on Saturday 09 July 2016 will result in additional costs to the Organiser which will be charged to exhibitors at the rate of £5.00 per square metre, per hour.

EXHIBITION PROGRAMME

Trade Day:	Monday 11 July	1000 hrs - 1600 hrs
	Flying Display	1415 hrs - 1600 hrs
Trade Days:	Tuesday 12 - Friday 15 July incl.	0930 hrs - 1730 hrs
	Flying Display	1415 hrs - 1645 hrs
Business Aircraft Park (BAP):	Monday 11 July	1000 hrs - 1600 hrs
	Tuesday 12 July - Wednesday 13 July	0930 hrs - 1730 hrs incl.
Public Days:	Saturday 16, and Sunday 17 July	0930 hrs - 1730 hrs
	Flying Display	1230 hrs - 1730 hrs

Please note Exhibitor Passes, Daily Exhibitor Guest Passes and Visitor Passes purchased via the exhibitor's E-Net account are valid for entry to the show on Monday 11 July – Sunday 17 July from 07.00hrs daily.

DISMANTLING PROGRAMME

Removal of exhibits, fittings, and aircraft:	Monday 18 July – Friday 22 July incl.	0700 hrs - 1900 hrs
Shell Scheme Exhibitors:	Monday 18 July	0700hrs – 1900hrs
Site closes:	Friday 22 July	1900 hrs

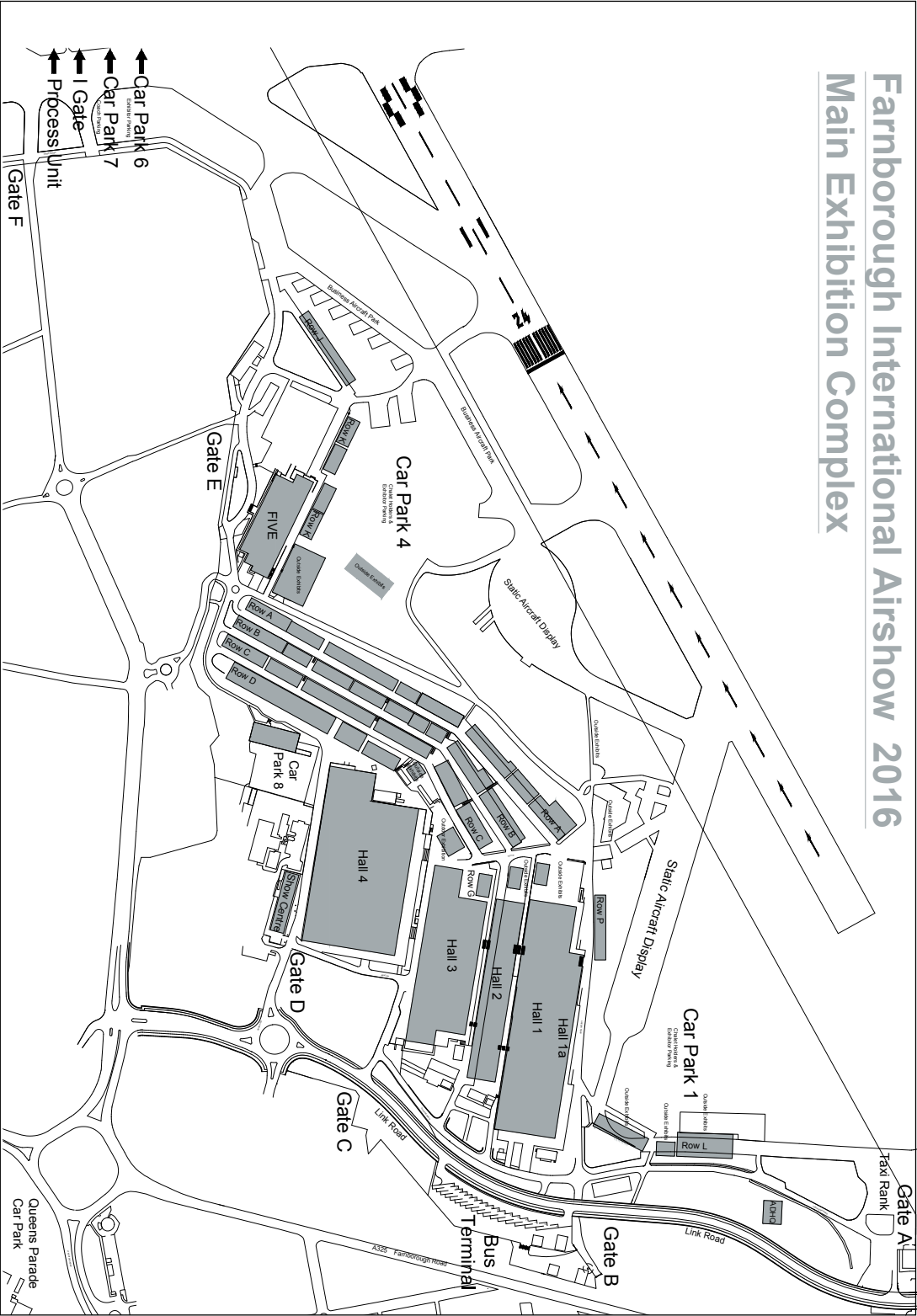
Please also refer to Regulation A8.2

NOTE: Outdoor exhibition sites that are located near to the runway operate under a shorter build up and breakdown schedule. Please contact the Organiser to check whether your exhibit is located in such an area and refer to regulation B10.2, B10.3 and B10.4



VI.

MAIN EXHIBITION COMPLEX



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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; business 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 D7.2.

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 (See also Regulation A3.1).

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), radio-active 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 fire 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.
- c) Weapons which require Home Office approval include guns and missile launchers to be displayed near an aircraft which are not inactive as described in A4.2b subsection iii. above, including handguns and fully automatic and self-loading weapons.
- d) Exhibitors are to seek guidance from the Home Office if they have any doubt concerning the classification of any item they wish to display at the exhibition.
- e) The Organiser will provide a temporary armoury facility on-site for the storage overnight of permitted weapons which will be under the control of the Hampshire Constabulary. Exhibitors must advise the Organiser of those items which require storage.

Exhibitors are requested to write to the address detailed below for permission to bring hazardous items:

Firearms section
The Home Office
 5th Floor, Fry Building
 2 Marsham Street
 London
 SW1P 4DF
 UK
 Tel: +44 (0)20 7035 1783 / 1778
 Email: firearms@homeoffice.gsi.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 so as to authorise their promotion of arms sales at the Exhibition. Please also refer to Regulation D9.2.

Exhibitors requiring registration as described above should apply to:

Hampshire Constabulary
Firearms Licensing Branch
 West Hill
 Winchester
 SO22 5DB
 UK
 Tel: +44 (0)1962 871061
 Fax: +44 (0)1962 871188



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 no later than 13 June 2016 addressed to:

Phil Rabout
MOD DDef Sy (S&T/Ind2)
Level 1, Zone J
MoD Main Building
Whitehall
London
SW1A 2HB
UK

Tel: +44 (0)20 7218 4295
Fax: +44 (0)20 7218 9078
E-mail: ddefsy-stind2@mod.uk

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

For confirmation of goods detailed within The Export Control (Security and Para-military Goods) Order 2008 please access the following web page: http://www.legislation.gov.uk/ukxi/2008/3231/pdfs/ukxi_20083231_en.pdf

A4.6 STATIC AIRCRAFT PARK & BUSINESS AIRCRAFT PARK (BAP)

Exhibitors are requested to note that the Static Aircraft Park and BAP are 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 or BAP. 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 BAP, or to impose a charge based on the standard charge for outdoor space and type of item involved (see paragraph A10.5.)

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 Officer
Jonathan Smith
Farnborough International Limited
ShowCentre
ETPS Road
Farnborough
Hampshire
GU14 6FD
UK

Tel: +44 (0)1252 532818
Fax: +44 (0)1252 376015
Email: jonathan.smith@farnborough.com

Exhibitors wishing to erect special antenna are required to advise the Organiser as early as possible and not later than 25 March 2016

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 Licensing Centre
PO Box 56373
London
SE1 9SZ
UK

Tel: +44 (0)20 7981 3131
E-mail: licensingcentre@ofcom.org.uk
Web: www.ofcom.org.uk

Once a license has been obtained please notify the Radio Frequency Control Officer, details below:

Radio Frequency Control Officer
Jonathan Smith
Farnborough International Limited
ShowCentre
ETPS Road
Farnborough
Hampshire
GU14 6FD
UK

Tel: +44 (0)1252 532818
Fax: +44 (0)1252 376015
Email: jonathan.smith@farnborough.com

A4.9 CITIZENS BAND RADIO

Citizens Band (CB) radio is not permitted.

A5. APPLICATIONS TO EXHIBIT

A5.1 APPLICATIONS FOR INDOOR/OUTDOOR EXHIBITION SPACE & CHALETs

Applications for indoor or outdoor exhibition space or for chalets, must be submitted on the official Application to Exhibit form, or through the on-line Application to Exhibit form at www.farnborough.com The Application to Exhibit form must be completed and signed by an authorised representative of the Exhibitor or their Agent.

Before 26 June 2015: the Application to Exhibit Form must be submitted together with a deposit payment in pounds sterling equivalent to 10% of the exhibition charges (the deposit payment must also include VAT at the prevailing rate and any applicable bank charges).

After 26 June 2015: the Application to Exhibit Form must be submitted together with a deposit payment in pounds sterling equivalent to 50% of the exhibition charges (the deposit payment must also include UK VAT at the prevailing rate and any applicable bank charges).

The signed Application Form represents a contract between the exhibitor (or their agent) and the Organiser. By signature of the Application to Exhibit Form, the exhibitor or their agent, agrees to be bound by the terms and conditions contained therein, which, for the benefit of doubt also includes the exhibition regulations.

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.

NOTE: Outdoor exhibition space is available for exhibits which are too large to be accommodated in the indoor exhibition, e.g. radar systems and ground support equipment.

PLEASE NOTE: Applications that are submitted without the deposit payment will be considered as pending and will not be included in the space allocation process until payment has been received.

Space should be applied for on the basis of a perimeter surrounding the exhibits together with any necessary area to provide clearance for moving parts, walkways between exhibits, and any necessary supporting equipment. No exhibit or stand fit may protrude into the gangways between the stands.

A5.2 APPLICATIONS FOR AIRCRAFT

Exhibitors, who intend to present aircraft within the static and/or flying display, should complete the relevant Section on the application forms which are available electronically as an annex to the Section F of these Regulations. All applications to display an aircraft at the exhibition will be due for return to the Organiser by 29th April 2016.

A5.3 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 reserve the right to refuse any application, in whole or in part.

A6. FORMAL OFFER & PAYMENT

A6.1 AIRCRAFT

On 2 May 2016 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 Exhibitors' 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 trade and public airshow (11-17 July 2016 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 26 June 2016 (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 26 June 2016 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 TERMS

All payments must be made in pounds sterling to Farnborough International Ltd quoting, where possible, an invoice number or client code. If paying by bank transfer, the exhibiting company's name must be quoted on the transfer document.



All bank charges and transfer charges must be paid for by the Exhibitor. Remittances from abroad must be by International Money Order or Bankers Draft in £ Sterling drawn on a UK bank.

A6.2.1 PAYMENT SCHEDULE

6.2.2 Applications completed and submitted prior to 30 June 2015 shall be accompanied by a deposit payment equivalent to a minimum of 10% (ten per cent) of the total value of the booked exhibition space (including VAT at the prevailing rate). The deposit payment is non-refundable. The Organiser will send your second invoice equivalent to 40% (forty per cent) of the total value of booked exhibition space (including VAT at the prevailing rate) after 1 July 2015. You shall pay this invoice within 30 days of the date of the invoice. The Organiser will send your third invoice for the remaining value of the booked exhibition space (including VAT at the prevailing rate) after 20 January 2016. You shall pay this invoice within 30 days of the date of the invoice.

6.2.3 Applications completed and submitted on and after 1 July 2015 but before 20 January 2016 shall be accompanied by a deposit payment equivalent to a minimum of 50% (fifty per cent) of the total value of the booked exhibition space (including VAT at the prevailing rate). The deposit payment is non-refundable. The Organiser will send your second invoice equivalent to 50% (fifty per cent) for the remaining value of the booked Exhibition space (including VAT at the prevailing rate) after 20 January 2016. You shall pay this invoice within 30 days of the date of the invoice.

6.2.4 Applications completed and submitted on and after 20 January 2016 shall be accompanied by the payment of the full fee for the booked exhibition space (including VAT at the prevailing rate).

With Your submission of the completed Application form you become liable for the full payment of the Exhibition fees. The payment schedule is designed for your convenience only to allow you to pay for your contracted space/chalet in instalments.

6.2.5 If you fail to make any payment by the due date, then you shall pay interest on the overdue amount at the rate of 4% (four per cent) per annum above the Bank of England's base rate. Such interest shall accrue on a daily basis from the due date until actual payment of the overdue amount. You shall pay the interest **NOTE:** with the overdue amount.

6.2.6 If you are a VAT exempt exhibitor please provide an official valid VAT exemption certificate.

6.2.7 You must pay all bank charges and transfer charges.

6.2.8 Remittances from abroad must be by electronic funds transfer in Pounds Sterling.

Bank Details:

Barclays Bank plc
90 – 93 Broad Street
Reading
Berkshire
RG1 2AP
United Kingdom

Account: Farnborough International Limited
Sort Code: 20-71-03
Account No: 63589714
SWIFT Code: BARCGB22
IBAN Code: GB88 BARC 207103 63589714

If the payment for exhibition space is made by Bank Transfer, the exhibitor (and/or Agent) shall pay all bank charges in full, clearly indicating that there shall be “no charges to beneficiary” on the transfer order(s). A copy of the transfer order(s) must be attached to the completed Application to Exhibit form.

If you are an exhibitor from outside the United Kingdom and are VAT exempt, please provide a VAT exemption certificate and we will ensure that your invoices are amended accordingly.

A6.3 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.farnborough.com) or through the exhibitor's E-Net account.

A7.**EXHIBITOR'S AGREEMENT****A7.1 EXHIBITION SPACE & CHALETS**

The Application to Exhibit form to be returned to the Organiser must be signed by a director or the Company Secretary or other duly authorised person of the exhibiting company or their agent and shall be deemed to signify the exhibitor's agreement to be bound by the terms and conditions on the Application to Exhibit form and by these exhibition regulations.

Any agent or contractor applying on behalf of an exhibiting company will be required to provide a signed statement from the Director of Finance or Company Secretary of the exhibiting company authorising them to apply and/or purchase space on behalf of the exhibitor.

A8.**STAND EXHIBITS****A8.1 HEALTH & 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 D7.4 of this document.

A8.2 PRESENTATION OF EXHIBITS

Exhibitors must maintain their exhibits on their stands throughout the period of the trade exhibition (Monday 11 July - Friday 15 July 2016 inclusive from 0930-1730hrs). The exhibition halls will be closed and secured from 1900hrs on Friday 15 July 2016, exhibitors will be allowed to remove hand held items and will also be permitted to arrange for the removal of display items, AV equipment, floral displays and any catering items using their appointed contractors. Applications to remove display items, AV equipment, floral displays and catering items should be made on the relevant form in the Regulations which can be accessed through the exhibitor's E-Net account. Special passes allowing access to the hall on the Friday night will be issued accordingly.

Access to remove these goods on Friday 15 July will be available from 1800 hours up to 2300 hours. After this time power to the halls will be switched off and no further access will be permitted until breakdown on Monday 18 July.

NOTE: No Access will be permitted to the exhibition halls for any visitors, contractors or exhibitors during the public weekend (Saturday 16 July or Sunday 17 July 2016). The exception will be the Space Zone and Innovation Zone. The Space Zone and Innovation Zone will remain open during the public weekend and exhibitors must maintain their exhibits on their stands in the Space Zone and Innovation Zone throughout the exhibition (Monday 11 to Sunday 17 July)

NOTE: Access to the exhibition halls for breakdown will commence at 0700hrs on Monday 18 July 2016. All shell scheme items must be removed by 1900hrs on Monday 18 July. See regulation B5.4 for further details.

A8.3 AIRCRAFT EXHIBITS

Exhibitors of static aircraft will be required to sign a declaration for each aircraft that the aircraft will be available for display throughout the whole period of the exhibition, i.e. 11-17 July 2016 inclusive. For more information please see Aircraft Regulations – Section F.

A9.**INVALID APPLICATIONS**

If an application is received from any organisation whose affairs are, for any reason, placed in the hands of a Receiver or Liquidator at the date of application or subsequently, that application shall, unless otherwise agreed in writing by the Organiser, automatically become null and void even if previously accepted by the Organiser. Any monies received will only be returned after deduction of all costs and expenses incurred by the Organiser.



EXHIBITION CHARGES

Shell Schemes, space only, outdoor, chalets, aircraft support structures

1. **EXHIBITION HALL - SHELL SCHEME STANDS**
(See Exhibition Regulations Sections A and B)

SHELL SCHEME STAND TYPES	EARLY BOOKING DEADLINE 30/06/2015 PRICE PER UNIT	BOOKING 01/07/2015 ONWARDS PRICE PER UNIT
9 sq m 'First Time Exhibitor' Shell Scheme <ul style="list-style-type: none"> • 3m x 3m • Includes furniture • Available only to companies exhibiting at FIA for the first time in 2016 • Limited availability in specific locations 	£4,077	£4,231
12 sq m Shell Scheme <ul style="list-style-type: none"> • 3m x 4m • Limited availability in specific locations 	£5,167	£5,361
12 sq m 'Premium' Shell Scheme <ul style="list-style-type: none"> • 3m x 4m • Includes furniture 	£6,115	£6,345
15 sq m Shell Scheme <ul style="list-style-type: none"> • 3m x 5m 	£6,459	£6,702
15 sq m 'Premium' Shell Scheme <ul style="list-style-type: none"> • 3m x 5m • Includes furniture 	£7,551	£7,835
18 sq m Shell Scheme <ul style="list-style-type: none"> • 3m x 6m 	£7,750	£8,043
18 sq m 'Premium' Shell Scheme <ul style="list-style-type: none"> • 3m x 6m • Includes furniture 	£9,060	£9,402



2. **EXHIBITION HALL - SPACE ONLY**
(See Exhibition Regulations Sections A and B)

EXHIBITION SPACE TYPE	EARLY BOOKING DEADLINE 30/06/2015 PRICE PER UNIT	BOOKING 01/07/2015 ONWARDS PRICE PER UNIT
Self Build Perimeter Space (15 sq m areas of 3m x 5m)	£6,459	£6,702

EXHIBITION SPACE TYPE	EARLY BOOKING DEADLINE 30/06/2015 PRICE PER SQ M	BOOKING 01/07/2015 ONWARDS PRICE PER SQ M
Self-Build Stand Space (minimum 48 sq m)	£294	£305
Self-Build Stand Space Additional Upper Level	£147	£153

3. **OUTDOOR EXHIBITION SPACE**
(See Exhibition Regulations Sections A and B)

EXHIBITION SPACE TYPE	EARLY BOOKING DEADLINE 30/06/2015 PRICE PER SQ M	BOOKING 01/07/2015 ONWARDS PRICE PER SQ M
Outdoor Space for Exhibits (minimum 15 sq m)	£128	£133
Outdoor Space for Exhibitor Supplied Buildings (total sq m of building is chargeable including upper level)	£270	£281

4. **BUSINESS CHALETS**
(See Exhibition Regulations Section A and C)

CHALET TYPE	EARLY BOOKING DEADLINE 30/06/2015 PRICE PER UNIT	BOOKING 01/07/2015 ONWARDS PRICE PER UNIT
Single Storey Chalet Type 1 • 80 sq m (8m x 10m) • 5m deep balcony	£34,699	£36,009
Single Storey Chalet Type 2 • 120 sq m (10m x 12m) • 2m deep balcony	£50,813	£52,731
Double Storey Chalet • 300 sq m (150 sq m per floor, 10m x 15m) • 2.5m deep balcony	£101,974	£105,822



5. ROW A CHALETS

ROW A CHALET TYPE	EARLY BOOKING DEADLINE 30/06/2015 PRICE PER UNIT	BOOKING 01/07/2015 ONWARDS PRICE PER UNIT
80 sq m Row A Chalet (8m x 10m)	£34,699	£36,009
100 sq m Row A Chalet (10m x 10m)	£43,374	£45,011
120 sq m Row A Chalet (12m x 10m)	£50,813	£52,731
150 sq m Row A Chalet (15m x 10m)	£63,516	£65,913
200 sq m Row A Chalet (20m x 10m)	£85,512	£88,739

6. AIRCRAFT
(See Regulations A and F)

CATEGORY WEIGHT BAND	AIRCRAFT EMPTY WEIGHT	DISPLAY AIRCRAFT FOR 7 DAYS	DISPLAY AIRCRAFT FOR 3 DAYS
A	Up to 0.5 tonne	£330	£660
B	0.5 to 3 tonnes	£580	£1,160
C	3 to 10 tonnes	£1,020	£2,040
D	10 to 25 tonnes	£1,700	£3,400
E	25 to 40 tonnes	£2,400	£4,800
F	40 to 60 tonnes	£3,650	£7,300
G	Over 60 tonnes	£5,200	£10,400

A10.1 CONTRACTORS' AREA/EXHIBITORS' TEMPORARY ACCOMMODATION
(See Regulation A16)

£73 per sq m (excl. VAT)

A10.2 RESERVED CAR PARKS

Please refer to Car Parking Rate Card

A10.3 PASSES

Please refer to Ticket Rate Card

Daily Visitor Passes can be purchased from www.farnborough.com, via the Exhibitors E-net account or from the Official Pass Office.

Children Admittance will be refused to persons under the age of 16 years on the first four Trade Days, Monday 11 – Thursday 14 July 2016, regardless of possession of a valid pass.

Friday 15 July incorporates Futures Day and FAB Friday and is open to exhibitor's / chalet holder's families or guests who may be accompanied by children. Entrance is by invitation from participating companies only and must be presented with a valid pass, purchased in advance. Prices for children (ages two and above) on Friday 15 July are £ 36 (including vat).

Contractors are required to have a Contractor's Pass for the build-up and breakdown period (6 June - 9 July 2016) and 18 - 22 July 2016). These passes can be purchased from the Contractor's E-Net account. The cost of these passes is £ 21(including VATt).

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 from 27 June to 18 July 2016. This can be purchased from the Contractor’s E-Net account. The cost for this will be £ 117 (including VAT).

Exhibitors with chalets or stands of 48 sq m or more who require the attendance by their Contractor on Sunday 10 July 2016 for handover will qualify for two complimentary one day Service ID Passes (valid for Sunday 10th 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. The service ID pass is valid from 27th June to 18th July 2016. These can be purchased from the contractor’s E-Net account. The cost for these is £50 + VAT. A PCO licence number will need to be declared at point of sale.

NOTE 1: Charges for reserved car parks, visitor passes, exhibitor passes, publicity literature racks and public day entrance tickets are inclusive of Value Added Tax (UK VAT) at the prevailing rate.

NOTE 2: All other charges levied by the Organiser are subject to the addition of UK VAT at the appropriate rate at the time of invoicing.

NOTE 3: 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 4: 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.

A11.

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 or from the onsite Pass Office.

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.

A11.1

INDOOR/OUTDOOR EXHIBITION

SHELL SCHEME STANDS

SQ M	EXHIBITOR PASSES	DAILY VISITOR PASSES
9 sq m	3	10
12 sq m	4	13
15 sq m	5	16
18 sq m	6	18

SELF BUILD STANDS

SQ M	EXHIBITOR PASSES	DAILY VISITOR PASSES	ONE DAY SERVICE ID PASSES
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	120	4

OUTDOOR EXHIBITION SPACE

SQ M	EXHIBITOR PASSES	DAILY VISITOR PASSES	ONE DAY SERVICE ID PASSES
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	120	4
600 +	Review on Application	Review on Application	Review on Application

CHALETS

ALLOCATION FOR EACH SINGLE STOREY CHALET UNIT

TYPE	EXHIBITOR PASSES	DAILY VISITOR PASSES	ONE DAY SERVICE ID PASSES (SUNDAY 13 JULY ONLY)
Single Storey Type 1	10	25	2
Single Storey Type 2	15	35	2

ALLOCATION FOR EACH DOUBLE STOREY CHALET UNIT

TYPE	EXHIBITOR PASSES	DAILY VISITOR PASSES	ONE DAY SERVICE ID PASSES (SUNDAY 13 JULY ONLY)
Double Storey Chalet	30	65	2

ALLOCATION FOR A ROW CHALETs

TYPE	EXHIBITOR PASSES	DAILY VISITOR PASSES	ONE DAY SERVICE ID PASSES
80 sq m	10	25	2
100 sq m	13	31	2
120 sq m	15	37	2
150 sq m	19	46	2
200 sq m	25	62	2

A12.

ALLOCATION OF EXHIBITION SPACE

A12.1 RIGHTS TO SPACE

Although all exhibitors will enjoy the same rights and privileges, should there be a shortage of exhibition space of any type the Organiser will give priority to Members of ADS Group Ltd ('ADS').

The Organiser will allocate space to meet considerations of the exhibition layout and any height restrictions. They reserve the right to allocate space according to availability and with priority given to manufacturers of aerospace products

Previous participation in the exhibition does not bestow any right to preferred sites.

A12.2 SUB-LETTING

None of the space, including Chalets may be assigned, sublet or shared without the written agreement of the Organiser.

A12.3 ALTERATIONS

While every effort will be made to meet the requirements of exhibitors taking part in the exhibition, the Organiser reserve the right to make any alterations which they may consider necessary, or to alter the positions of any of the stands in the exhibition, or to take any other steps considered necessary in connection with the exhibition.

A13.

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 1: 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.

NOTE 2: Chalet holders are not permitted to use the chalet to entertain companies whose business does not have links with the aerospace industry.

NOTE 3: Exhibitors should familiarise themselves with the provisions of the UK Bribery Act 2010.

BRIBERY ACT 2010

INFORMATION FOR EXHIBITORS

The Bribery Act 2010 came into force on 1st July 2011. FIL advises all of its exhibitors, if they have not already done so, to study the guidance available on this legislation and consider how it could apply to their business with regards to participating in the Farnborough International Airshow 2016.

CORPORATE HOSPITALITY

The Act as it relates to corporate hospitality states that corporate entertaining is acceptable as a means of networking and building business relationships as long as it is deemed reasonable and within the proportionate norms for the industry. All companies are required to assess their business and must be able to demonstrate they have suitable procedures in place for the level of risk they face to ensure that the business they conduct is done so fairly, honestly and openly.

For full details and official Guidance on the Bribery Act 2010, please click [here](#) to be redirected to the Ministry of Justice website.

A14.

CANCELLATION/REDUCTION IN SPACE

A14.1 INDOOR/OUTDOOR SPACE & CHALETS

In the event of an exhibitor wishing to withdraw from the exhibition, in whole or in part, after signature and submission of the Application to Exhibit form, the exhibitor shall give written notice of such withdrawal to the Organiser.

A14.2 WITHDRAWAL FROM EXHIBITION

If the exhibitor does not accept the space allocation, the exhibitor will be entitled to withdraw from the exhibition in accordance with the Exhibition Regulations.

A14.3 WITHDRAWAL FROM THE EXHIBITION BEFORE 28 JUNE 2015

The deposit payment includes a cancellation charge, equal to 10% of the total exhibition charges which will be retained by the Organiser in the event that the exhibitor withdraws from the exhibition **before 28 June 2015** following part or full payment of the exhibition charges.

A14.4 WITHDRAWAL FROM THE EXHIBITION AFTER 28 JUNE 2015 & BEFORE 1 FEBRUARY 2016

The deposit payment includes a cancellation charge, equal to 40% of the total exhibition charges which will be retained by the Organiser in the event that the Exhibitor withdraws from the exhibition **after 28 June 2015** and **before 1 February 2016** following part or full payment of the exhibition charges.



A14.5 WITHDRAWAL FROM THE EXHIBITION AFTER 28 FEBRUARY 2014

If the notice of withdrawal is received after **1 February 2016** the exhibitor shall be liable for 90% the full Exhibition Charges.

The Organiser shall, on receipt of written notice of withdrawal, use reasonable endeavours to re-allocate the space previously allocated to such exhibitor. If the Organiser are not able to re-allocate the space, the exhibitor shall be liable to make all payments due to the Organiser pursuant to these Regulations. If the Organiser are able to re-allocate the space, the exhibitor shall still be liable for 25% of the total space costs as an administrative charge. No obligation whatsoever shall be placed upon the Organiser to refund any monies previously received from such exhibitor, other than as provided above.

Re-allocation of space in this context shall refer to exhibition space, chalet or other space, and re-allocation shall be deemed to be achieved only when space equivalent to that contracted to be occupied by the exhibitor has been sold and paid for by an alternative exhibitor. for the purpose of clarification, an exhibitor shall be entitled to a refund as above, less the 25% administrative charge, only to the extent that the total space, calculated separately for exhibition space, chalets and other space, has not been reduced by that exhibitor's withdrawal.

A14.6 AIRCRAFT

Providing a cancellation is received by the Organiser before **20 May 2016** and acknowledged by them, an applicant will be eligible for a refund of charges. The Organiser shall be entitled to withhold 25% of the invoice value when making any refund in recognition of their administrative costs.

A15. PUBLICATIONS & MEDIA SERVICES

A15.1 MEDIA CENTRE

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

A15.2 EXHIBITOR'S PUBLICITY MATERIALS

Pigeon holes located in the reception area of the Media Centre will be available for purchase for exhibitors' PR and publicity materials for the period of the Exhibition. Digital press boxes will also be available for Exhibitors to upload PR and publicity material on the Organiser's website. Both items will be available to purchase via the exhibitors' E-Net account.

Pigeon holes can also be purchased on Site in the Media Centre from 4th July 2016 or by contacting the media team at media@farnborough.com

A15.3 MEDIA CONFERENCE ROOMS

Media conference rooms, which accommodate up to 200 people, are available for hire. These rooms are equipped with microphones, PC projector and screen. Details are available from the Organiser. Bookings for the media conference rooms can be made by contacting media@farnborough.com.

A15.4 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 Farnborough airport 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.

A15.5 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.



A15.6 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 FIA Marketing Suite when you pick up your welcome pack.

A15.7 ADVERTISING IN EXHIBITION PUBLICATIONS

Exhibitors may advertise in the official trade catalogue and/or the official souvenir programme. An application to advertise will be forwarded providing details of the appointed agent, or at the exhibition website, www.farnborough.com.

A15.8 ERRORS & 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.

A15.9 TRADEMARKS

'Farnborough' and 'Farnborough International Airshow' are registered trademarks. Any exhibitor or contractor wishing to use the Organiser trademark must obtain prior approval, in writing, from the Organiser by emailing media@farnborough.com.

A16. CONTRACTORS' AREA/EXHIBITORS' TEMPORARY ACCOMMODATION

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

A16.1 APPLICATION FOR CONTRACTORS' AREA / EXHIBITORS' 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.

A16.2 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 contractors' E-Net account once an area has been allocated.

A16.3 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.

A16.4 HELIPARK

Exhibitors who intend to demonstrate helicopters to potential customers from the Helipark may seek permission from the Organiser to locate temporary accommodation in the area of the Helipark. Charges will be as contractors' area space.



A17.

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 27 June – 8 July and 18 – 19 July 2016. Exhibitors who wish to avail themselves of this facility should arrange for a copy of the Aircraft Regulations to be sent, by the Organiser, 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.

A17.1

LANDING FEES

See the Application to Display Aircraft form in the Aircraft Regulations Section F available at www.farnborough.com.

STANDFITTING & CONSTRUCTION

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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

Official Contractor for Platforms

Expo Floors Ltd
Units A4 & A5
Walsall Enterprise Park
Regal Drive
WS2 9HQ
UK

Tel UK Calls: +44 (0)1922 721 177
Tel Overseas Calls: +44 (0)1922 721 177
Fax: +44 (0)1922 659 540
Email: sales@expo-floors.com
Website: www.expo-floors.com

Official Contractor for Shell Scheme

Global Experience Specialists (GES) Event Services
Silverstone Drive
Gallagher Business Park
Coventry
CV6 6PA
UK

Tel UK Calls: +44 (0)844 879 3226
Tel Overseas Calls: +44 (0)2476 380 180
Fax: +44 (0)2476 380 220
Email: customerservice@ges.com

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.

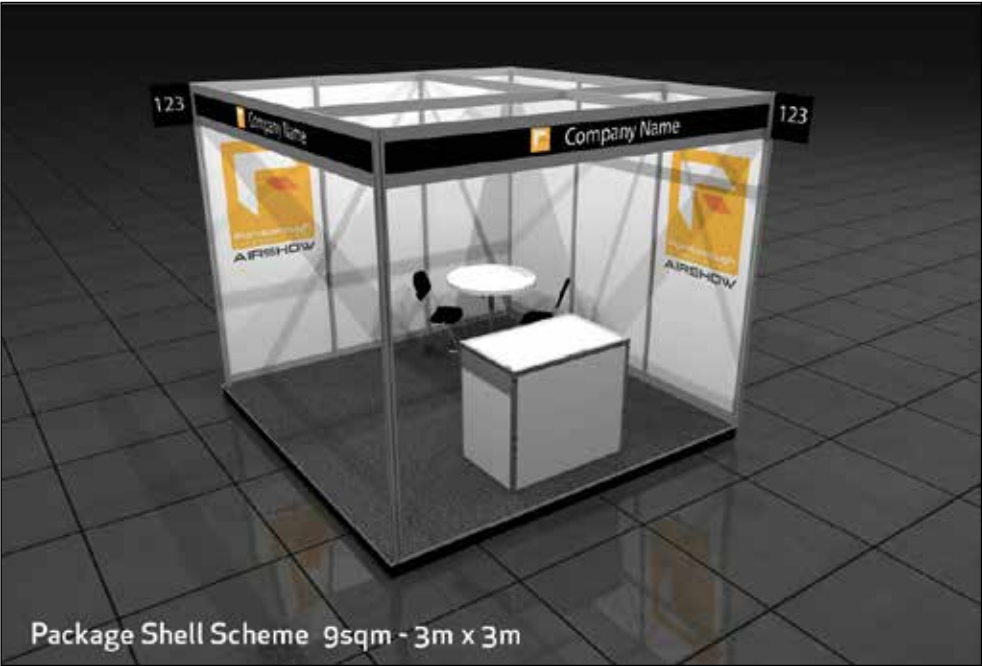
Exhibitors occupying shell scheme stands **MUST** use the system exactly as erected by the official shell scheme contractor. Alterations, including the removal of fascia, ceiling grid and support poles, are **STRICTLY PROHIBITED. Company logos on the fascia are not permitted.** Exhibitors, who are found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

Located in the First Time Exhibitor Zone in Hall 4. This package is only available to companies exhibiting at the exhibition for the first time or after an absence of two editions (4 years). Only one unit per company permitted, there are a limited number of units available.

- Includes a raised platform above ground level with painted skirting board, carpet,
- A back wall 2.5m high (working height 2.4m), fascia including name sign, 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.



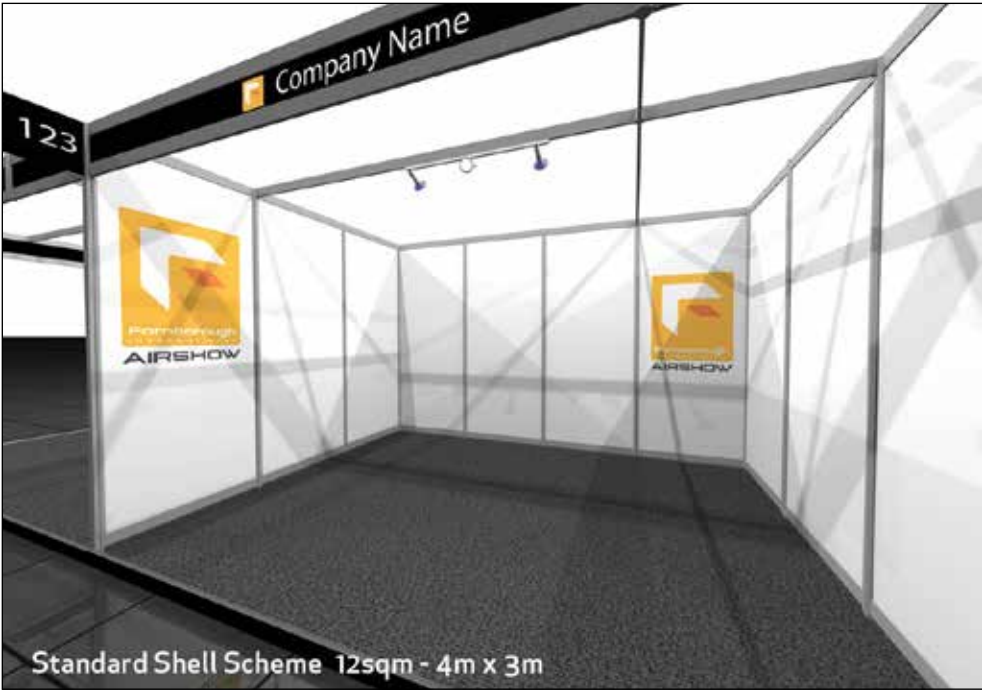
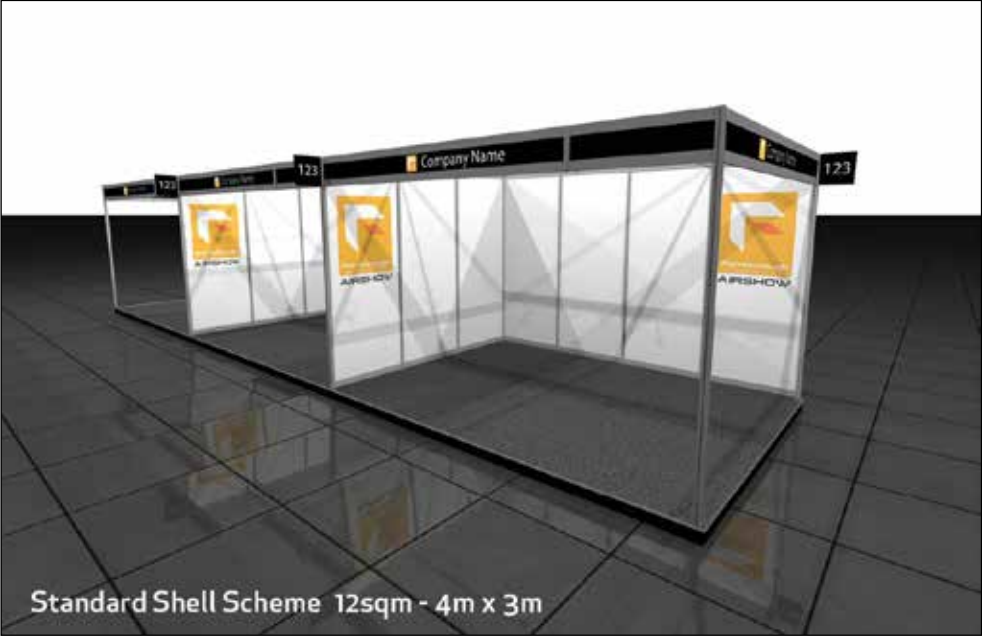
Package Shell Scheme 9sqm - 3m x 3m

12 SQ M SHELL SCHEME

Units of 12 sq m (3m x 4m)

There are a limited number of these stands available in specific locations.

- Includes a raised platform above ground level with painted wooden skirting board, carpet.
- A back wall 2.5m high (working height 2.4m), fascia including name sign, stand number.
- A dividing wing 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 wing(s) will be omitted.



12 SQ M PREMIUM SHELL SCHEME

Units of 12 sq m (3m x 4m)

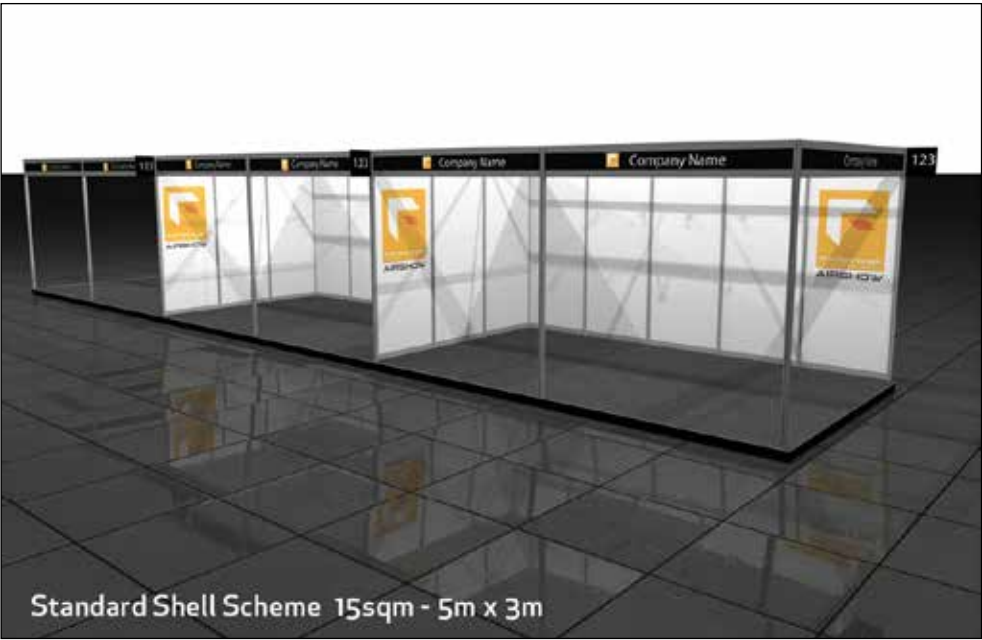
- Includes all elements of the 12 sq m shell scheme stand, enhanced shell scheme structure and a furniture package.
- Additional structural features include, panel clad name fascia and uprights, company branded up-stand that extends above the structure (1m x 1m).
- The furniture package includes a choice of carpet colours, muslin ceiling, 1m x 1m lockable store with coat hooks, four chairs, one table, two stools, one reception desk and one literature rack. Furniture colours are specified by the Organiser and contents of the package may vary.
- Please use online order form via E-Net to choose furniture package and carpet colour.



15 SQ M SHELL SCHEME

Units of 15 sq m (3m x 5m)

- Includes a raised platform above ground level with painted wooden skirting board, carpet.
- A back wall 2.5m high (working height 2.4m), fascia including name sign, stand number.
- A dividing wing 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 wing(s) will be omitted.



15 SQ M PREMIUM SHELL SCHEME

Units of 15 sq m (3m x 5m)

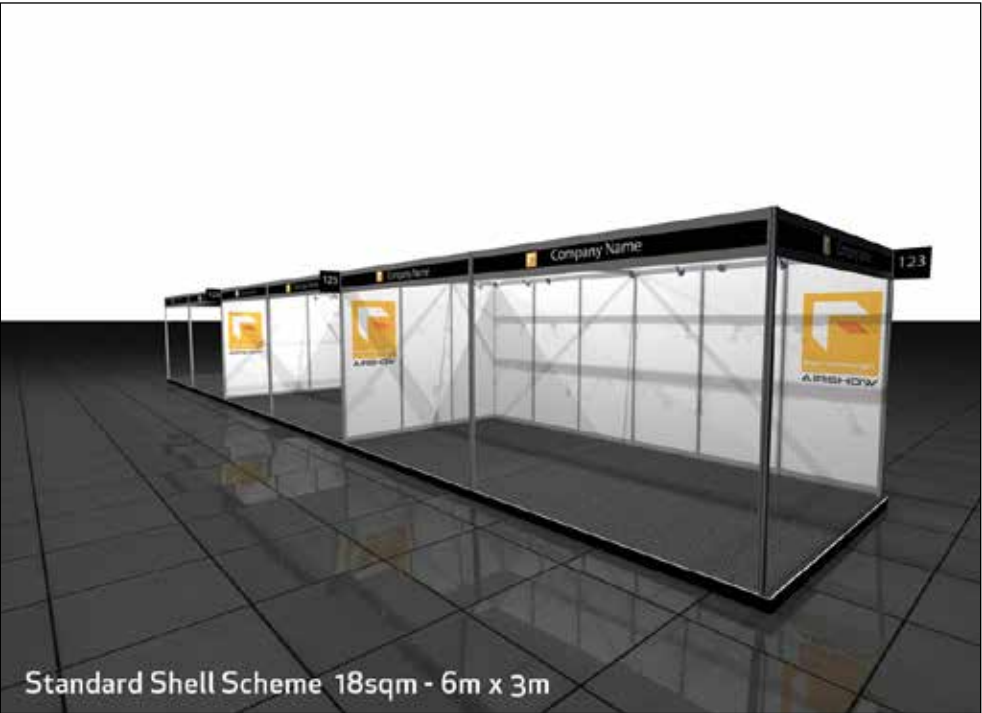
- Includes all elements of the 15 sq m shell scheme stand, enhanced shell scheme structure and a furniture package.
- Additional structural features include, panel clad name fascia and uprights, company branded up-stand that extends above the structure (1m x 1m).
- The furniture package includes a choice of carpet colours, muslin ceiling, 1m x 1m lockable store with coat hooks, six chairs, two tables, two stools, two literature racks, one reception desk and one refrigerator. Furniture colours are specified by the Organiser and contents of the package may vary.
- Please use online order form via E-Net to choose furniture package and carpet colour.



18 SQ M SHELL SCHEME

Units of 18 sq m (6m x 3m)

- Includes a raised platform above ground level with painted wooden skirting board, carpet.
- A back wall 2.5m high (working height 2.4m), fascia including name sign, stand number.
- A dividing wing 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 wing(s) will be omitted.



18 SQ M PREMIUM SHELL SCHEME

Units of 18 sq m (6m x 3m)

- Includes all elements of the 18 sq m shell scheme stand, enhanced shell scheme structure and a furniture package.
- Additional structural features include, panel clad name fascia and uprights, company branded up-stand that extends above the structure (1m x 1m).
- The furniture package includes a choice of carpet colours, muslin ceiling, 1m x 1m lockable store with coat hooks, six chairs, two tables, two stools, two literature racks, one reception desk and one refrigerator. Furniture colours are specified by the Organiser and contents of the package may vary.
- Please use online order form via E-Net to choose furniture package and 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 unit at the prevailing shell scheme rate. Exhibitors should use the application form to apply for these spaces.

A platform, carpet and a 16 amp single phase electric main will be supplied. The height restriction is 2.5m, though there are opportunities to build to 3m in certain areas. Please contact the Organiser for confirmation.

Exhibitors who require additional electrical requirements can contact the official electrical contractor (see regulation d1).

Exhibitors using complex self-build stands will need to produce detailed constructional drawings via their E-Net account as required by B4.1.

B1.3 SELF-BUILD STAND SPACE

The minimum self-build stand size is 48 sq m. The stand size can be increased at the Organiser discretion to suit space availability and compatibility with existing optimum layouts. Whilst the Organiser will endeavour to allocate an island stand, layouts may restrict this and therefore a stand with only 2 or 3 sides open may be offered as an alternate.

These stands include a raised platform 100mm above ground level with skirting board, aluminum trim and carpet. You must complete the platform order form on your exhibitor 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 £15 + VAT per sq m will be charged to the Exhibitor account.

B1.4 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 and it is the responsibility of the exhibitor to advise the official contractor(s) that this work is to be carried out. The cost of alterations must be paid by the exhibitor to the official contractor(s).

B1.5 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. Please contact the Organiser.

Self-Build Stand Space: No structure, including graphics panels or lighting, may exceed a maximum height of 4.20m above ground level including 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 4.20m is not permitted.

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 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 4.20m 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.

B1.6 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. (See also Regulation A5.1)

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 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 contractors.

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.

The preparation, cooking, sampling and serving of food products on exhibition stands is prohibited and all stand catering / food and beverage items must be provided by the official exhibition stand catering provider Mecco or their own approved Chalet caterer. Outside caterers or suppliers will not be permitted access to deliver food to the stands. Similarly, no hospitality or entertainment is permitted within the area of the static aircraft park, business aircraft park or on board aircraft in the Landside Area. The provision of entertainment on or adjacent to, stands is not permitted.

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 is not permitted. However, if exhibitors wish to comfort cool these areas they must provide designs and installations that avoid the discharge of hot air into the internal hall area. All proposed systems must be approved by the Organiser prior to installation.

B1.6.1 CHILD RESTRICTIONS ON SITE

Persons under the age of 16 years, even though in possession of a pass or entrance ticket, will not be admitted to Site during build up, on the exhibition trade days Monday – Thursday or during breakdown. Children are permitted on Friday.

B1.7 LETTERING & TRADE MARKS

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

B1.8 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

B1.9 FIRE PRECAUTIONS & SAFETY

The Organiser will publish online a booklet entitled 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 from fire. 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

Exhibitors' stands are provided for the sole purpose of displaying products and services. The provision of hot/cold drinks and pre-prepared sandwiches or snacks is permitted, but such services **MUST** be ordered and delivered with the official stand catering contractor. The preparation, cooking and serving of food products on the exhibition stand is strictly prohibited. Deliveries from external suppliers or contractors not by the official stand catering contractor will be refused entry.

Catering Contractor information is available on E-NET

B3.2 SELLING

Exhibitors may not sell any product or service within the Exhibition 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 the show Organiser for details.



B4.1 SUBMISSION OF DRAWINGS

Any stand fitting additional 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 detailed health and safety risk assessment and method statement should accompany your submission of drawings for stand design approval. Drawings should be included with the submission of Exhibitors' Stand Design Form in the order form section of the regulations which are available online through the Exhibitor's E-Net account. Approval for or comment on the submitted design will be given to the Exhibitor by email from the Organiser. No stand fitting may commence prior to obtaining the Organiser's approval. 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. 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.

Self-Build perimeter space or self-build stands are required to submit a Fire Risk Assessment which should be returned with the exhibitor's stand design form which is available online through the Exhibitor's E-Net account. Approvals for stand design cannot be given without the Fire Risk Assessment. If you require any further guidance on the Fire Risk Assessment, please contact the Organiser's office.

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.

Drawings, details, calculations and Fire Risk Assessments must be submitted by 13 May 2016.

Submissions received after this date will be subject to a charge of £500 + 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.

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 order form which can be found in the order form section through the exhibitor's E-Net account. 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.

B4.3 THE EQUALITY ACT 2010

Exhibitors are reminded that the Equality Act 2010 particularly Part 3 is relevant to your participation at the Farnborough International Airshow. It sets out standards and requirements for access to goods, facilities and services.

Further advice can be obtained from:

Jonathan Smith
Farnborough International Ltd
 ShowCentre
 ETPS Road
 Farnborough
 Hampshire
 GU14 6FD
 UK

 Tel: +44 (0)1252 532818
 Fax: +44 (0)1252 376015
 Email: jonathan.smith@farnborough.com



B5.

CONSTRUCTION & DISMANTLING

B5.1 COMMENCEMENT OF INSTALLATION

Construction of self-build stands and installation of exhibits may begin on Monday 27 June 2016 and must be completed by 1900 hours on Saturday 9 July 2016. Contractor passes are only valid until 1900 hours on Saturday 9 July 2016. 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.

Exhibitors with chalets or stands of 48 sq m or more who require the attendance by their contractor on Sunday 10 July 2016 for handover will qualify for two complimentary service id passes (Valid for Sunday 10 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 20 June 2016 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 Saturday 9 July will result in additional costs to the Organiser which will be charged to contractor at the rate of £5.00 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.

B5.2 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 Saturday 9 July 2016. 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 0700hrs on Monday 18 July 2016. Hand held items can be removed after 1730hrs and before 1900hrs on Friday 15 July 2016 if the appropriate form is completed. This form can be found in the Order Form Section which is available online through the exhibitor's E-Net account or at www.farnborough.com.

Shell scheme exhibitors MUST complete the dismantling of their stand(s) by 1900hrs on Monday 18 July 2016 as the official shell scheme contractor will commence dismantling of the shell scheme on the morning of Tuesday 19 July 2016.

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 contractor 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 or around the halls after 1900hrs on Saturday 9 July 2016 will be removed by the official waste contractor. The exhibitor/contractor responsible for afore said rubbish/materials will be invoiced for the cost of removing the goods accordingly.



B7.

SITE CLEARANCE

Exhibition stands, chalets and external sites must be completely cleared by no later than 1800hrs on Friday 22 July 2016. The pass system will no longer be operational after this time and no access to the site will be possible or permitted. Some outdoor sites must be completely cleared by 1200hrs on Tuesday 19 July 2016. Please check with the Organiser when applying for space.

B8.

LATE NIGHT 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 to obtain a permit to continue work from 1900 – 2200hrs.

A permit will be issued by the Organiser after payment of a minimum £500 + VAT fee per day to cover the Organiser reasonable additional costs. Proof will also be required that a qualified first aider will be in attendance as required under Health and Safety Legislation.

Under no circumstances must any chalet or exhibition space be used for overnight accommodation.

The Organiser reserves the right to allow or deny periods of late working and will take into account 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 contractor 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 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 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 of structures or excavation works of any kind should be undertaken before appropriate checks have been made. Exhibitors will be held responsible for any resultant damages that they incur if these procedures are not followed



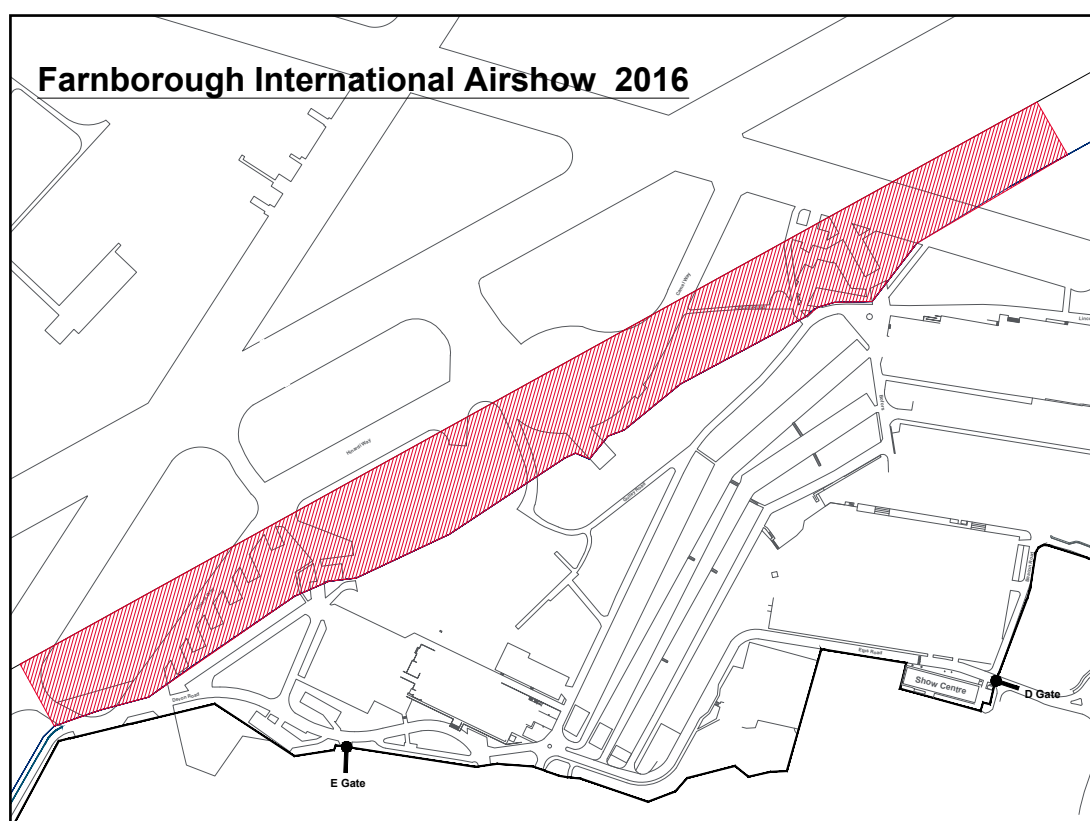
B10.2 HEIGHT RESTRICTIONS

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 or branding will be permitted to protrude above the height of the structure.

B10.3 RESTRICTED BUILD AREA

Some outdoor exhibition sites which are located close to the runway 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 map detailed below shows areas on the Site where build can only commence from Monday 4 July 2016 and must be complete by 1900hrs on Saturday 9 July 2016. Clearance of the site after the show must be complete by 1900hrs on Tuesday 19 July 2016.



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.



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C1.

OFFICIAL CONTRACTOR

De Boer Structures UK Ltd
 Castle Park
 Boundary Road
 Buckingham Road Industrial Estate
 Brackley
 Northamptonshire
 NN13 7ES
 Tel: +44 (0)1280 846500
 Fax: +44 (0)1280 846501
 Email: farnborough@deboer.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 – ROW B, C, D, P, J & K

The Chalets are available in four options as detailed below:

- (a) **Single Storey Chalet Type 1**
This will be a 10m wide structure, 8m deep with a balcony 5m deep to the front.
- (b) **Single Storey Chalet Type 2**
This will be a 10m wide structure, 12m deep with a balcony 2m deep to the front.
- (c) **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.
- (d) **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.

C2.

CHALET STRUCTURE

C2.1 SINGLE STOREY STRUCTURE

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 decorative safety fencing with artificial grass 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 safety fencing with artificial grass 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: All panels and single doors occupy 1m of walling; double doors occupy 2m of walling.

NOTE 2: Temporary removal of panels for access is possible from the inside but all panels should always be stored in the Official Contractor's stillages to prevent damage.

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

It is essential that all modification requirements are submitted to the official contractor in writing before **15 April 2016**. 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 man operation: the glazed panel is a two man operation.

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

NOTE 6: The official contractor has produced an information sheet for chalet holders in respect of Chalets, which can be downloaded from www.farnborough.com

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

NOTE 7: Doors cannot be positioned by legs.

NOTE 8: Voids can be 5m x 5m or 5m x 2.5m.

NOTE 9: Drawings are to be approved in advance by De Boer to confirm positioning of voids, doors & windows.

NOTE 10: Any PVC welding required after 15 April 2016 to provide plumbing holes through the waterproofing membrane is chargeable.



C3.

ROW A 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:

- **Single Storey Chalet - Type 5** - 20m depth.
This will be 10m wide, 20m deep with a 5m balcony
- **Single Storey Chalet - Type 6** - 15m depth.
This will be 10m wide, 15m deep with a 5m balcony
- **Single Storey Chalet - Type 7** - 12m depth
This will be 10m wide, 12m deep with a 5m balcony
- **Single Storey Chalet - Type 8** - 10m depth.
This will be 10m wide, 10m deep with a 5m balcony
- **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 600mm wide glazed panel.

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

The balcony decking is a pre finished composite board, colour walnut. The balcony handrail is powder coated steel 60mm diameter tube with a 10mm thick toughened glass infills.

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

NOTE 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. However, these can be provided by the organiser's official contractor for Steps and Ramps.

The official contractor for this service is:-

Curtis Structural Solutions

26 Cranbury Road
Eastleigh
Hants
SO50 5HA.

Tel: 07703 346672.

Email: curtisclan@ntlworld.com

Please contact the Official Contractor for a quotation

NOTE 5: The U values for the wall cladding is to be confirmed. The U value for the roof panels are to be confirmed. 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) Fire fighting 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 booklet. 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 is available 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. 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.

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's site manager.

All main entrance steps, other escape staircases or service entrance steps must be provided by the chalet holder at their own cost. All steps must not protrude more than 1.5m from the rear wall of the Chalet.

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.

Entrance features must not extend above first floor level on the two-storey chalets.

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 contractor.

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.

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 ready for chalet holders to attach their own choice of interior décor.

C6.3 STAIRCASES & FIRE WALLING

In double storey chalets, access to the upper floor level is by a staircase, provided by the official contractor. 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 C13.1.

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 contractor.

The Row A chalet floors have a designed maximum loading of 5KN/M²

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 contractor that this work is to be carried out prior to the 16 April 2016. The cost of alterations must be paid by the exhibitor to the official contractor.

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 contractor.

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 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 Contractor 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.

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 contractor, is prohibited unless by prior agreement with the relevant official contractor.

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.

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 6 June 2016 and must be completed by 1900 hours Saturday 9 July 2016. Contractor passes are only valid until 1900 hours on Saturday 9 July 2016. 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 Sunday 10 July 2016 for handover will qualify for two complimentary one day Service ID passes (Valid for Sunday 10th July only).

C9.3.1 PENALTY CHARGE FOR LATE COMPLETION

Failure to complete the works as stipulated by 1900hrs on Saturday 9 July will result in additional costs to the Organiser which will be charged to Contractor at the rate of £5.00 + 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 Saturday 9 July 2016. 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 0700hrs on Monday 18 July 2016. The removal of all chalet fittings not provided by the Organiser must be completed by 1800 hours on Friday 22 July 2016. 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 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 should be contacted accordingly who will advise on costs.

During the show week exhibitors and/or 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 should be contacted accordingly who will advise on costs.

C11. THE EQUALITY ACT 2010

Exhibitors are reminded that the Equality Act 2010 is relevant to your participation at the Farnborough International Airshow. It sets out standards and requirements for access to goods, facilities and services.

Further advice can be obtained from:

Jonathan Smith
Farnborough International Ltd
ShowCentre
ETPS Road
Farnborough
Hampshire
GU14 6FD
UK

Tel: +44 (0)1252 532818
Fax: +44 (0)1252 376015
Email: jonathan.smith@farnborough.com

C12. LATE NIGHT WORKING

The Site will remain open for contractors and exhibitors until 1900 hours from the 6 June to the 9 July 2016. Those contractors and exhibitors who wish to continue working after this time should report to the Organiser office to obtain a permit to continue work.

A permit will be issued by the Organiser after payment of a minimum £500 + VAT to cover the Organiser reasonable additional costs. Proof will also be required that a qualified first aider will be in attendance as required under Health and Safety Legislation.

Under no circumstances must any chalet or exhibition space be used for overnight accommodation.

The Organiser reserves the right to allow or deny periods of late working and will take into account the location and nature of the works.

C13. 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 contractor who will advise of any costs incurred.



C14. PLUMBING INSTALLATIONS**C14.1 OFFICIAL CONTRACTOR**

Heddonglow Ltd
Unit 3, Mill Mead Industrial Centre
Mill Mead Road
London
N17 9QU
UK

Tel: +44 (0)20 8801 9956
Fax: +44 (0)20 8801 1518
E-mail: mail@heddonglow.co.uk

C14.2 FIT OUT, CONNECTION & DISCONNECTION OF MAINS SERVICES & PLUMBING

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

C14.3 CONNECTIONS OF PLUMBING INSTALLATIONS

Chalet holders must consult the official plumbing contractor 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 contractor's stores at the site in sufficient time as agreed with the official plumbing contractor 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 in the order form section of the regulations which is available online through the exhibitor's E-Net account and return it to the official plumbing contractor by the due date.

C14.4 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 17th Edition of the IEE Wiring Regulations with current amendments, otherwise known as BS 7671: 2008 - Regulations for Electrical Installations.

C15. AIR CONDITIONING INSTALLATIONS**C15.1 OFFICIAL CONTRACTORS**

Airshow Cooling International
52 Willow Road
Finchfield
Wolverhampton
WV3 8AF

Tel: +44 (0)800 085 2920
Email: info@airshowcoolinginternational.com

The official contractor details are provided for the benefit of exhibitors to assist their participation at the show. Exhibitors should complete the relevant order form to obtain a quotation in the order form section of the regulations which is available online through their exhibitor E-Net account.

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



C15.2 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 contractor 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 0700hrs to 1900hrs on a daily basis from the 8 July until 17 July 2016 inclusive. The generators will remain running on 17 July 2014 until 2200hrs to enable air conditioning units to be degassed in line with environmental regulations.

Exhibitors who require a supply prior to the above time for testing purposes should contact the official electrical contractor (RME) who will provide a quotation for the additional time period required and will arrange the temporary supply accordingly.

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

C16. 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.

C16.1 ENVIRONMENTAL HEALTH & FIRE PRECAUTION STANDARDS

The Organiser will issue a booklet detailing 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.farnborough.com.

C16.2 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.

C17. FIRE PRECAUTIONS & SAFETY

The Organiser will publish a document online entitled 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.farnborough.com.

C17.1 FIRE APPLIANCES

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



C17.2 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 Booklet).

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 contractors for bottled gas supplies.

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 Booklet).

C18. CHALET DESIGNS

C18.1 SUBMISSION OF DESIGNS

Chalet holders must submit the relevant form in the order form Section of the Regulations which is available online through the exhibitor's E-Net account together with a plan view of their proposed chalet, interior designs, including full details of the kitchen layouts, a front elevation and rear elevation. A detailed health and safety Risk Assessment and a Method Statement should accompany your submission of drawings for chalet design approval. In addition to the above, a detailed Fire Risk Assessment should also be submitted online, on the order form through the exhibitor's e-net account. approval for or comment on the submitted design information will be given to the Exhibitor by email from the Organiser's. 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.

Drawings, details, calculations and Fire Risk Assessments must be submitted by 29 April 2016.

Submissions received after this date will be subject to a charge of £500 + VAT, to cover the Organiser reasonable additional costs. The Organiser will advise and invoice Exhibitors accordingly. Such charges to be paid before the drawings are approved and work can commence on site.

C18.2 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 Contractor.

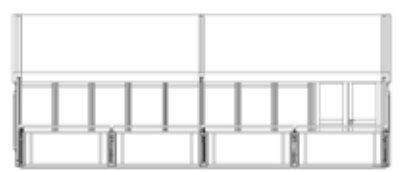
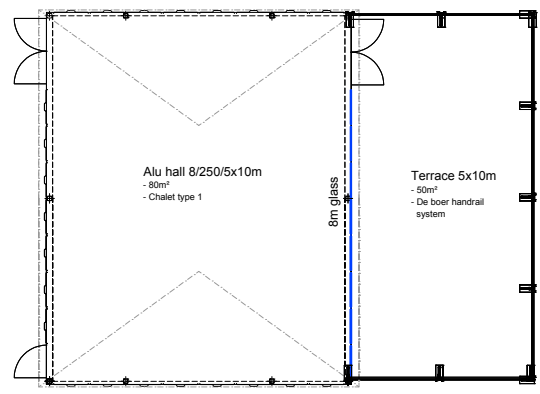
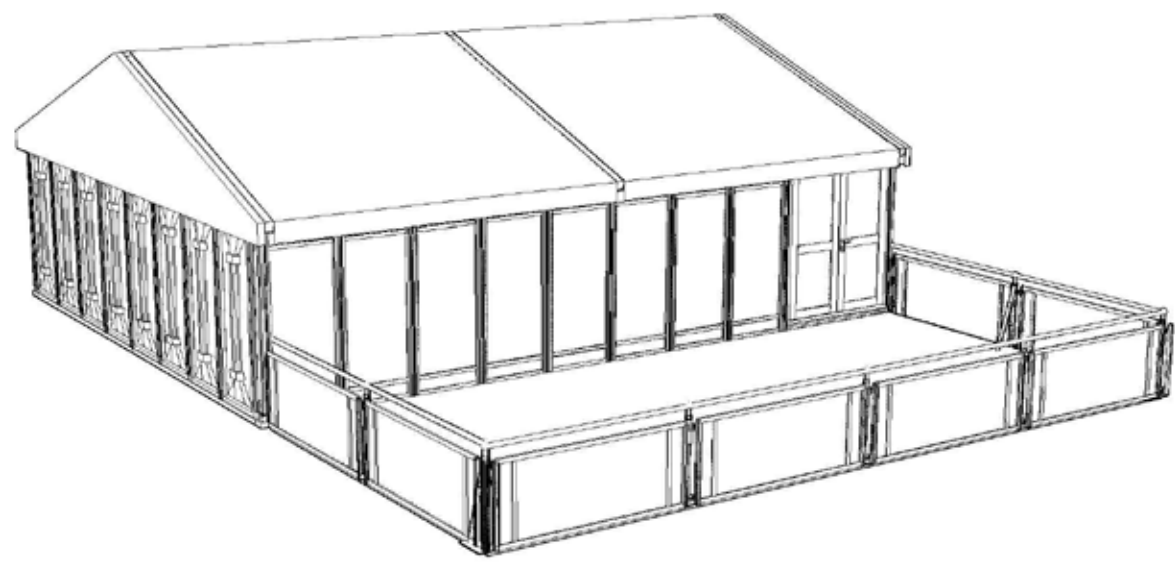
All connections must be with approved load rated connectors fixed in accordance with the official chalet contractor's recommendations.

Items of ceiling mounted plant e.g. a/c fan units, are to be supported by industry standard proprietary suspension systems as appropriate.

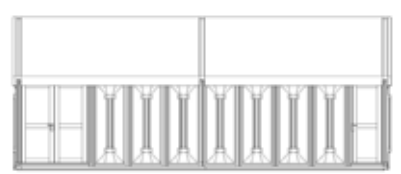
The use of plastic cable ties is to be restricted to securing cables only.



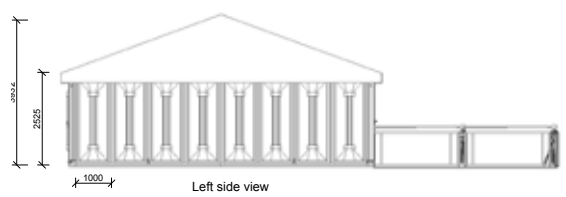
C19. SINGLE STOREY CHALET TYPE 1



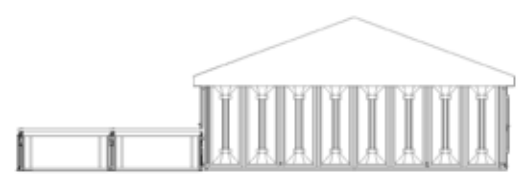
Back view



Front view

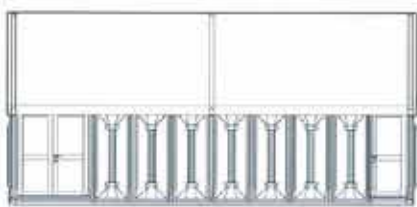
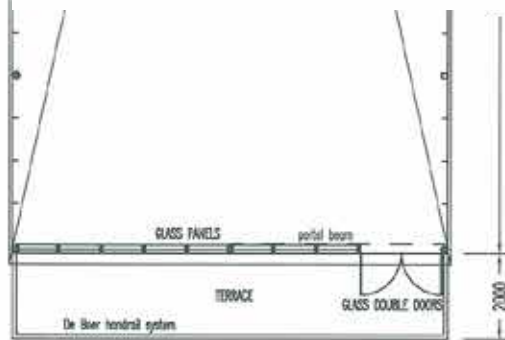
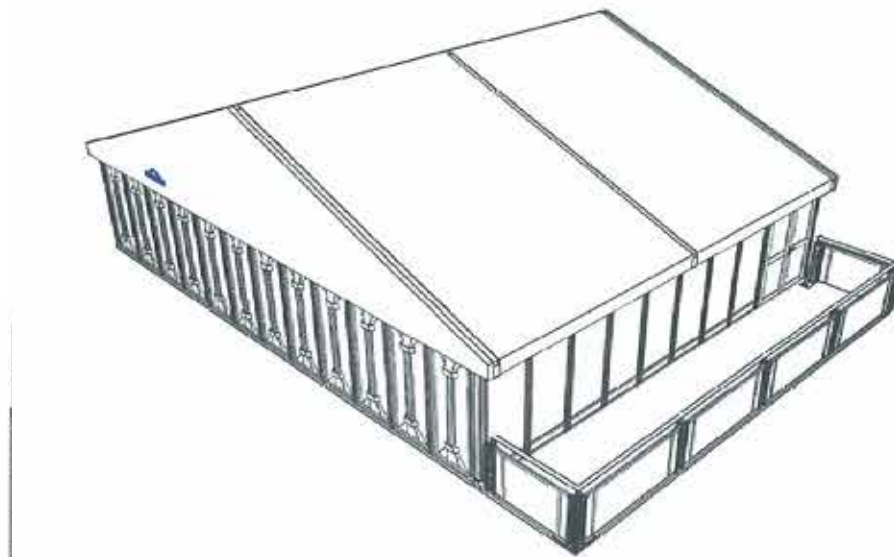


Left side view

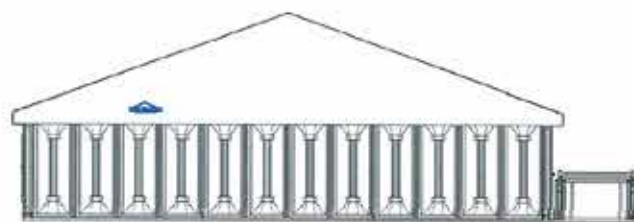


Right side view

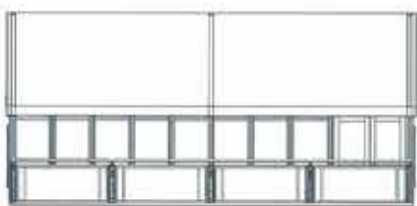
C20. SINGLE STOREY CHALET TYPE 2



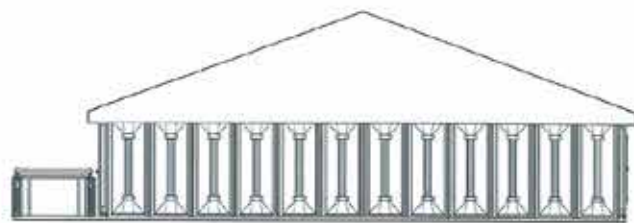
FRONT VIEW



RIGHT END VIEW

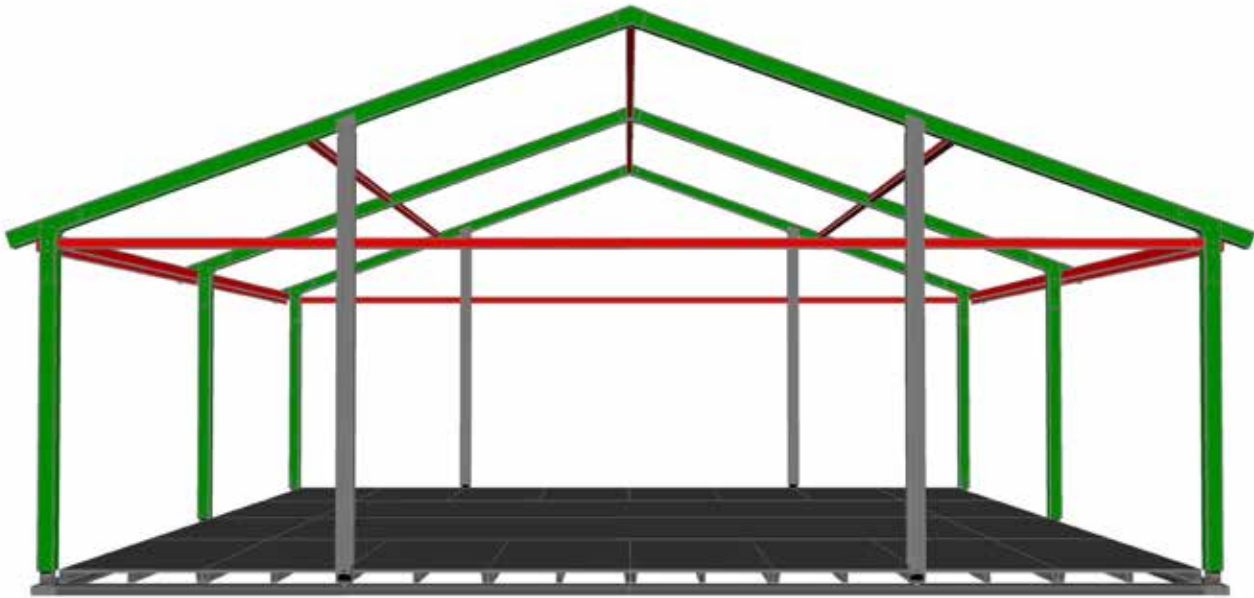


BACK (TERRACE) VIEW



LEFT END VIEW



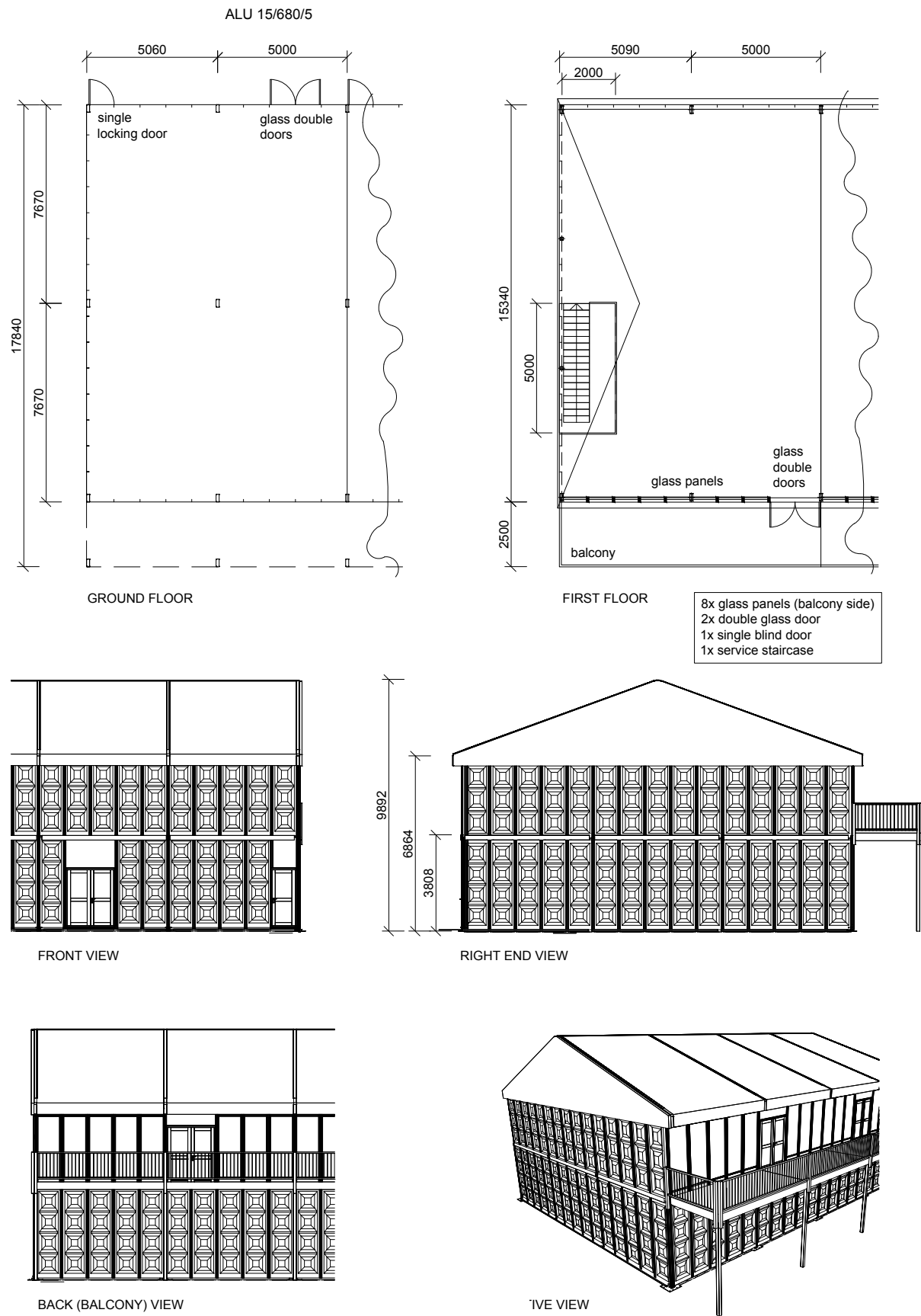


SINGLE STOREY CHALET TYPE 1+2

■ MAX. LOAD 250KG/A-FRAME

■ NO LOAD!

C21. DOUBLE STOREY CHALET TYPE 3



BACK



WWW



PRINT

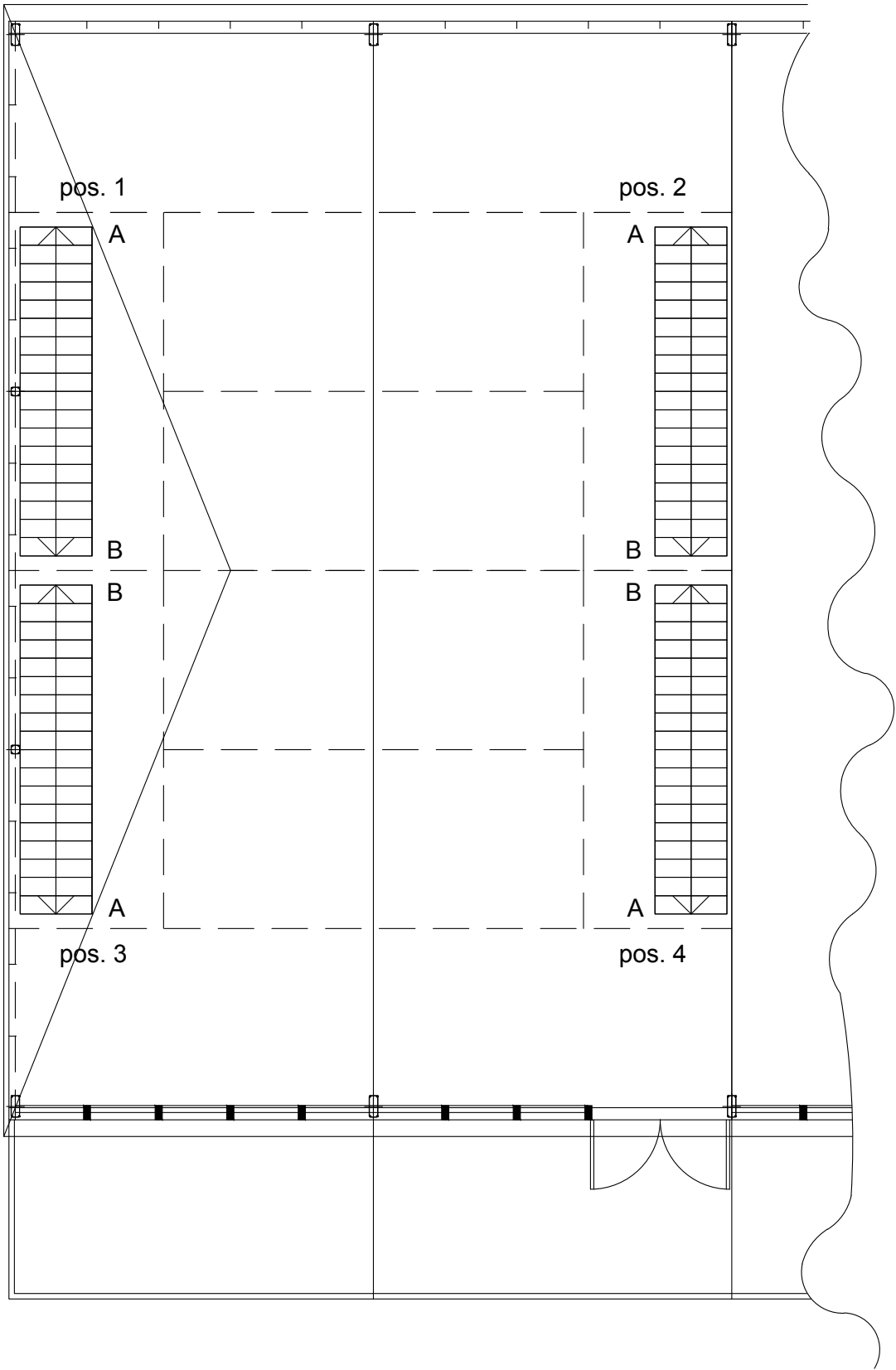


ENQUIRIES

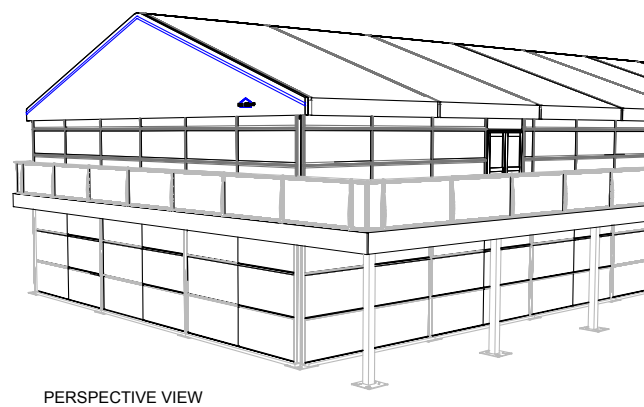
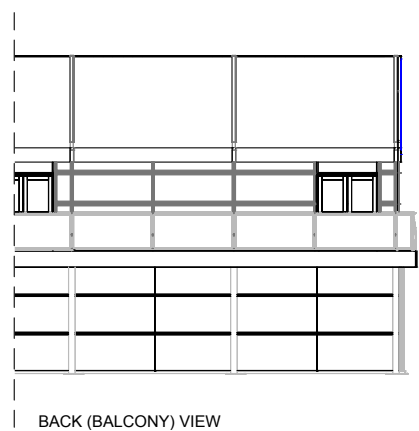
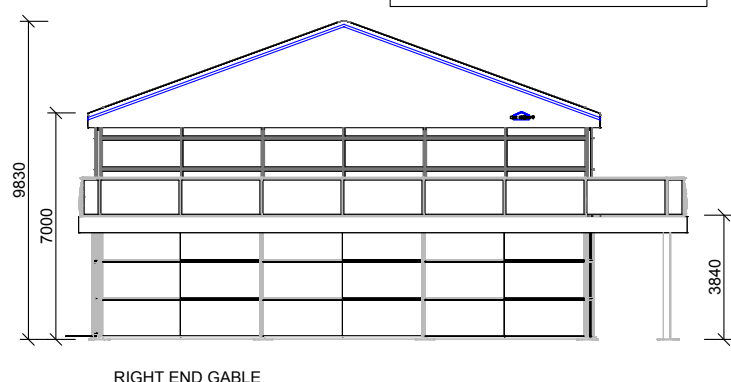
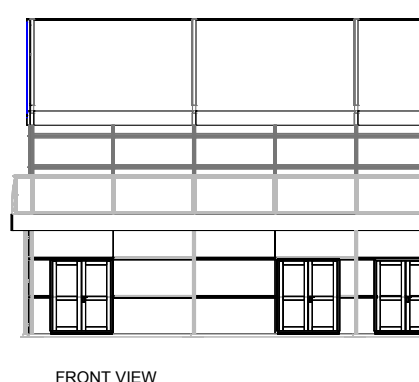
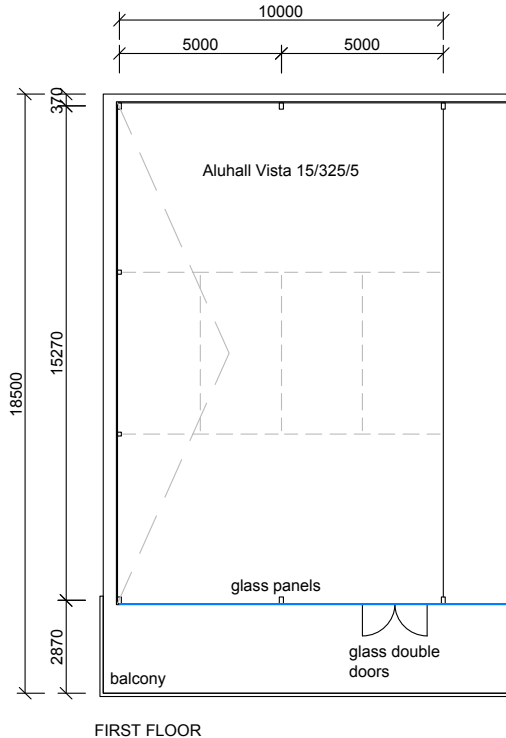
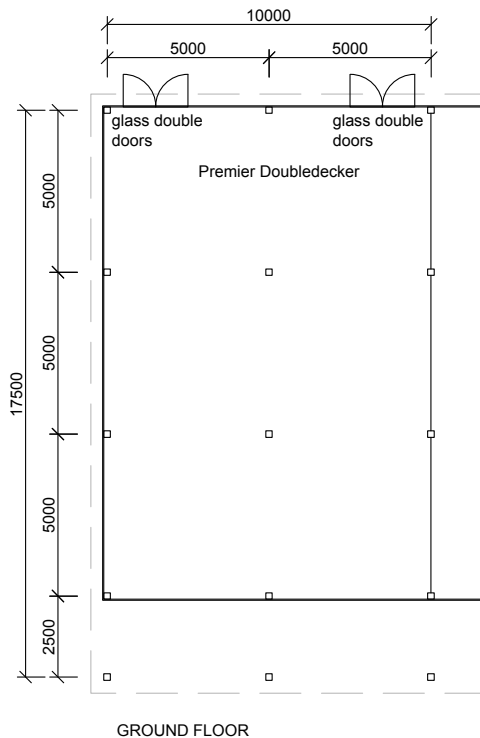
FORWARD



C21.1 DOUBLE STOREY CHALET TYPE 3 - STAIRCASE POSITIONS

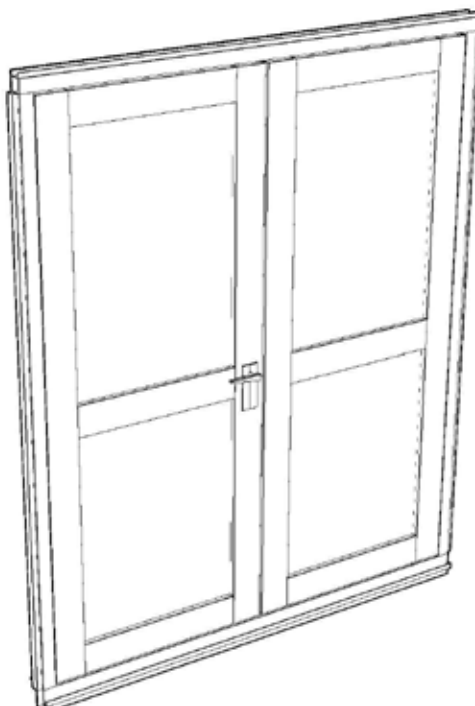


C22. DOUBLE STOREY CHALET TYPE 4 PREMIER

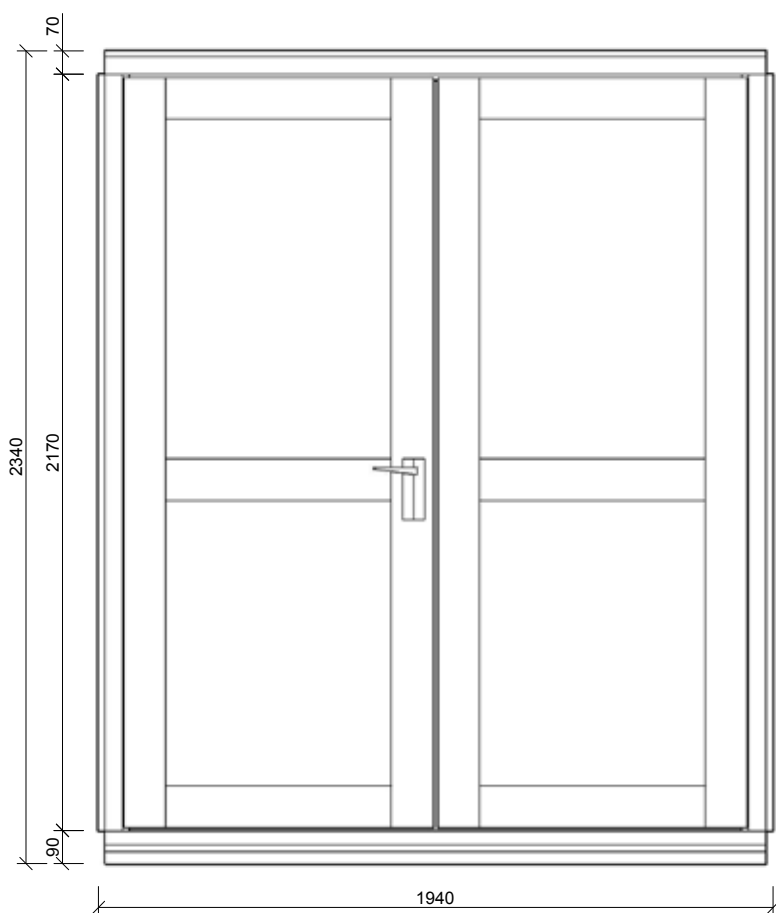


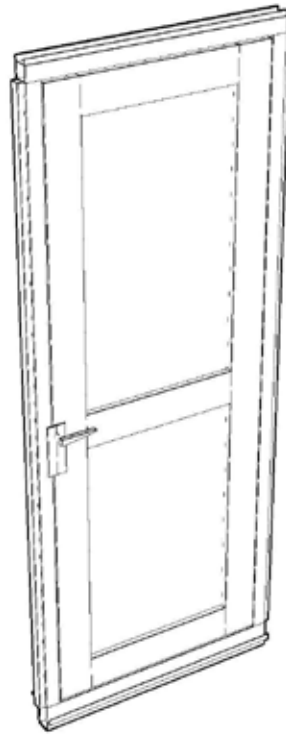
7.5m glass panels (balcony side)
3x glass double door
5x5m or 5x2.5m void for service staircase

C23. DOORS

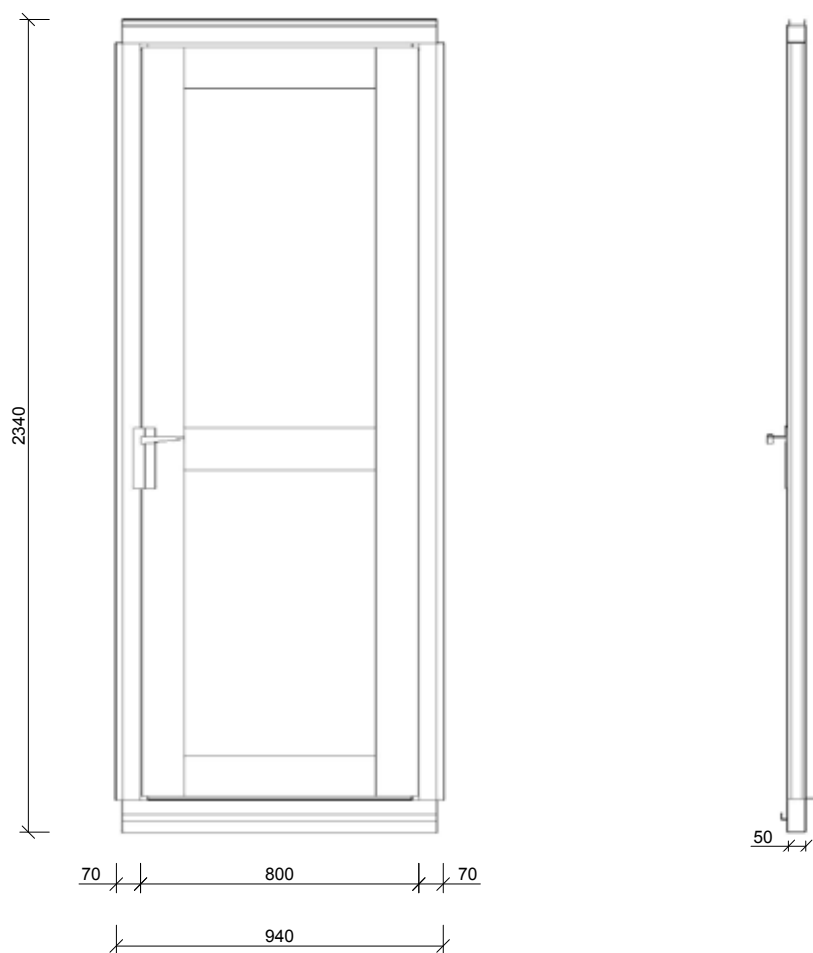


Double Pushbar door



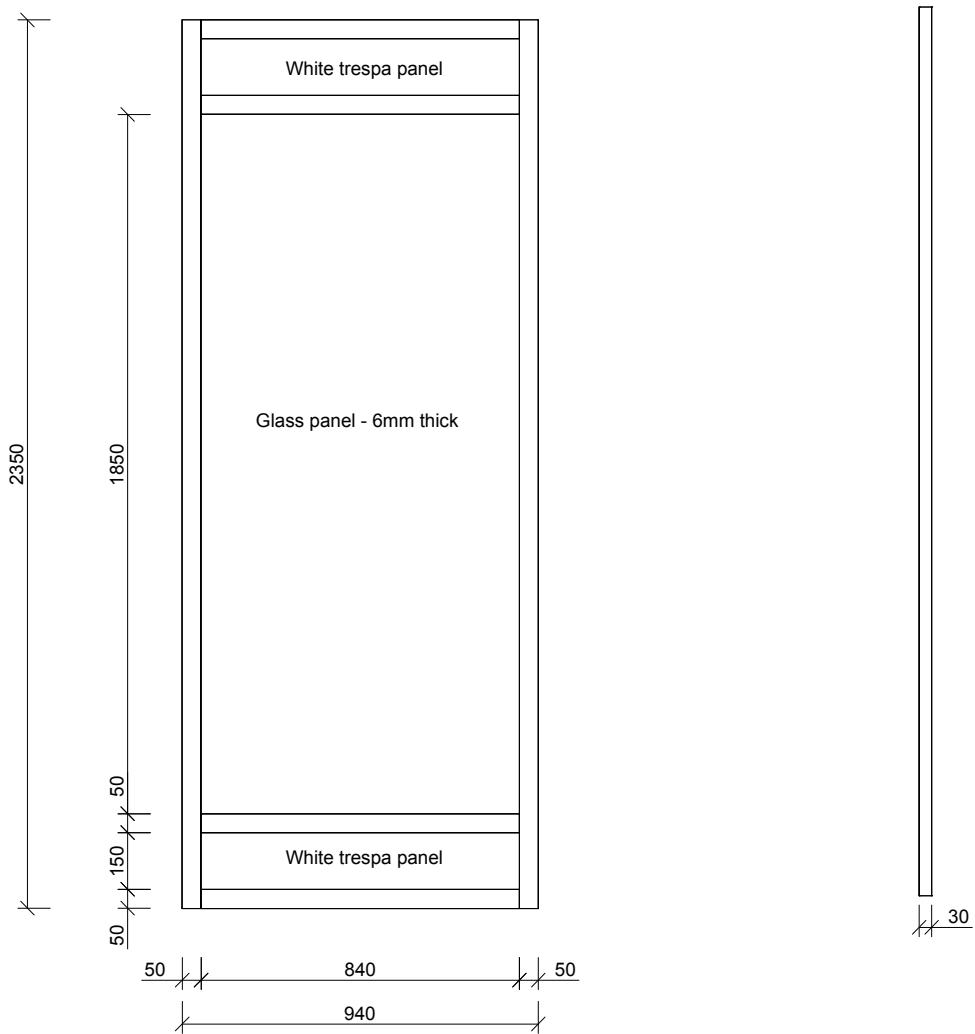
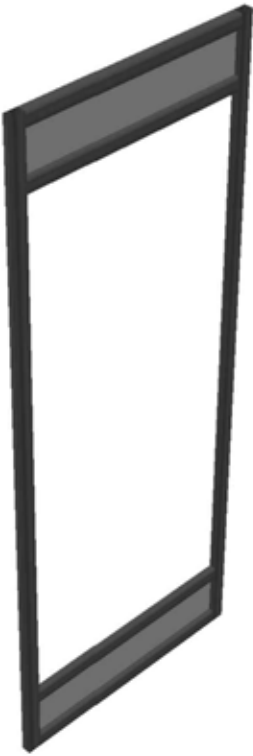


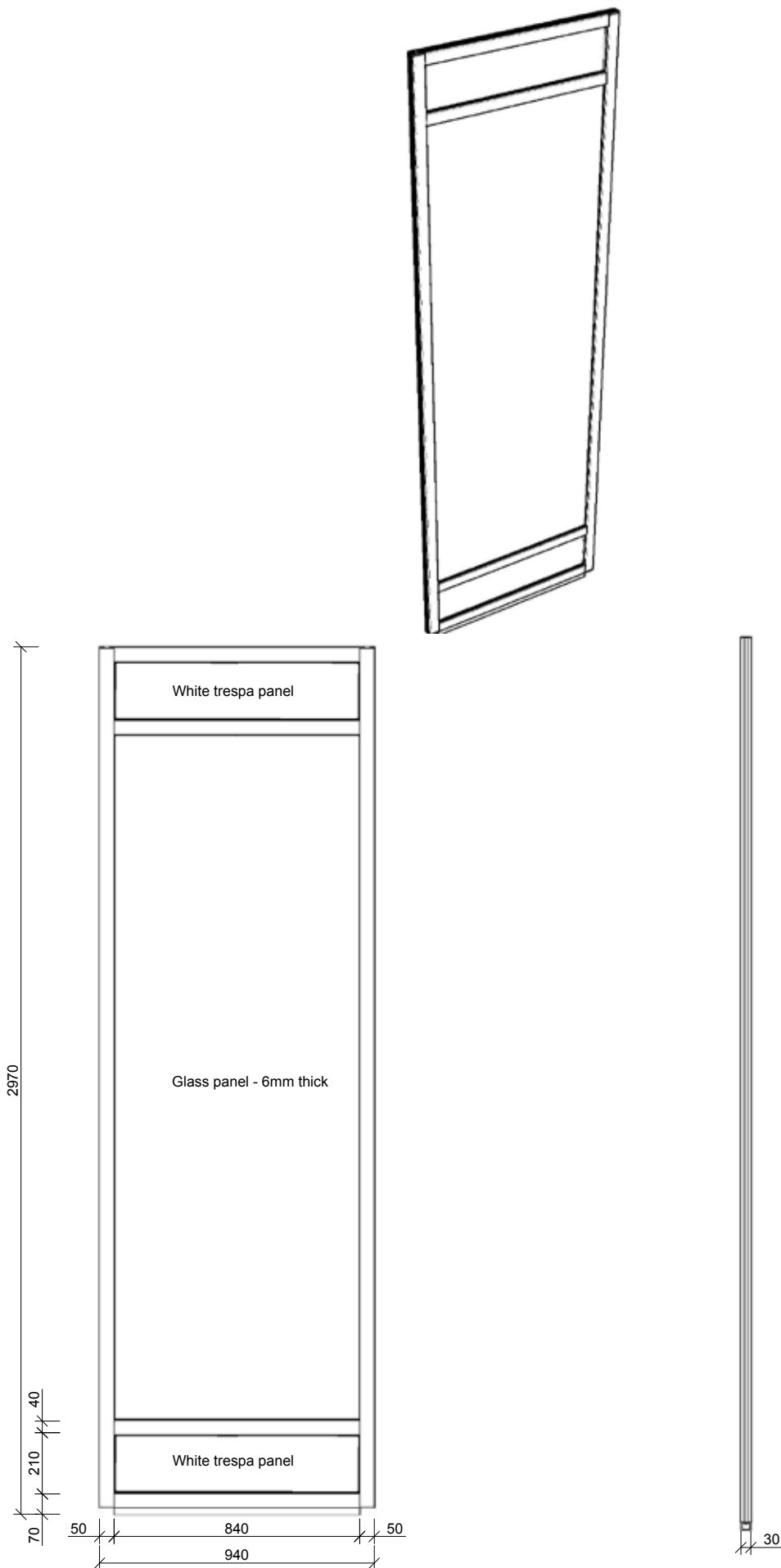
Single Pushbar door



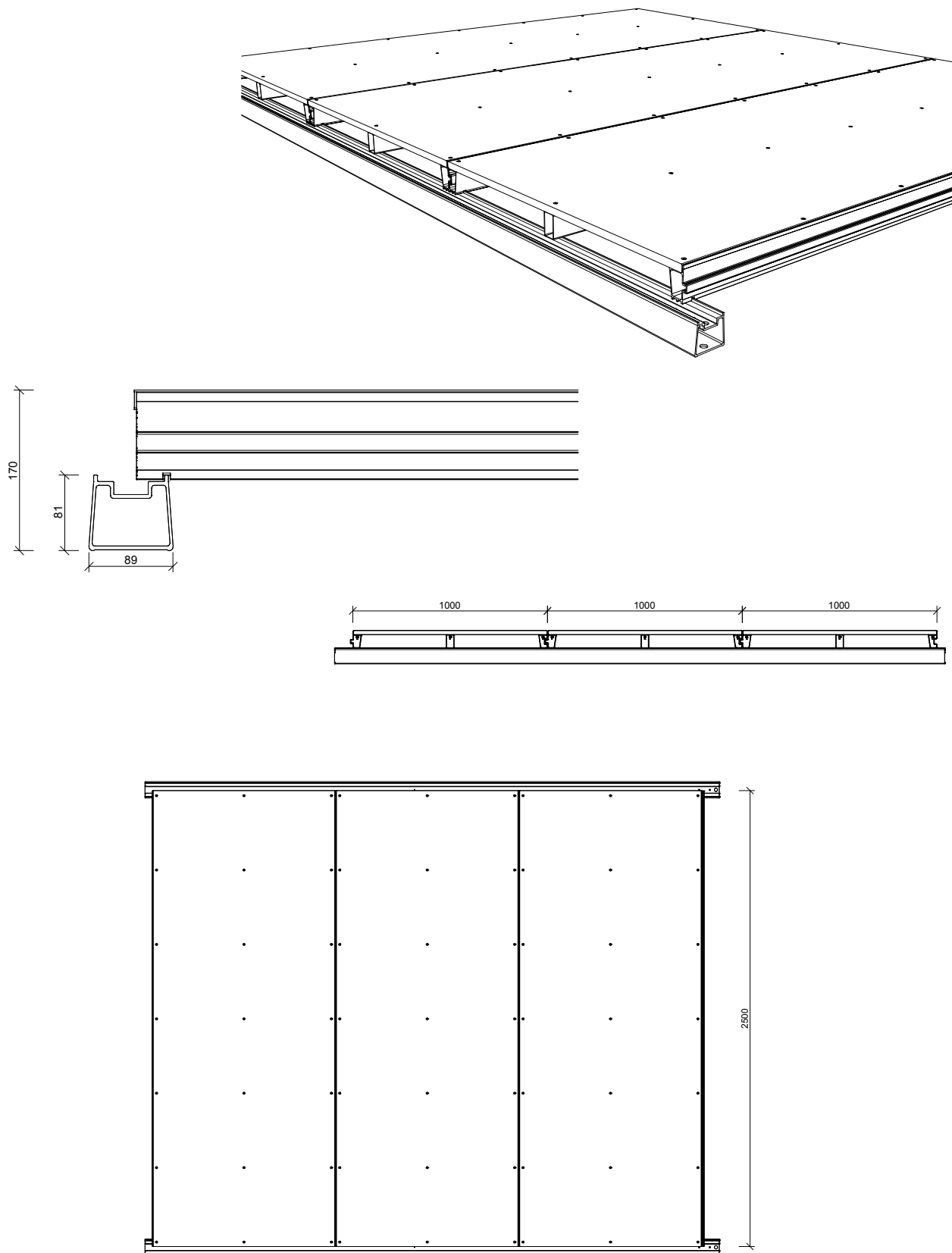
C24.

GLASS PANELS

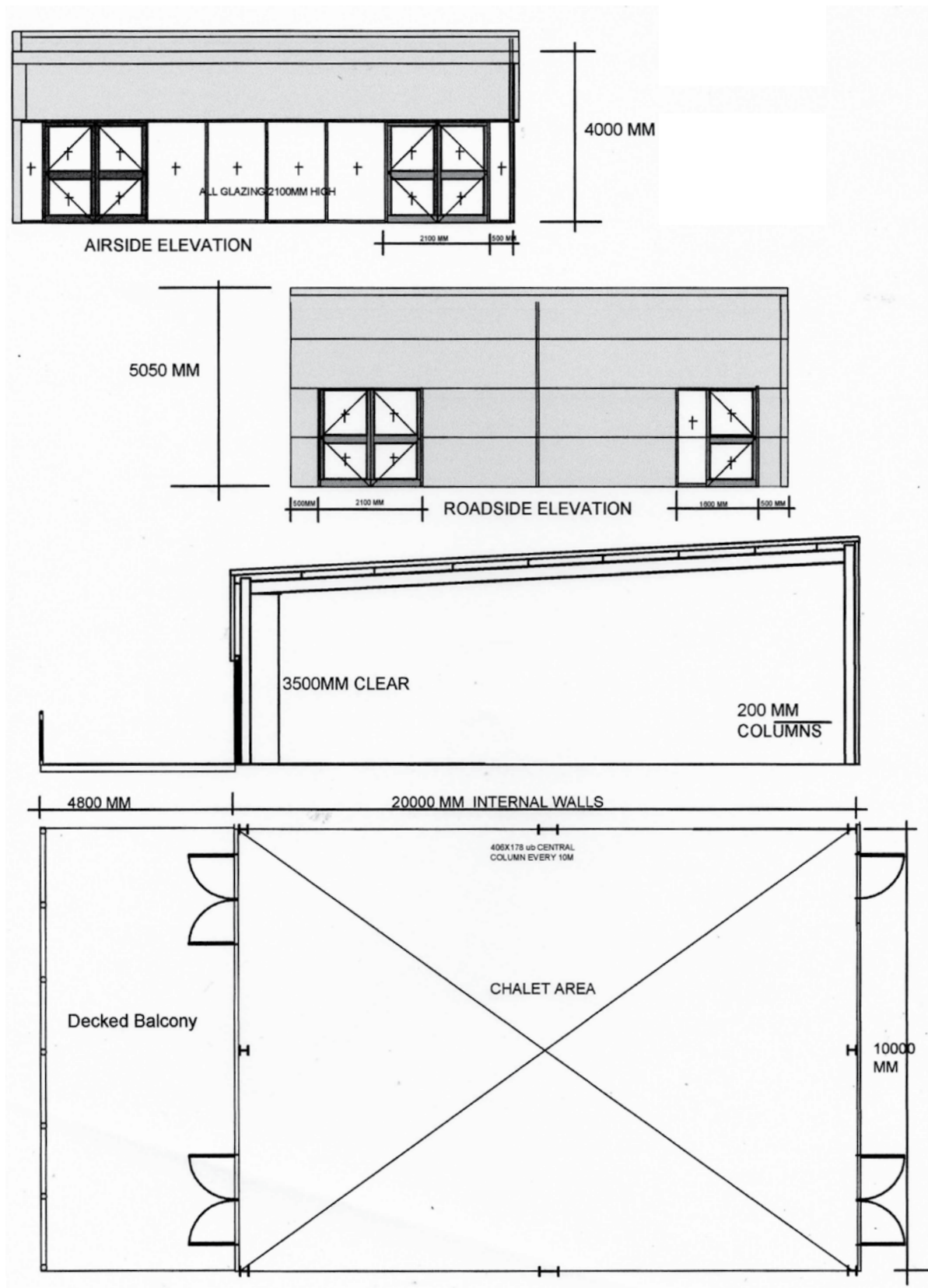




C25. CASSETTE FLOOR



C26. SINGLE STOREY TYPE 5



BACK



WWW



PRINT

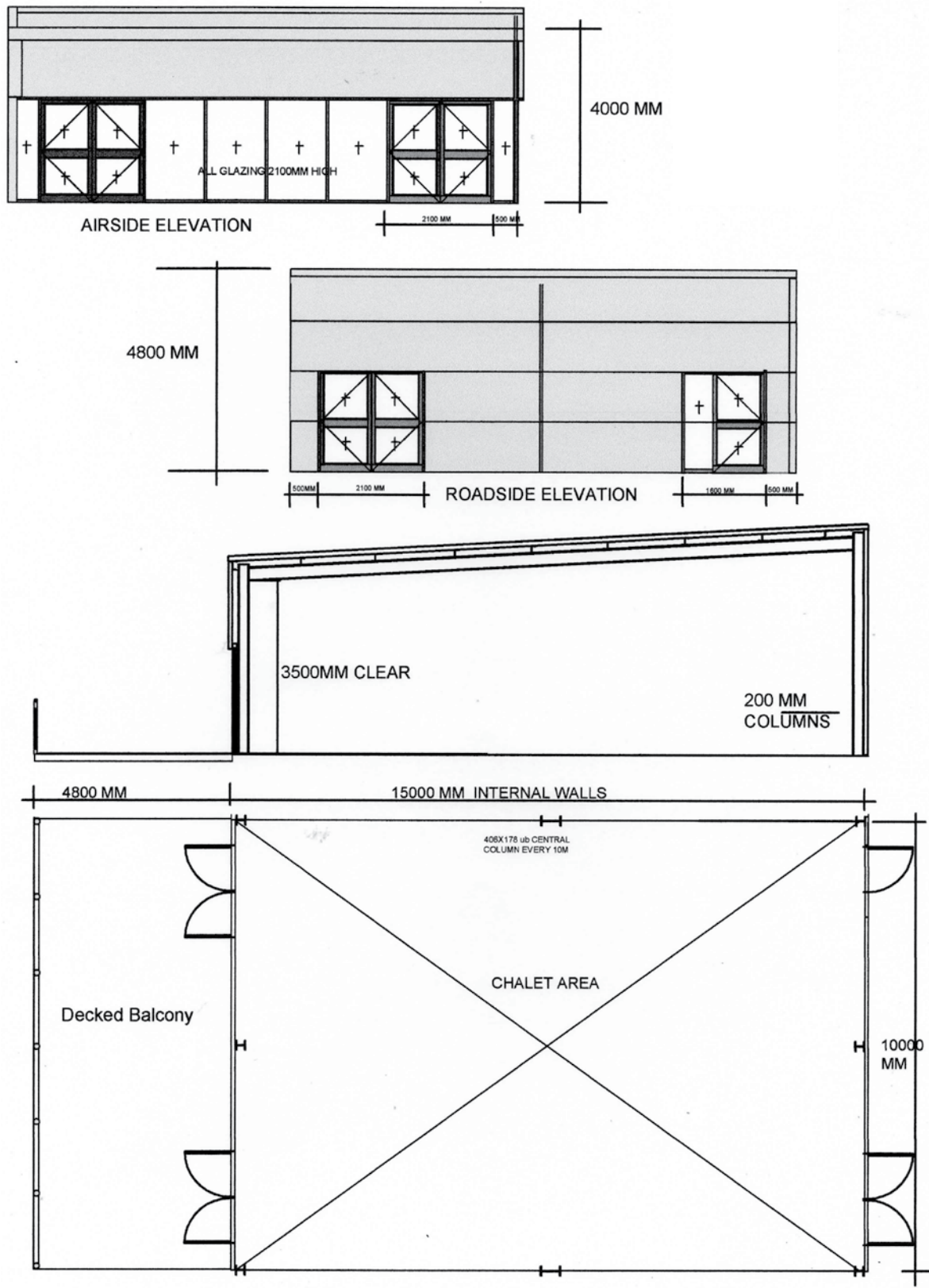


ENQUIRIES

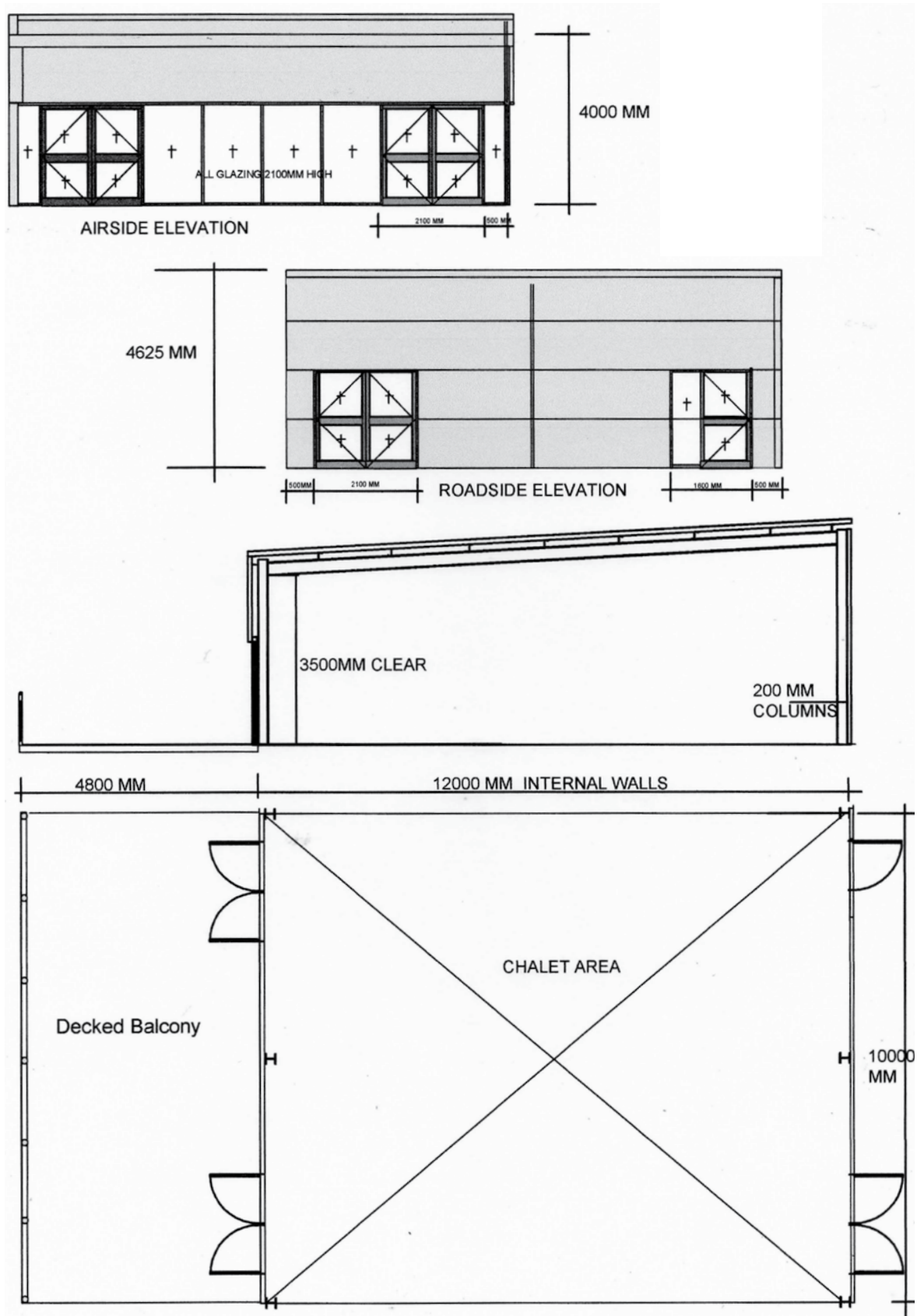
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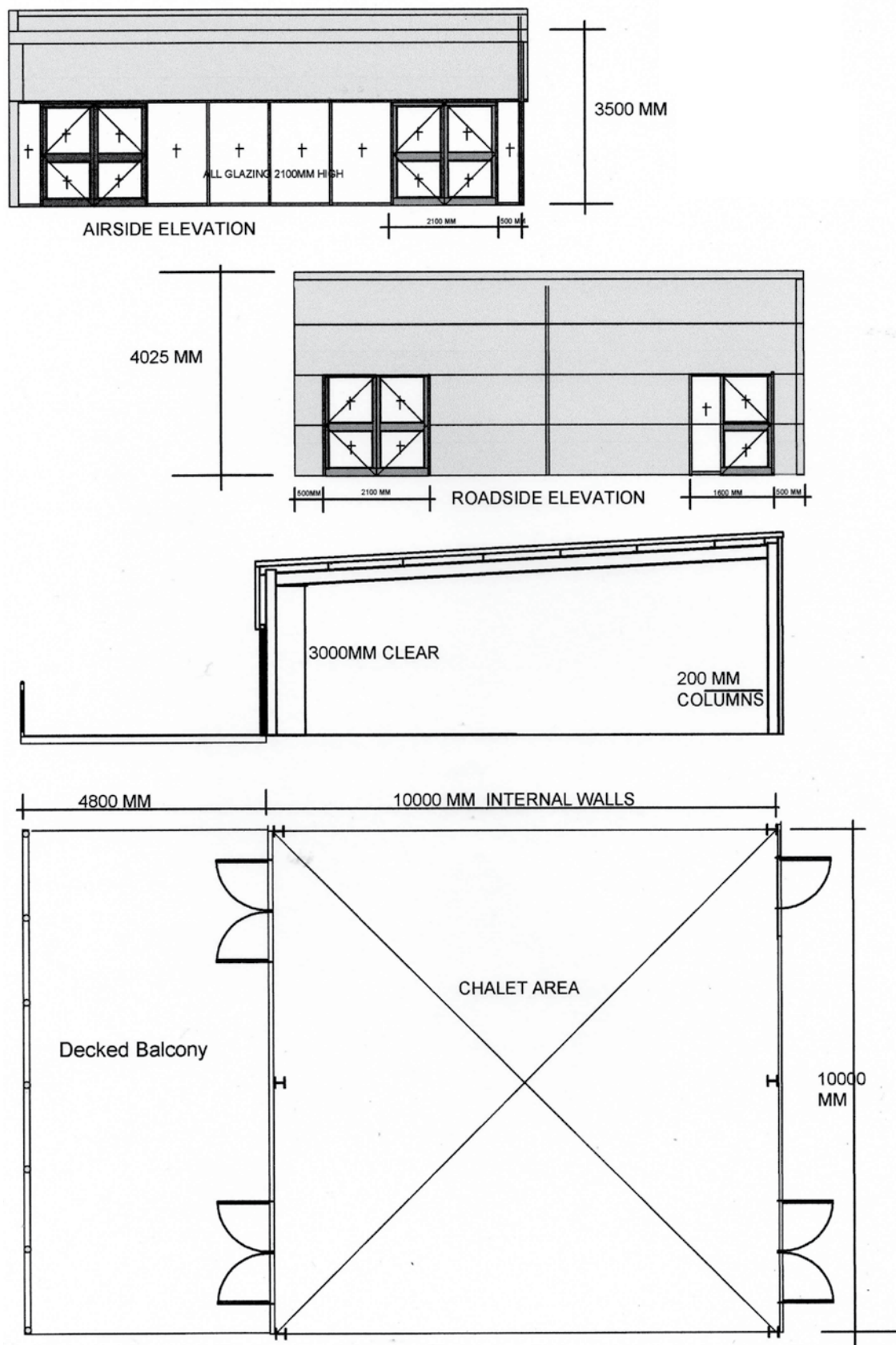
C27. SINGLE STOREY TYPE 6



C28. SINGLE STOREY TYPE 7



C29. SINGLE STOREY TYPE 8



BACK



WWW



PRINT

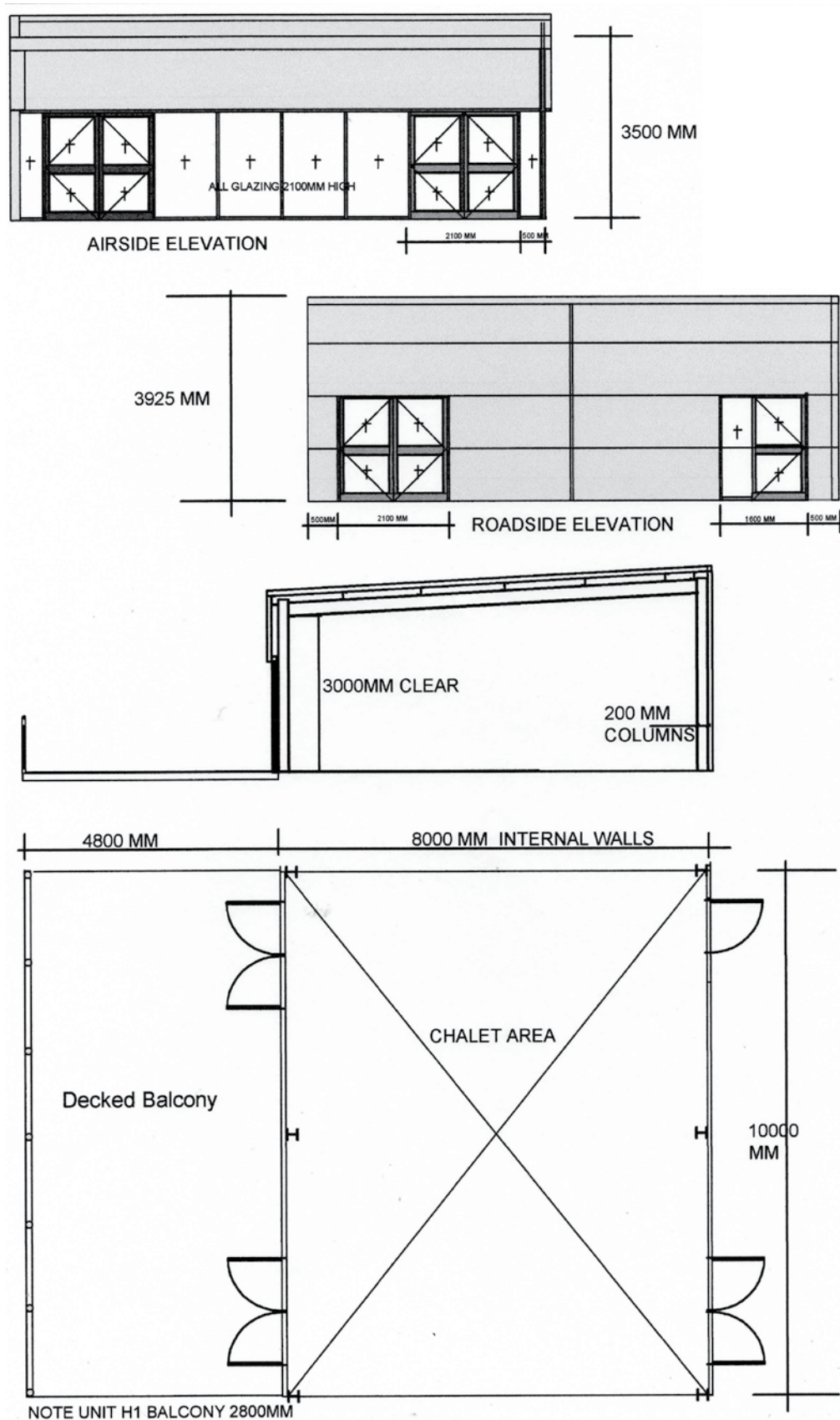


ENQUIRIES

FORWARD



C30. SINGLE STOREY TYPE 9



BACK



WWW



PRINT



ENQUIRIES

FORWARD



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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 contractor. Generally, a main supply will be provided by the official electrical contractor RME Services Ltd, terminating with a Cee Form connector of suitable rating for connection into the exhibitors installation. 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 2008. Cee Form to fly lead adapters will be available at an additional charge from the official electrical contractor on site.

OFFICIAL CONTRACTOR

RME Services Ltd
6 Bourne Mill Business Park,
Guildford Road,
Farnham,
Surrey
GU9 9PS

Tel: +44 (0)1252 741960

Fax: +44 (0)1252 724881

Email: fi@rmeservices.com

D1.1 GENERAL LIGHTING

The general overhead lighting throughout the exhibition halls will be provided by the Organiser to a 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 contractor, 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 must return the relevant order form in the order form section of the regulations which is available online through the Exhibitor's E-Net account to the official electrical contractor. 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 contractor 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 consumption 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 contractor for alterations to supply locations on Site following the form submittal closing date.

Exhibitors should ensure a receipt is obtained from the official electrical contractor to confirm their order has been placed.

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 2008 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 17th Edition of the IEE Wiring Regulations with current amendments, otherwise known as BS 7671: 2008 - 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 contractor 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 contractor 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 17th Edition of the IEE Wiring Regulations with current amendments, otherwise known as BS 7671: 2008 - Regulations for Electrical Installations. All mains water supplies must be bonded in accordance with Regulation C9.4. Do not drill De Boer's components without express written permission from De Boer.

D2. AVAILABILITY OF ELECTRICAL SUPPLIES

D2.1 CONSTRUCTION & DISMANTLING

A temporary 16amp 230volt 50Hz 30mA RCD protected electrical supply will be provided on each self-build stand and chalet unit for the build period only. 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 for the dismantling period should contact the official electrical contractor directly in good time, these are 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 temp air conditioning supplies, please refer to C15.

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 does not connect any equipment to the temporary build up supplies that may be required during the show as these will be switched off.

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 his 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%.

230v 50Hz 16amp single phase and neutral	Hall & Chalets
230v 50Hz 16amp 24hr single phase in halls	Hall only
230v 50Hz 20amp single phase and neutral	Hall & Chalets
230v 50Hz 32amp single phase and neutral	Hall & Chalets
230v 50Hz 40amp single phase and neutral	Hall & Chalets
230v 50Hz 63amp single phase and neutral	Hall & Chalets
230v 50Hz 100amp single phase and neutral	Chalets & Outside areas only
400v 50Hz 16amp three phase and neutral	Hall & Chalets
400v 50Hz 20amp three phase and neutral	Hall & Chalets
400v 50Hz 32amp three phase and neutral	Hall & Chalets
400v 50Hz 40amp three phase and neutral	Hall & Chalets
400v 50Hz 50amp three phase and neutral	Hall & Chalets
400v 50Hz 63amp three phase and neutral	Hall & Chalets
400v 50Hz 100amp three phase and neutral	Chalets & Outside areas only
400v 50Hz 125amp three phase and neutral	Chalets & Outside areas only
400v 50Hz 160amp 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 contractor, RME Services Ltd directly to obtain availability and a quotation.

Air conditioning supplies required must 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 contractor, 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. Alternatively, any exhibitor is at liberty to arrange its own diesel generator and cabling which must be installed in accordance with BS7671 2008. All generators must be earthed. A staking permit must be requested from the Organiser prior to driving in an earth stake as many services lie beneath the surface. Any supply connected to the generator must comply with the Regulations and will be subject to visual inspection by the official electrical contractor. main supplies are allocated on a first come, first served basis due to the limited availability. it is not permitted to bury any cabling without prior written authorisation from the Organiser. Any buried cabling must be steel wire armoured cable.

The 230 volt network for the exhibition site, covering outside areas and chalets, will be switched on at 0830hrs on **Monday 4th July 2016** and switched off again at 1930hrs after the exhibition closes on **Sunday 17th July 2016**. Supplies to halls and stands will be switched on for the period 0700hrs to 1900hrs daily during the exhibition.

Please note that all official electrical supplies consist of 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 this cabling to. 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 contractor liable. Any exhibitor's equipment connected by their contractor to an electrical supply or generator provided by the organiser or official electrical contractor is done without risk to the Organiser and its official contractor. 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 electrical mains supply has been provided in accordance with their order 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.

D3.

INSTALLATION STANDARDS

All electrical installations must conform to the 17th Edition of the IEE Wiring Regulations with current amendments, otherwise known as BS 7671: 2008 - 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. You may ask for an RME Manager to carry out observations should you wish, please contact RME Services Ltd's Site offices directly on site for assistance.

The Organiser or the official electrical contractor 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.

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 Contractor 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 contractor 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 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 Contractor be entitled to any allowance or compensation in respect of any payments made for participation.

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

Any faults occurring to an exhibitors installation or the main electrical supply as a result of poor Exhibitor installations or faulty Exhibitor equipment will be chargeable to the exhibitor concerned. This includes nuisance tripping of any RCD's. The official electrical contractor will attend to rectify any fault at his earliest convenience once notified and reserves the right to charge a standard call out fee following the first free visit. Payment for this would be required on site at the time of reset unless insurance cover has been taken out with the official electrical contractor prior to the exhibition.

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 contractor. The exhibitor or official air conditioning contractor 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 0700hrs to 1900hrs on a daily basis from the 8 July until 17 July 2016 inclusive. The generators will remain running on 17 July 2016 until 2200hrs to enable air conditioning units to be degassed in line with environmental regulations. Those contractors who require a supply prior to the above period for testing purposes should contact the official electrical contractor who will arrange a temporary supply, subject to availability.

The official electrical contractor 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 C10 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 contractor 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. However, if exhibitors wish to comfort cool these areas they must provide designs and installations that avoid the discharge of hot air into the internal hall area. All proposed systems must be approved by the Organiser prior to installation.

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 contractor and not by exhibitors or their contractors.

- a) Disturbance and/or excavation of surfaces (i.e. grass, concrete, tarmacadam) or the driving of poles, 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 exhibitor's stands, Chalets, temporary/portable buildings etc.
- d) 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 COMPLIANCE

Notwithstanding any other provisions contained in these Regulations, it shall be the responsibility of the exhibitor to identify and comply with any and all UK Statutory Requirements and Regulations or other legal obligations applicable to their participation in the Exhibition, and to their exhibition of aircraft in the static aircraft display, flying display or customer demonstration flights and to any and all attendance at the Exhibition Site in association with the Exhibition prior to, during or after the exhibition. Exhibitors shall be responsible for ensuring that their employees, agents, contractors, service providers and agents comply equally with any legal requirements referred to herein.

Exhibitors shall comply with all applicable laws, regulations and codes of practice in advertising, providing any material for use by the Organiser and carrying out any obligations or exercising any rights under the exhibition regulations. Exhibitors shall indemnify the Organiser for any claims, costs, expenses, liabilities and damages that the Organiser may suffer or incur as a result of any breach of this obligation.

D7.2 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: http://www.legislation.gov.uk/ukxi/2008/3231/pdfs/ukxi_20083231_en.pdf

D7.3 CONTRACTORS & EMPLOYERS OF LABOUR

Employers must confirm that their organisation complies with the Immigration, Asylum and Nationality Act 2006, and that appropriate documentation will be provided for all staff proposed to work on the project to indicate that they have the right to work in the UK.

Exhibitors must confirm that their organisation complies with the National Minimum Wage Act 1998, as updated. FIL reserves the right to verify that the contractors' employees are conforming to National Minimum Wage Legislation at any time.

Exhibitors shall ensure that their contractors and sub-contractors shall conduct their industrial relations in accordance with good practice and observe codes of practice issued from time to time by the Secretary of State for Employment and the Advisory Conciliation and Arbitration Service (ACAS).



In the event of any trade dispute arising, procedures appropriate in the circumstances of the case shall be followed (including where appropriate reference of the dispute to ACAS). On exhaustion of any such procedure, the Organiser shall be entitled to take whatever action is necessary to resolve the trade dispute concerned and the decision of the Organiser shall be accepted as final.

D7.4 HEALTH & SAFETY

In accordance with paragraph D7.1 of these Regulations, exhibitors should be fully aware of and shall be responsible for their compliance with all Health and Safety Legislation or Regulations relevant to their participation in any manner whatsoever in the exhibition.

Exhibitors shall ensure that their employees, contractors, service providers and agents comply with all legislation and/or Regulations when carrying out any work or services either at the exhibition site or in any way in connection with the exhibition on behalf of the exhibitor. Without prejudice to the Exhibitor's obligations as detailed in this paragraph D7.3 and in paragraph D7.1 above the Organiser Health and Safety Site Rules have been produced to assist exhibitors' and their Contractors to carry out their work at the exhibition site safely and exhibitors must make a copy of this document available to their contractors prior to their attendance on site. A copy can also be found at www.farnborough.com.

Exhibitors and contractors are advised that Local Authority Health & Safety inspectors as well as the Health & Safety Executive will make regular inspections of the site as work progresses. It is therefore imperative that all contracted work is carried out in accordance with the British Health & Safety Law. The penalties for non-compliance can be severe, including the issue of Prohibition Notices. In addition to this, the Organiser will have on site a dedicated team of Health & Safety Inspectors to ensure compliance with Health & Safety Law and the site rules. They will monitor, advise, and assist contractors to comply with these conditions but will not hesitate to remove from site, those individuals or companies who consistently breach the law or site rules.

D7.5 CDM REGULATIONS

Some self-build stands, or outside sites, by the nature of the work may be deemed to be construction sites, subject to CDM Regulations. Drawings submitted for approval to the Organiser will be evaluated and exhibitors will be informed if the scope of works is modifiable under CDM. In such circumstances, a Health and Safety Plan will need to be produced prior to drawing approval.

D7.6 HARMFUL EMISSIONS

Exhibitors must ensure that equipment being demonstrated e.g. lasers, microwaves, nuclear equipment, does not emit radiations or gases which are potentially harmful to human life (see also Regulation A4.7).

D7.7 STAND & CHALET ACCESS

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

D7.8 MEDICAL ASSISTANCE

Emergency Medical Assistance can be found at the Medical Centre on Site which is located on Devon Road next to Gate E.

D7.9 SMOKING

Smoking or naked flames 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.

D7.10 RADIO & MOBILE PHONES

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



D8. DISPUTES & INTERPRETATION

D8.1 DISPUTES

The Organiser shall in their absolute discretion have the right without appeal to resolve any dispute in relation to the exhibition arising from any cause not the subject of an express provision of these regulations.

D8.2 INTERPRETATION & CHOICE OF LAW

All disputes, other than pursuant to D8.1 above, as to the effect and meaning of these regulations, shall be subject to interpretation pursuant to the law of England and Wales and by reference to this issue of the regulations or any further additions or amendments thereto and the Supreme Court of England and Wales shall have exclusive jurisdiction in respect thereof.

D9. SECURITY

D9.1 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. As there is an increased risk of theft during the build or dismantling period, exhibitors would be prudent to strengthen its 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.

D9.2 FIRE ARMS

The carrying of fire arms is strictly prohibited within the exhibition site.

D9.3 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.

D9.4 SECURITY STAFF

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

D10. LIABILITIES

D10.1 LIABILITIES & INDEMNITIES

The Organiser will not accept liability for loss of, or damage to, any exhibits at any time and howsoever caused, and exhibitors are advised to insure their exhibits against loss or damage, including risk of fire. This provision is specifically agreed by the exhibitor to be fair and reasonable.

The Organiser liability for loss of profits, indirect and consequential losses etc. is strictly excluded except liability for fraud or for death or personal injury.

D11. DILAPIDATIONS

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 will be assessed by the Organiser and the cost of reinstatement charged to the exhibitor.



D12. SITE RE-INSTATEMENT

Exhibitors who require the Organiser to provide agreed amendments to the existing site infrastructure for the purposes of enhancing their exhibit, chalet or outside space are responsible for all costs for the re-instatement of the area back to its original condition. Such changes are to be at the discretion and in agreement with the Organiser.

D13. POLLUTION CONTROL

Exhibitors must not deposit, and must use reasonable endeavours, to prevent the deposit of any waste or dangerous substance on Farnborough Airport, including the exhibition site. Immediately on becoming aware of the occurrence of an incident of spilling, or deposit, onto Farnborough Airport, including the exhibition site, or release into the environment of any dangerous substance, the exhibitor must inform the Organiser.

In the event of such incident or release being caused by the exhibitor, its employees, contractors, agents, representatives or guests, then the exhibitor will be responsible for all the Organiser's costs in carrying out of all works that shall be necessary to restore Farnborough Airport, including the exhibition site, in order to satisfy all relevant authorities.

The exhibitor shall indemnify and keep the Organiser indemnified, against all actions, claims, costs, damages, expenses, losses and demands arising from the presence of any dangerous substance and any potential on-going liability that the Organiser may have in respect of any pollution caused by the exhibitor.

D14. INSURANCE**D14.1 EXHIBITORS' INSURANCE**

Exhibitors 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 are 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.

D14.2 AIRCRAFT INSURANCE

Display aircraft are subject to additional insurance requirements as set out in Section F.

D15. 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.

D16. ORGANISERS' 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.

D17. ORGANISERS' DISCLAIMER OF LIABILITY

The Organiser do not accept liability and will not be under any liability to exhibitors or their employees, servants and/or agents in respect of any direct or indirect damage, loss or injury to property arising out of or in any way connected with the exhibition, save that this exclusion shall not apply to any claim against the Organiser for death or personal injury. This provision is specifically agreed by the exhibitor to be fair and reasonable.



D18. CANCELLATION

In the event of cancellation for any reason whatsoever of the exhibition other than by reason of breach of the terms and conditions of the Application to Exhibit Form by the Organiser (and in any event subject to clauses 8 and 21 thereof), the Organiser shall be entitled to retain all sums paid by exhibitors which are reasonably considered by the Organiser to be necessary to cover the expenses incurred in connection with the exhibition. This provision is specifically agreed by the exhibitor to be fair and reasonable.

D19. FORCE MAJEURE

D19.1 A party shall not be in breach of its obligations to the other party under this Contract nor liable for any failure or delay in performance of any of its obligations thereunder (including for provision of the exhibition, which the parties acknowledge can only be provided on the pre-selected exhibition dates) arising from or attributable to acts, events, omissions or accidents beyond its reasonable control (**Force Majeure Event**), including but not limited to any of the following:

- (a) Acts of God, flood, earthquake, windstorm or other natural disaster;
- (b) epidemic or pandemic;
- (c) war, threat of or preparation for war, armed conflict, imposition of sanctions, embargo, breaking off of diplomatic relations or similar actions;
- (d) terrorist attack, civil war, civil commotion or riots;
- (e) nuclear, chemical or biological contamination or sonic boom;
- (f) any law or government order, rule, regulation or direction, or any action or intervention taken by a government or public or regulatory authority, including but not limited to imposing an embargo, export or import restriction, quota or other restriction or prohibition, failing to grant a necessary licence or consent or revoking any previously granted licence or consent;
- (g) fire, explosion (other than in each case one caused by a breach of contract by the party seeking to rely on this clause) or accidental damage;
- (h) loss at sea;
- (i) extreme adverse weather conditions;
- (j) interruption or failure of utility service, including but not limited to electric power, gas or water;
- (k) any labour dispute, including but not limited to strikes, industrial action or lockouts;
- (l) non-performance by suppliers or subcontractors; and
- (m) collapse of building structures, failure of plant machinery, machinery, computers or vehicles.

If the Force Majeure event prevails for a continuous period of more than 30 days, any party may terminate this Contract by giving written notice to the other party with immediate effect. However, if the Force Majeure event is to prevail or is likely to prevail over the duration of the exhibition itself, then either party can terminate this contract by written notice with immediate effect. Such termination shall be without prejudice to the rights of the parties in respect of any breach of this contract occurring prior to such termination.

D19.2 The exhibitor is advised to insure itself from and against the impact of any Force Majeure event which affects the Exhibition or its participation in the exhibition.

D20. 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 (but subject to clause 21 of the terms and conditions), 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.



D21. EXHIBITOR'S GOOD STANDING

D21.1 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;

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

D22. THIRD PARTY RIGHTS

The Contracts (Rights of Third Parties) Act 1999 is not appropriate in these regulations and the operation of this Act is therefore expressly excluded.

D23. 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 excluded from Site and / or from the exhibition and/or to refuse any such persons admittance to the exhibition and to the Site without liability.



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E1.**OFFICIAL FREIGHT AGENT/TRAFFIC CONTROL AGENT**

The following company has been appointed as the official site agent for freight handling, customs clearance, lifting and traffic control:

CEVA Showfreight
Unit 3A
The National Exhibition Centre
Off Perimeter Way
Birmingham B40 1PJ
UK

Tel : +44 (0)121 782 8888
Fax : +44 (0)121 782 2875

E2.**CONSTRUCTION, SHOW AND DISMANTLING PERIODS - EXHIBITORS/CONTRACTORS PASSES**

The following table details the type of pass which is required to access different areas on the aerodrome and the period of their validity. It also clarifies the types of pass available to contractors, exhibitors, service personnel, concessionaires and emergency services.

CLASSIFICATION OF APPLICANT	AREA TO ACCESS	PERIOD OF VALIDITY	PASS REQUIRED
Exhibitor	Exhibition Site*	06 June - 22 July	Exhibitor Pass
	Northside*	20 June - 22 July	Northside Pass
Contractor	Exhibition Site*	06 June - 09 July & 18 July - 22 July	Exhibition Area Work Pass
	Northside*	20 June - 22 July	Northside Pass
	Exhibition Site*	27 June - 18 July	Service ID
Official Contractor	Exhibition Site*	As required	Official Contractor Pass
Concessionaire	Exhibition Site*	27 June - 18 July	Service ID
Service Personnel	Exhibition Site*	27 June - 18 July	Service ID
Service Personnel	Exhibition Site*	10 July only	Service ID one day pass
Emergency Services Pass	All areas	06 June - 22 July	Emergency Services Pass
Night Workers	Exhibition Stand / Chalet	As required	Night Pass
Chauffeurs	Exhibition Site*	27 June – 18 July	Service ID

NOTE: *Please refer to section E2.4 for more information.



The Exhibition Process Unit will issue guidance notes and application forms for work passes to all exhibitors and contractors on-line, as follows:

EXHIBITORS’ NOTIFICATION FORM

Exhibitors will be issued with a password to enable access to the on-line form to notify Farnborough International Ltd (FIL) of their company details and contractors they are employing.

EXHIBITORS’ PERSONAL DETAILS FORM

This will be available on-line for exhibitors who require access to the Northside areas.

CONTRACTORS’ FORM

Contractors will be issued with a password to enable access online to the form to notify FIL of their company details and the sub-contractors they will be employing. Separate passwords will then be issued to sub-contractors. FIL will not issue any passwords to Contractors until such times as the exhibitor has notified FIL of the contractor’s details.

CONTRACTORS’ PERSONAL DETAILS FORM

This will be available on-line for contractor’s personnel who require access to the Exhibition site.

OFFICIAL CONTRACTORS’ PERSONAL DETAILS FORM

This will be available online for official contractor’s personnel who require access to the exhibition site.

CONCESSIONAIRES’ FORM

Concessionaires will be issued with a password to enable access online to pass application forms.
All pass applications should be received by the Exhibition Process Unit at least 7 days prior to the first visit to the Exhibition site.

E2.1 EXHIBITOR PASSES

Entry to the site for Exhibitors is by an exhibitor’s pass issued by FIL and is valid for the period 06 June to 22 July 2016 inclusive. Exhibitors will be issued with passes in accordance with the tables as set out in Regulation A11 of the Exhibition Regulations.
Additional exhibitor passes can be purchased from the FIL Pass Office (see Regulation E4.5). For access to the Northside areas see E2.4.

E2.2 WORK PASSES FOR CONTRACTORS

Entry to the exhibition site during the construction and dismantling periods (06 June – 09 July 2016 and 18 July – 22 July 2016 inclusive) is restricted and controlled by the Exhibition Process Unit. Personal photographic passes are issued by the Process Unit at a cost of £21 (including 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 11 – 17 July 2016. However, an extended work pass will be available to FIL official contractors and emergency services personnel, which will also be valid for the exhibition period 11 – 17 July 2016.
NOTE: Work passes are to be worn at all times whilst on the exhibition site. Work passes are NOT VALID for Sunday 10 July. All work must be completed by 1900hrs on Saturday 9 July 2016. There will however be one day passes for Sunday 10 July 2016 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.

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 Process Unit.

Personal photographic service ID are issued by the Process Unit at a cost of £117 (including 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 27 June – 18 July 2016 inclusive.

Service ID passes are non-refundable; however Service ID passes that are returned to the Process Unit 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 Exhibition Process Unit. It is recommended that companies submit documentation for reserve staff in advance to avoid delays in processing new applications.

E2.4 NORTHSIDE & AIRSIDE WORK PASSES

The airfield site is divided into three distinct areas:

- Exhibition Site.** The main show site on the Southside of the airfield within which no aircraft movements will take place.
- Northside.** The operational side of the airfield, excluding aircraft operating areas, within which lie the Heliport, TAG Operations and the terminal building. Access is through Gate J or the manned gate at G29.
- Airside.** The area of the airfield including all runways, taxiways and aprons within which aircraft maneuvering 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 2016 and Northside or airside access is requested, an application proving a valid requirement should be made by e-mail to sarah.harding@farnborough.com. The details of successful applicants will then be passed onto the Process Unit to enable access to apply for a pass online.

The static aircraft park is part of the exhibition main complex during the period of the exhibition 04 July to 20 July 2016. Outside this period the area reverts to an apron area and an escort will be required.

E2.5 COMPLETION OF BUILD-UP

The exhibition site will close for construction and stand fit work to both chalets and exhibition halls at 1900hrs on Saturday 09 July 2016. 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 11 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 Saturday 9 July 2016.

Exhibitors, official contractors, emergency services personnel, holders of one day Sunday Passes and service personnel with a valid Service ID pass will still have access to the site on Sunday 10 July. However, all vehicles entering the site will be restricted to the pre/post-show car park 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 06 June 2016 may do so only by arrangement with the Organiser at the exhibition site office.

Aircraft exhibitors should apply to the Aircraft Display Cell; appointments for all other site surveys must be made with the Organiser Head of Airshow Operations.

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



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

E3.1 CONTRACTORS' VEHICLES

All vehicles must enter the site through Gate I unless directed otherwise. Private vehicles will be directed to the pre-/post-show car park or to Northside, as appropriate, provided all occupants of the vehicle possess the correct pass.

E3.1.1 EXHIBITORS VEHICLES

Exhibitors visiting the site prior to the show dates can enter the site through Gate D provided that they and all occupants of their vehicle are in possession of a valid exhibitors Pass. Any Exhibitors without the appropriate pass must report to the process unit at Gate I or the Pass Office at the Bus Terminal next to Pedestrian Gate B. Official contractors will be permitted to access site via Gate C providing all occupants of the vehicle possesses an official contractor pass and an appropriate vehicle label.

E3.1.2 CONTRACTORS' AREA

There will be two areas available to contractors for setting up a site base. The area to the east of the Exhibition Halls will be reserved for the official contractors who require office accommodation to provide easy access for exhibitors. T Area, which is adjacent to the Heliport, will be reserved for those Contractors who require a base on site. An alternative location in Clay Cart Car Park is available for the storage of goods and equipment. (Please contact the Site Manager, to apply for space in this area).

E3.2 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 buildup, show and dismantling periods.

Official contractors and emergency services personnel who require access around the exhibition site during this period will be issued with a relevant vehicle label, at the discretion of the Organiser.

Application forms will be sent by FIL to official contractors in February 2016 in order for them to pre-book their contractors area space and vehicle label requirements.

E3.3 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 contractors.**

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.

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.

E3.4 UNLOADING OF EQUIPMENT – POWERED MECHANICAL HANDLING EQUIPMENT

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 2016 Organiser. CEVA Showfreight is the only company permitted to provide a lifting service for hire and reward at the Farnborough International Airshow 2016 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 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.

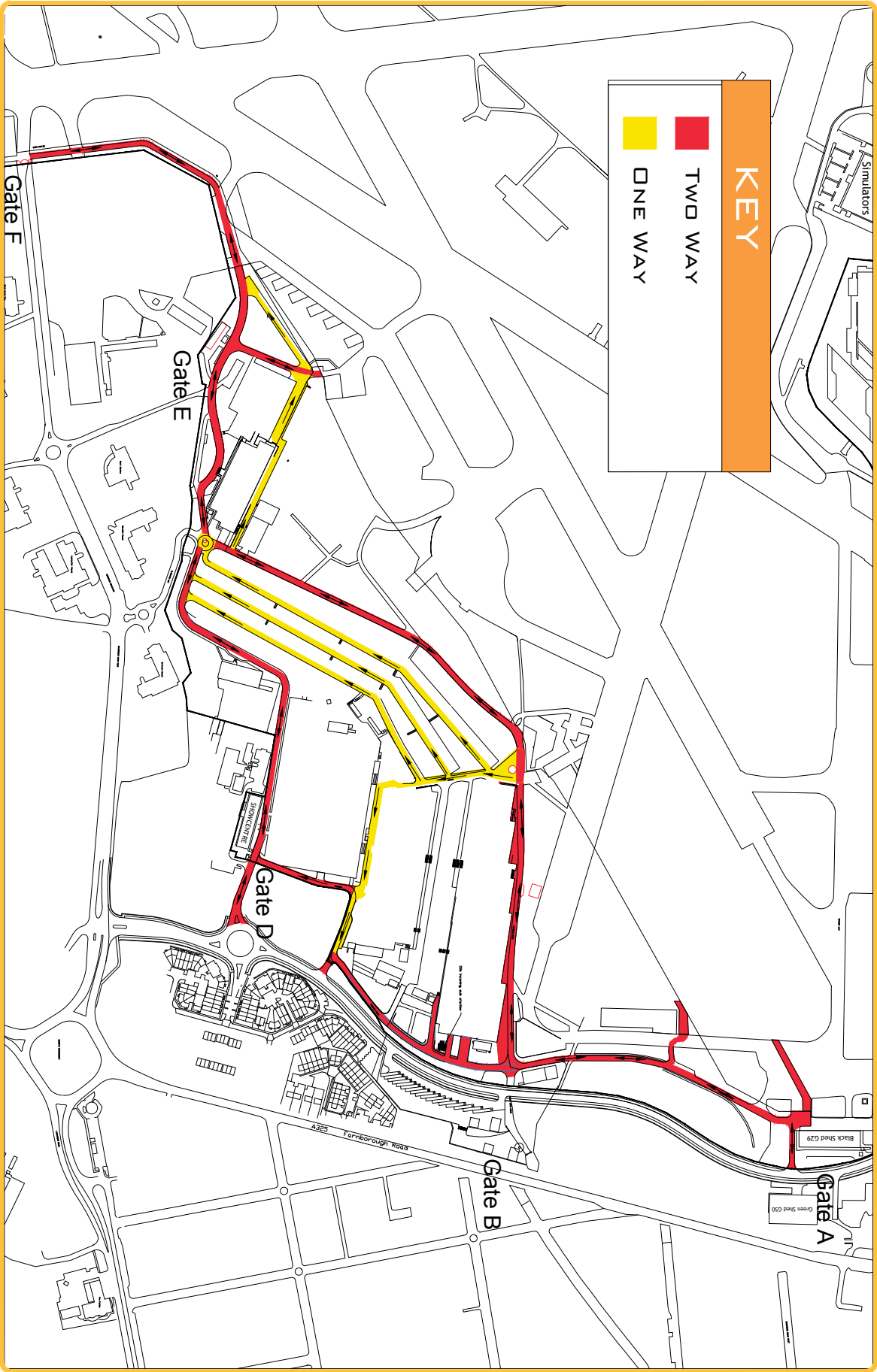
E3.5 **PEAK PERIOD HOLDING AREA**

During the peak periods of 04 – 09 July and 18 – 20 July 2016, delivery vehicles wishing to gain access may be directed to a temporary holding area away from Gate 1.

E3.6 **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, 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).



Key:
Two Way
One Way

This map is intended to provide a general overview of the site and is not intended to be used as a legal document. The map is subject to change at the discretion of the organisers. The map is not intended to be used as a legal document. The map is subject to change at the discretion of the organisers.



Farnborough International Ltd.,
Show Centre, ETPS Road,
Farnborough, Hampshire, GU14 6FD.
Tel: +44 (0)1252 552800 Fax: +44 (0)1252 276015
www.farnborough.com www.farnborough.com

NOTES

DRAWN BY
www.farnborough.com
Tel: 01252 414200
DRAWING TITLE Farnborough International Airshow
2016 - Traffic Plan - PrePost Show
LAST AMENDED 30 March 2015 NOT TO SCALE

E3.7 STATIC AIRCRAFT PARK

Exhibitors and contractors should note that after 7 July 2016 and before 23 July 2016, 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.

E3.8 GOLF BUGGIES

Golf Buggies on site will be provided by the Official Contractor

Golf Buggy Hire
Haydock Lane,
Haydock
St Helen's
WA11 9UE
United Kingdom
Tel: +44 [0] 1942 717660
Website: www.golfbuggyhire.co.uk

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 contractor 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 or on the public days (Saturday 16 and Sunday 17 July 2016).

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.

E3.9 MOTORISED SCOOTERS

Motorised scooters will be permitted on the Exhibition Site but with the following exclusions:

- (a) Static Aircraft Park, including the Business Aircraft Park
- (b) Airside
- (c) Exhibition Halls
- (d) Pavements

Scooters are only to be driven by employees of exhibitors and contractors who must hold a current driving license (provisional or full). The exhibitor/contractor remains responsible for any accident, damage, loss or injury resulting from the use of motorised scooters and must ensure that their third party public liability insurance extends to this use. Riders must observe the one-way system and the normal rules of the road.

The parking of scooters must not interfere with:

- (a) the flow of traffic including deliveries and refuse collection, or
- (b) the movement of pedestrians around the site.

E3.10 SEGWAYS

Segways are not allowed to be used on site during the open exhibition periods.

E4.**EXHIBITION PERIOD – PASSES & BADGES****E4.1 ENTRY ON TRADE DAYS**

The exhibition is a business occasion from Monday 11 July until Friday 15 July 2016 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 11 July to 15 July 2016 will be required to register their details online, in advance of attendance (See E4.5). 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 the trade days. Entrance passes are worded accordingly.

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 trade days" and "At no time will animals be permitted to enter the exhibition".

Pilots operating into the Heliport or airport are not required to present an entrance pass at the gates/ Heliport/TAG Terminal.

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 2016 contractors, will require Service ID passes to enter the site during the period of 27 June to 18 July 2016

Chauffeurs operating on behalf of exhibiting companies will require a Service ID pass to enter site during the period 27 June to 18 July 2016. The cost of the chauffeurs service ID pass will be £50 + 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.

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 FUTURES DAY / FAB FRIDAY

There is the opportunity for a limited number of the general public, retired industry personnel and enthusiasts to attend on Friday 15 July 2016. Visitors on Friday 15 July known as FAB Friday will have the exclusive opportunity to experience the four trade exhibition halls, which will be closed on Saturday 16 and Sunday 17 July 2016. FAB Friday passes are available to purchase in advance of the show only and priced at £36.00 per adult or child.

Friday 15 July 2016 is also the date for the biennial Futures Day where invited young people – including family and friends of Exhibitors - can experience a programme of educational activities aimed to give a broad overview of the career opportunities available within the global aerospace industry.

FIA is a trade exhibition and on Monday 11 to Thursday 14 July 2016 no children under 16 years of age are permitted in accordance with Exhibition Regulation A10.3. A policy is in place for all exhibitors, visitors, contractors, visitor management & SCO.

E4.3 DAILY VISITOR PASSES

NOTE: All visitors, exhibitors and contractors visiting the site are liable to be searched.

Trade visitors will be admitted to the exhibition on production of a Daily Entrance Pass.

Daily entrance passes are only available from the Organiser. Passes purchased on the gate will be subject to a surcharge. Visitors will be required to register at the gate before entering site. A Pass will be issued after registration. All passes will be scanned at the gate to enable entry.

PASS TYPE	PERIOD VALID	COST INC. VAT
Exhibitor Pass	06 June - 22 July 2016	£117
Daily Entrance Pass (advance) Exhibitors	Undated, valid for one day only	£27
Daily Entrance Pass (advance)	Undated, valid for one day only	£36
Daily Entrance Pass (on gate)	Undated, valid for one day only	£43
Service ID Pass	27 June - 18 July 2016	£117
Chauffeurs Service ID Pass	27 June – 18 July 2016	£50 + VAT

NOTE: Holders of Exhibitor Passes who wish to enter the Exhibition site between Monday 06 June to Friday 22 July 2016 inclusive only, need not apply for work passes but can gain access using their Exhibitor Pass.



E4.4 EXHIBITOR & DAILY VISITOR PASS ALLOCATION

Exhibitors are entitled to an allocation of Exhibitor Passes and Daily Visitor Passes (see tables in Regulation A11).

NOTE: Allocations will only be dispatched after full payment of the Organiser invoice for exhibition charges and not before 02 May 2016.

E4.5 ADDITIONAL PASS PURCHASE

Exhibitors may purchase additional exhibitor passes and daily entrance passes on line at the official website – www.farnborough.com

NOTE: The sale of passes for dispatch to a country outside the United Kingdom will cease on 27 June 2016. The sale of passes for dispatch within the United Kingdom will cease on 07 July 2016. Orders received after this date will be processed and held for collection at the pass office located adjacent to the Bus Terminal at Pedestrian Gate B up to and including 10 July 2016.

A pass office will be located at the bus terminal adjacent to the Gate B from 27 June 2016.

E4.6 DISPATCH OF VISITOR PASSES

The Organiser undertakes the cost of dispatching passes and Visitor Passes by standard surface and airmail services, but cannot accept liability for lost or damaged goods. Exhibitors may prefer to have large orders sent by a nominated courier company and should provide their account details via their on-line account.

E4.7 REFUNDS

Exhibitors should note that there will be no refunds payable on any unused Exhibitor Passes or Daily Visitor 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 2016 the airside is defined as "the areas of the airfield within which aircraft maneuvering 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 Exhibitor Services Room within the ADHQ (Air Display Head Quarters).

Where the exhibitor or their contractor is not directly presenting aircraft at FIA 2016 and Northside or airside access is requested, a valid requirement must be proved to the Flight Operations Consultant.

The Static Aircraft Park is part of the exhibition main complex during the period of the Exhibition 06 July to 17 July 2016 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.farnborough.com) in early 2016. 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 EXHIBITORS' MEDIA CENTRE ACCESS PASS

One media centre access pass will be automatically supplied to each exhibiting company for issue to their public relations representative. The Media Centre pass gives access to the Media Centre only and is not an entrance ticket to the Exhibition.

E4.12 FAB FRIDAY TICKETS

Standard entry tickets are available to purchase for Friday 15 July via www.farnborough.com.

E4.13 PUBLIC DAY ENTRANCE TICKETS

The Exhibition will be open to the public on Saturday 16 July and Sunday 17 July 2016. Tickets may be purchased either at the gates or in advance from the Organiser's ticket agent SEE Tickets Tel:

0844 2091746 (Public Tickets)

0844 4124650 (Group booking of 10 or more)

Alternatively tickets can be purchased online at www.farnborough.com.

E4.14 MARKETING SUITE INVITATIONS

Exhibitors will receive invitations to visit the Marketing Suite, located in Hall 4. The Marketing Suite offers Exhibitors a private lounge facility with café and opportunity to meet FIL team members.

E4.15 EXCLUSION OF ANIMALS

At no time will animals 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 2016 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.

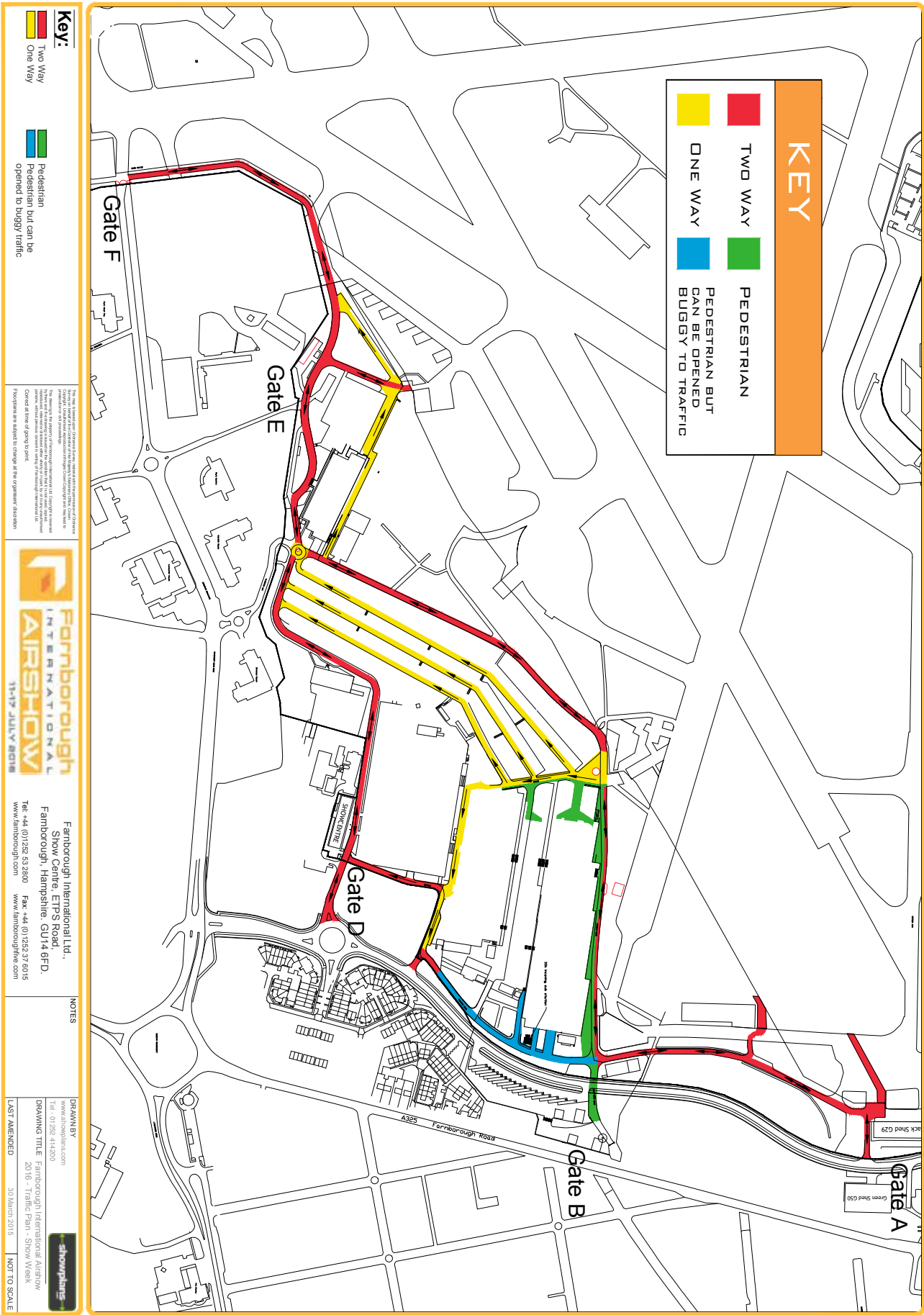
E5.2 EXHIBITION SITE TRAFFIC – TRADE DAYS

Exhibitors and chalet holders are able to purchase reserved parking spaces (see E6.3) for car parks 1 and 4 and will be issued labels as appropriate. These labels are valid from Monday 11 July to Friday 15 July. Should the label holder wish to attend the event on Saturday 16 July or Sunday 17 July, a 2 day public day label will be available on application which will permit entry to car park 1 only. These labels are free of charge.

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 Monday 11 July to Friday 15 July. Those exhibitors wishing to attend the event on Saturday 16 July or Sunday 17 July can apply for a label for Car Park 1 only. These labels are free of charge.

E5.2.2 Coach or minibus parking labels are available to purchase which permit entry via Gate A and permit drop off and collection at the chalet rows. The coach then transits the site and parks in car park 7. These labels are valid from Monday 11 to Friday 15 July only (see E6.3). During the public weekend 'A' label coaches will be required to enter and park in car park 1 only and will not be permitted to transit the site.





E5.3 **VEHICLE SIZE LIMITATIONS**

Between 0930hrs and 1800hrs Monday 11 to Friday 15 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 0930hrs and 1800hrs except for the official shuttle bus service.

E5.4 **GOLF BUGGIES**

See Regulation E3.8.

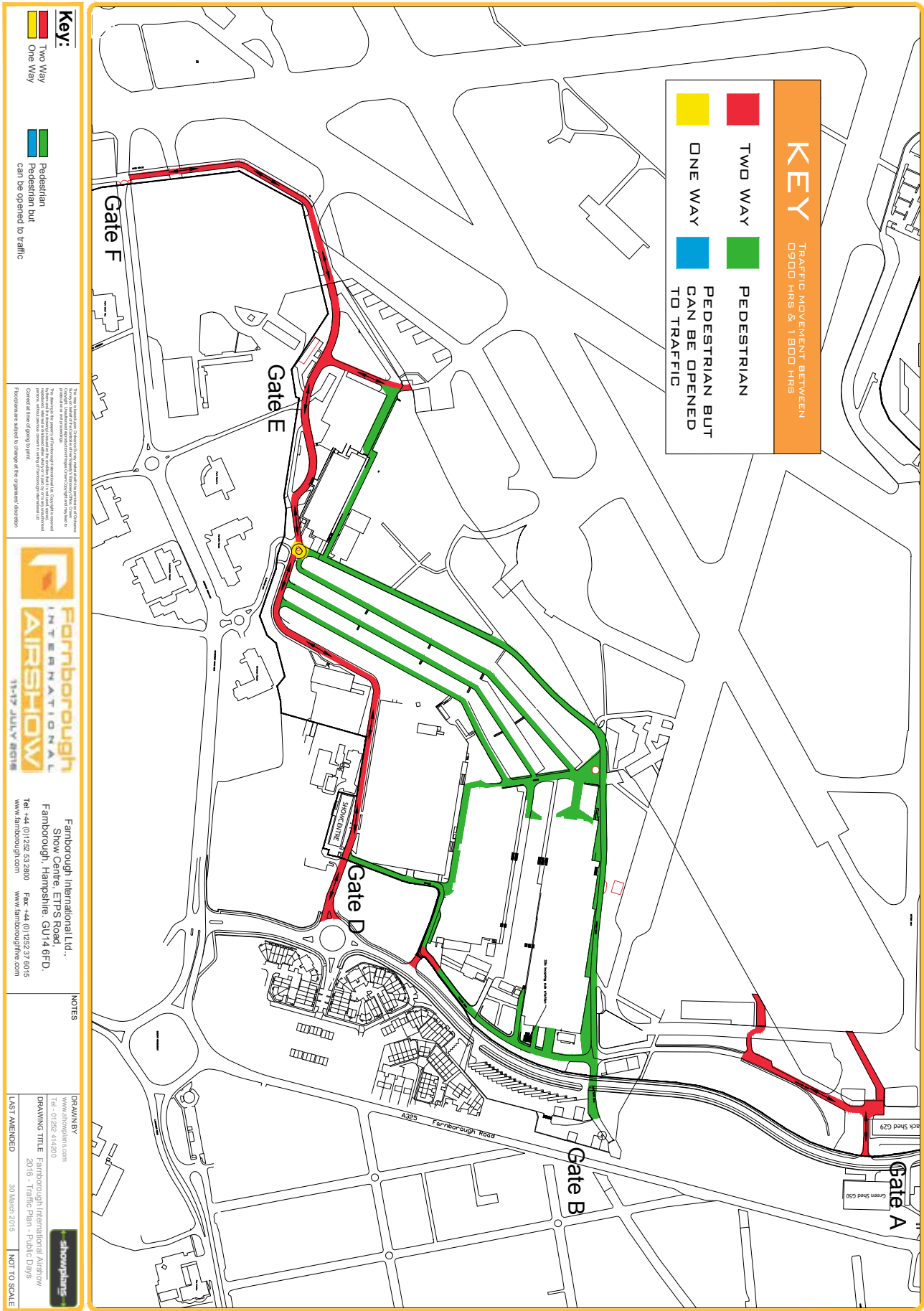
E5.5 **MOTORISED SCOOTERS**

See Regulation E3.9.

E5.6 **EXHIBITION SITE TRAFFIC – PUBLIC DAYS**

In view of the large number of Visitors expected on Public Days 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. The following vehicles will still be permitted on the Exhibition site:

- (a) The internal shuttle bus will provide only a limited service between car park 7 to Gate F.
- (b) The courtesy car service will operate for essential journeys only.
- (c) Vehicles displaying a public day yellow ‘A’ label issued to Exhibitors or Chalet holders which permit entry through Gate A and into car park 1 only.
- (d) Vehicles displaying a public day yellow ‘E’ label issued to Exhibitors which permit entry through Gate E and into the AIRBUS area in car park 4.
- (e) Vehicles displaying a green D8 or D0 label issued to Exhibitors or FIL staff permitting entry through Gate D into car park 8 only.
- (f) Vehicles displaying an emergency vehicle labels are permitted to drive on site when required.
- (g) Coaches or minibus displaying an ‘A’ label are permitted to enter via Gate A and park in car park 1 only.
- (h) Official Contractor vehicles displaying a ‘C’ label are permitted to enter via Gate C and park in the official contractor area at the eastern end of Hall 2.



E5.7

CONTRACTORS' AREA/EXHIBITORS' TEMPORARY ACCOMMODATION

Official contractors and/or exhibitors who have applied for space within the area designated for office use may be allocated parking spaces at the Organiser discretion dependant upon availability. The issue of labels will be strictly controlled and will only be available for essential need. Official contractors who have applied for space within T area for use as an operational base will be entitled to the appropriate vehicle label to enable them to park within their designated area. All drivers must be in possession of a contractor's Service ID Pass or valid Pass.

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 H 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 0930hrs and after 1800hrs. Deliveries must be completed and vehicles clear of chalet rows by 0930hrs each day. Deliveries attempted between 0930hrs 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 vehicles permitted to access the chalet rows are those displaying a green 'A', 'D' 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 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

COURTESY CAR / GOLF BUGGY SERVICE

A courtesy car service will be available free of charge during the opening hours of the period of the Exhibition 11 July to 17 July 2016, to take Exhibitors and their guests to any point within the exhibition site, including the aircraft Static/Fly Enclaves and the TAG and heliport terminals. A limited service will be in operation on Saturday 16 and Sunday 17 July 2016. Details will be available in your welcome pack on arrival.

E5.11

FAST TRACK ENTRY

Those Exhibitors with allocated car park spaces in car park 1 will be eligible for the fast track entry system through Gate A. Those Exhibitors with allocated car park spaces in Car Park 4 will be eligible for the fast track entry system through Gate D or 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.

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 car parks is provided for holders of Daily Entrance Passes or Exhibitor Passes during the period 11 to 17 July 2016.

E6.3 RESERVED PARKING – TRADE DAYS

Reserved parking areas (as shown on the map on page 104) are available for exhibitors' vehicles from the 11 to 15 July as follows:

Chalet holders will be permitted to purchase:

- 2 green labels plus 2 red labels per single storey chalet or
- 4 green labels plus 4 red labels per double storey chalet

Row A Chalet Holders will be permitted to purchase:

- 2 green labels for the allocated spaces adjacent to their chalet, per chalet unit

Exhibitors will be permitted to purchase 1 red label per stand.

Car parking spaces will be allocated in car parks 1 or 4 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 4 - cars

Car Park 4 is situated in front of K Row Exhibitors' chalets with access through Gate D or E. It is reserved for chalet holders, Exhibitors or other private vehicles at the discretion of the Organiser.

NOTE: Car park 1 or 4 labels are for vehicles up to 5m in length including MPV's with up to 7 passengers.

Vehicles displaying a green A, D or E label during trade days only may transit the chalet rows and visit the exhibition Heliport to pick up and set down passengers. No parking is permitted in the chalet rows however drop-off/pick-up can be affected by parking in the designated area of the relevant chalet for a period of no more than 10 minutes.

Vehicles displaying a red A, D or E label will be permitted to park in car park 1 or 4 only and will not be able to transit around the site.

(c) Car Park 6 - cars

Car park 6 is situated adjacent to the Civil Enclave and 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 0930hrs. 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. On the public days 16th & 17th July coaches and minibus's will not be able to transit the site and will be required to park in car park 1 only.

(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 unlabeled 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.



PARKING LABELS		COST INCL. VAT	PERIOD VALID
Car Park 1	Green Labels	£450.00	5 days
	Red Labels	£321.00	5 days
Gate A	Coaches	£20.00	1 day
		£117.00	7 days
Gate A	Minibuses	£95.00	7 days
Car Park 4	Green Labels	£450.00	5 days
	Red Labels	£321.00	5 days
Car Park 6	Red Labels	£321.00	5 days
	Coaches	£20.00	1 day
		£117.00	5 days
	Minibuses	£95.00	5 days
Car Park 8	Green Labels	£450.00	7 days
A Row	Green Labels	£450.00	5 days

NOTE: The charge for coach parking includes admission for up to two coach drivers.

N.B Holders of car park 1 or 4 labels which are valid for the trade days will be able to apply for a separate label valid for car park 1 for the public days if required.

- (g) **Taxi Rank**
Exhibitors/visitors arriving at the show by taxi will be able to utilise the taxi rank facilities on the show site which are located adjacent to 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 which are located adjacent to pedestrian Gate B.
- (h) **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.
- (i) **Minicabs / Drop Offs**
Those Exhibitors / Visitors / Contractors arriving, departing or being dropped off should utilise the drop off zone which is located at RAE Road adjacent to the Swan Pub. Entry to the site will be at pedestrian Gate B.

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 either car park 1 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 report to the traffic agent at Gate I between 0700hrs – 0900hrs on Monday 18 July 2016 to arrange a collection slot. All other vehicles will be allowed to enter the exhibition site, but may be held in a holding area until 0900hrs. Vehicle access to the Exhibition halls, chalets and Northside will be subject to the controls mentioned in Regulation E3.1 and E3.3.

E8.

UK BORDER FORCE (IMPORTING OF ITEMS INTO THE UK)

Border Force facilities are available at Farnborough from 4 to 17 July 2016 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 www.ukvisas.gov.uk/en/doineedvisa)

AIRCRAFT

- This table below indicates the documentation required.

	GENERAL DECLARATION	GENERAL AVIATION REPORT	C108/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.farnborough.com/files/c108.pdf. 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: http://www.aopa.co.uk/index.php?option=com_content&view=article&id=627&Itemid=582
- Alternatively, a GAR can be downloaded here: <https://www.gov.uk/government/publications/general-aviation-operators-and-pilots-notification-of-flights> for emailing to HeathrowSmallPorts@homeoffice.gsi.gov.uk and ncu@hmrk.gsi.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 Air show 2016 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 2016. 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 2016 AND FARNBOROUGH INTERNATIONAL AIR SHOW 2016

If it is intended that your aircraft or its personnel, or both, will exhibit at both the Farnborough International Air Show 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 Air Show. 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 FIA2016 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 (11 July to 17 July 2016). 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 TAG Aviation. All arrangements for the operation of fixed and rotary wing aircraft should be made with:

TAG 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 11 July	0700hrs - 1300hrs	1630hrs - 2200hrs
Tuesday 12 – Thursday 14 July	0700hrs – 1345hrs	1715hrs – 2200hrs
Friday 15 July	0700hrs – 1300hrs	1730hrs – 2200hrs
Saturday 16 – Sunday 17 July	0700hrs – 1200hrs	1800hrs – 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 public days. 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.

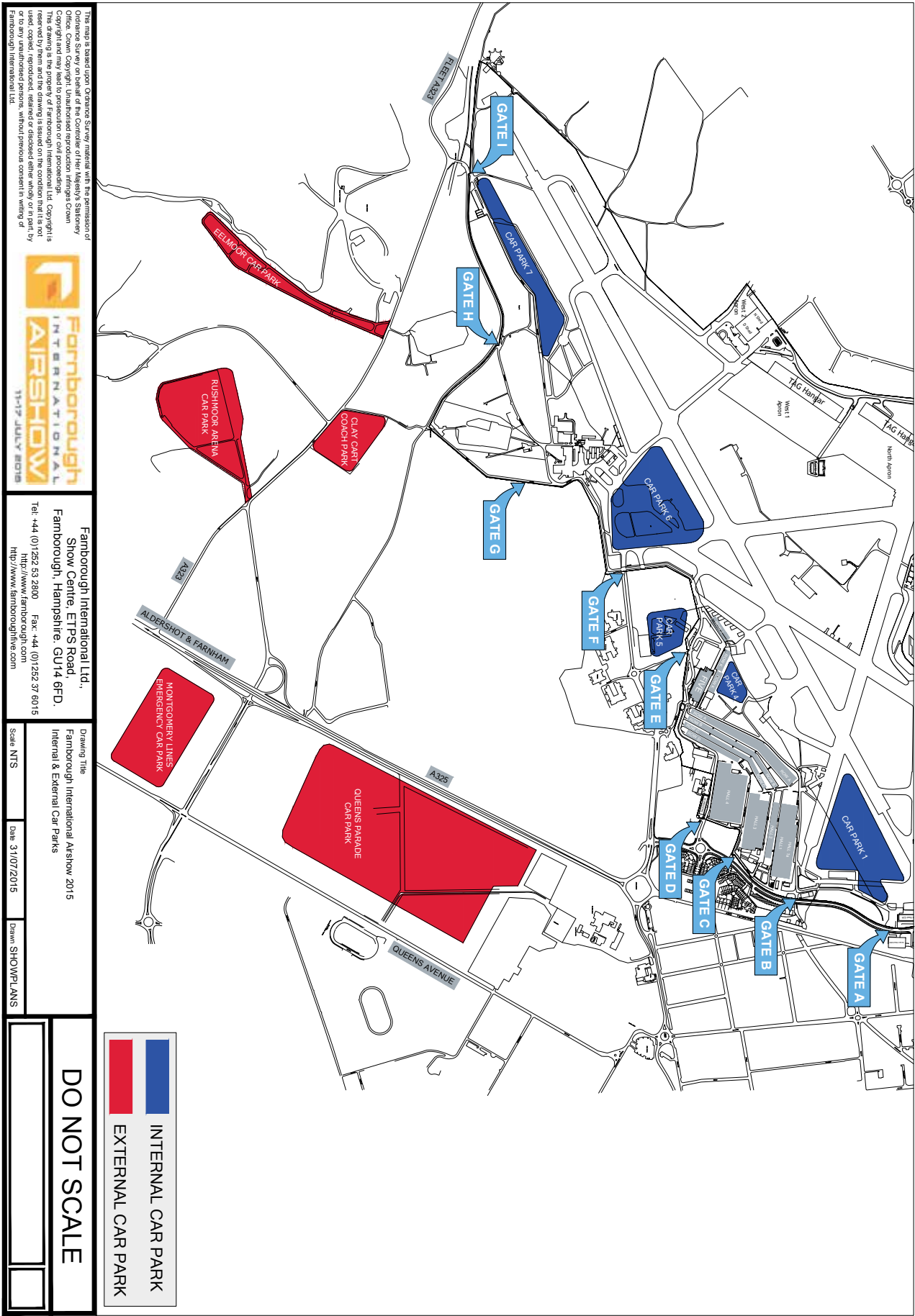
E12. REMOVAL OF AIRCRAFT

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 2016 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.farnborough.com for full details.



Farnborough International Airshow

11-17th July 2016

Farnborough International Limited
ShowCentre
ETPS Road
Farnborough
Hampshire
GU14 6FD
UK

tel +44 (0)1252 532 800
fax +44 (0)1252 376 015
email enquiries@farnborough.com

www.farnborough.com

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ENQUIRIES

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