



FARNBOROUGH
INTERNATIONAL

SPACE SHOW

The Home of AeroSpace Business

19 - 20 March 2025

EXHIBITION REGULATIONS



Dear Exhibitor

Welcome to the Farnborough International Space Show exhibition regulations.

Farnborough International Space Show 2025 (“exhibition”) regulations (“regulations”) together with the terms and conditions of the Application to Exhibit form one agreement governing exhibitors’ participation in the exhibition.

We want your experience of working with us to be as positive as possible, if you have any questions or require any assistance or clarification, our operations team are also available to assist you.

[Contact the team](#)

INTRODUCTION

Farnborough International Space Show 2025 takes place at Farnborough International Exhibition and Conference Centre, Farnborough, Hampshire, UK on Wednesday 19 March to Thursday 20 March 2025 and is organised Farnborough International LTD.

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.

The order forms will be available online through the online portal (E-Net) when paid for Applications to Exhibit are submitted to the Organiser. The order forms should be completed and submitted in respect of the relevant supplier or service by the dates specified. Any conditions stated on the order forms constitute part of the regulations.

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

HELPFUL LINKS

[Online Portal \(E-Net\) login page](#)

[AEV eGuide](#)

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EXHIBITION TIMETABLE

Build Up	Monday 17th March 2025	
	07.30	Halls Open – Self-build contractors onsite.
	18.00	Halls Close – No late working available
	Tuesday 18th March 2025	
	07.30	Halls Open - Self-build contractors onsite.
	14.00	Exhibitor Access
	20.00	All stands must be complete by 20.00
Event Open	21.00	Halls Close – No late working available
	Wednesday 19th March 2025	
	07.30	Halls Open for exhibitors
	09.00	EVENT OPEN
	17.30	EVENT CLOSES
	17.30-19.00	Exhibitor reception
	19.00	Halls Close for exhibitors
	Thursday 20th March 2025	
	07:30	Halls Open for exhibitors
	09.00	EVENT OPEN
	17.00	EVENT CLOSES
17.30-18.00	Removal of hand carriables and valuable items only	
Breakdown	18.00	Breakdown begins* : High visibility jackets and appropriate safety footwear are required once we are in breakdown. <i>*The event must be clear of visitors before breakdown can commence</i>
	23.00	Halls Close : All stands and materials must be clear of the hall.

Stands must be designed to be safely constructed and dismantled within the hours laid out in the exhibition timetable. No late working is available.

BUILD-UP REMINDERS

- Everyone, including exhibitors, accessing the site will be required to wear high visibility jacket and appropriate safety footwear.
- All vehicles, packing materials and surplus equipment or pre-show materials must be removed by 20.00 on Tuesday 18 March. 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.

BREAKDOWN REMINDERS

- No stand may be dismantled, or exhibit removed before 18:00hrs on Thursday 20 March.
- Please note that breakdown will not commence until the hall is free of visitors.
- Shell scheme Exhibitors MUST complete the dismantling of/removal of handheld items from their stand(s) by 1800hrs on Thursday 20 March as the official shell scheme contractor will commence dismantling of the shell scheme from this time and anything left on the stand will be deemed as waste and disposed of.
- Exhibition stands must be completely cleared by no later than 2300hrs on Thursday 20 March. Exhibitors will be charged for any carpet tape or stand construction materials left by their

contractors after this time and the pass system will no longer be operational after this time and no access to the site will be possible or permitted.

ORDER FORMS & OFFICIAL SUPPLIERS

A comprehensive list of Official Suppliers of Farnborough International Space Show 2025 can be found within the [online portal \(E-Net\)](#). If you do not see a supplier's name in this list when you receive correspondence, then you are not ordering from an Official Supplier. Please consult the list within the online portal (E-Net) or contact the [operations team](#) if you are in any doubt.

ORDER FORMS AND TASKLIST FOR EXHIBITION SERVICES

Order forms and a task list including order deadlines for exhibition services are available via the [online portal \(E-Net\)](#), and 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.

YOUR STAND

- Shell Scheme Stands
- Self-Build Stands
- Subcontractors
- Self-Build Exhibitor Responsibilities
- Submissions of Drawings

Please refer to your completed Application to Exhibit for your stand details. If you are unsure of what stand you have booked or would like to upgrade your stand, please contact your account manager. Every exhibitor is responsible for making sensible adjustments to their space and onsite activities to ensure we maintain a safe environment across the show for everyone who is onsite during build up, show open and breakdown.

SHELL SCHEME STAND

A shell scheme is a fully constructed modular stand provided by the Organiser.

Black Shell Scheme

- Standard black octagonal shell scheme
- Black foam PVC infills
- 300mm deep fascia with infills - exhibitor name/show logo
- Finger board(s) - stand no.
- Charcoal Rewind Carpet
- Electrical and furniture package (see page no. 16)



If you have booked a shell stand, your package will include:

- Charcoal coloured rewind carpet
- A back wall 2.5m high (working height 2.4m), fascia including name and stand number
- A dividing wall between adjoining stands
- A pre-show cleaning service (vacuuming and waste removal only)
- Fascia displaying company name

FURNITURE PACKAGES

These can be purchased separately through the Organiser – please contact your account manager to find out more information. They include:



- Mains
- 2x 5ft LED light strips
- 2x 500w 13amp twin sockets
- 2no chairs
- 1no Round Table
- 1no White Counter Unit
- 1no Waste bin
- Furniture colours are specified by the Organiser and contents of the package may vary. Upgrades to the furniture package are available from the Official Supplier.

ADDITIONAL ITEMS

Additional power and electrics, furniture and graphics can be ordered through the online shop within the [online portal \(E-Net\)](#).

FASCIA NAMEBOARDS

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

HEALTH & SAFETY

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

Those exhibitors who have booked a standard shell scheme stand will not be required to submit drawings, details, or a risk assessment for the stand. However, should have a copy available if requested.

SELF-BUILD STAND

The self-build stand includes:

- A pre-show cleaning service (vacuuming and waste removal only)

SELF-BUILD EXHIBITOR RESPONSIBILITIES

Exhibitors are responsible for their own stand design and construction. No stand fitting is provided by the Organiser on self-build sites. It is your responsibility to examine the area and site allotted to you to avoid costly adjustments to stand structures. Where possible the Organiser will provide on request detailed stand plots indicating the position of service ducts.

Stand build regulations contained within this document must be observed by you when planning your stand design and layout. In order to achieve a smooth run up to the exhibition, all exhibitors should provide us with details of their selected contractors. This will enable us to supply them with passes and any additional information they may require.

SUBMISSION OF DRAWINGS

All self-build stands are required to submit their stand plan designs and other relevant, mandatory

documents prior to arrival onsite No stand build may commence prior to obtaining permission to proceed.

All documentation must be submitted [via this form](#) which can also be found on E-Net.

If you have any questions or queries, then please do not hesitate to contact the [operations team](#).

Deadline for all stand plans and accompanying paperwork is **Wednesday 5 February 2025**

The stand plan and safety file must include the following:

1. Plan or drawing of the stand showing dimensions (length, width, height), elevation and cross section. Plans should include details of any ceiling structures, widths and lengths of any canopies, lighting soffits etc.
2. Complete risk assessment and fire risk assessment
3. Complete method statement.
4. Complete construction phase plan
5. Submit public liability insurance
4. For all suspended structures we need technical drawings, including weights and connection points.
5. For any complex stands we require technical drawings and structural calculations.

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, air conditioning, travel distances to exit routes, special risks, demonstrations, seating, and kitchens and bars

STAND CHECK PROCESS

These documents must be submitted via [this form](#).

Approval for or comment on the submitted design will be given by email from the Organiser.

No stand fitting may commence prior to obtaining the Organiser's permission to proceed.

STAND BUILD REGULATIONS

Balloons	Electrics Service & Supply	Stand Number Panel
Batteries	External Stand Build Regulations	Vehicles on Stands
Complex Structures	Flooring	Venue & Local Authority Regulations
Dividing Walls	Floor Loading Restrictions	Walling on open sides
Doors – Vision Panels	Hazardous Substances	Work Equipment & Tools
Double Decker Stands	Height Restrictions	Working at Height
Dust	Lighting	Working Platforms
Early Access & Late working	Ramps	
	Rigging	

Below you will find stand build regulations which must be applied to your self-build stand design. We have highlighted various general regulations which you may find helpful when designing your stand, however, please note that this is not a definitive list of regulations. It is the responsibility of the exhibitor and their contractor to ensure their stand design complies with all applicable stand build regulations detailed in the venue technical regulations.

Failure to comply with the regulations laid out below may lead to your permission to build being revoked and changes to the stand build being undertaken onsite or complete removal of the stand.

The eGuide can be downloaded [here](#)

BALLOONS

Balloons are not permitted at any time on any part of the site.

BATTERIES

The use of batteries to provide mains stand power is strictly prohibited, as batteries are not currently considered to be a safe source of power.

COMPLEX STRUCTURES

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

- Platforms at 600mm and above in height.
- All suspended structures.
- Anything deemed by the organiser to be a complex structure.
-

For all complex stands, drawings and structural calculations must be submitted for onwards submission to the venue, local authority and the independent structural engineers by **Wednesday 5 February 2025**

DIVIDING WALLS

On divided sites, you are responsible for erecting and decorating the side and back walls facing onto your stand areas to a height of 2.5m.

Walls above this height must be clad and decorated on both sides, with the reverse side being decorated from 2.4m upwards and must be finished in a neutral plain colour only.

The minimum height for dividing walls is 2.5m.

The maximum build height for dividing back walls is 4m from the venue floor.

DOORS – VISION PANELS

Where doors are present on your stand they must follow the below guidance;

- The required minimum effective clear width of a door is 800mm.
- Doors must have a vision panel with a zone of visibility spanning from 500mm to 1500mm above the floor. The exception to this is doors to small storerooms, where a small panel may suffice.
- Emergency exit doors must open outwards in the direction of escape.
- Doors must be recessed where they open on to public circulation areas, e.g. they must not open directly on to a gangway.
- Sliding doors are not acceptable as emergency exit doors.

DOUBLE DECK STANDS

Double deck stands are not permitted.

DUST

There is zero tolerance on dust-creating activities in the halls to avoid additional hazards from coughing and reducing cleaning requirements. All dust must be extracted at source by mechanical means. MDF and chipboard must not be machined on site, as the dust produced is hazardous to health.

EARLY ACCESS & LATEWORKING

Construction of self-build stands and installation of exhibits may begin at 0730hrs on Monday 17th March and must be completed by 2000hrs on Tuesday 18th March. Contractor passes are only valid until 2000hrs on Tuesday 18th March. No construction work will be permitted after this time.

ELECTRICS & SERVICE SUPPLY

Exhibitors and contractors must comply with The Electricity at Work Regulations, the IEE Wiring Regulations, the EVA Electrical Regulations and the venue's electrical regulations. All work must be carried out by competent and qualified electricians and all temporary installations must be protected by an RCD and inspected before power is supplied to the stand. All electrical installations should be carried out by the official supplier.

During build-up, initial connections are made as early as possible, but in some cases, this could mean opening morning if the stand (or block of stands) is not complete.

You or your contractors are advised to contact the Official Supplier to arrange a temporary power supply for actual construction of your stand if required. Power must not be taken from cleaners' sockets or other hall sockets.

The power to all stands will be switched off 30 minutes after the close of the show each day. Please also remember to order a 24-hour supply for the open period if required.

- **ORDERING ELECTRICAL SUPPLIES**

In all cases, exhibitors should complete the relevant order form through the [online portal \(E-Net\)](#) by the due date to avoid any additional costs.

- **LOCATION**

Drawings must also be sent with the following information

- location of mains position
- dimensions
- orientation
- positions of any additional under floor works you wish to be carried out by the Official Supplier at an additional cost.

The nominated Official Supplier will order the mains to the position based on information given by the exhibitor / stand contractor for the exhibition.

- **MAINS CABLE & OTHER CABLES**

Where the cable exits the duct, it is the responsibility of the exhibitor / stand contractor to incorporate the mains cable, mains box and nominated contractors switch gear into the design of the stand and the means for them to be installed.

There are many ways to incorporate a mains cable into stand design.

- Build a platform
- Cable ramping / matting / capping
- Install a wall over the duct
- Install a store / void / office space

Additionally, please note that if you require electrical connections and distribution around your stand, it is the responsibility of the exhibitor to ensure all of the cables are protected and safely secured on the stand e.g. platform or rubber matting, or plastic capping.

To avoid trailing cables across stands you may need to order additional mains. Please contact the Official Supplier for more information.

Any alterations to an exhibitor's electrical location, after form submission, may be chargeable. Alterations cannot be guaranteed. It is the exhibitor's responsibility to ensure power requirements are requested accurately.

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.

- **POWER SUPPLY**

It is the exhibitor's responsibility to order adequate power supply for the stand. Failure to do this will result in delays onsite and could be a fire risk. Onsite checks will be carried out by the appointed Health & Safety Officer, as well as the Official Supplier. In all cases, the decision of the Organiser and its appointed representative is final.

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 supplier for alterations to supply locations on site following the form submittal closing date.

- **24-HOUR POWER**

During the open period, standard mains will be switched on and off daily, half an hour before and after the event opens and closes respectively, unless you order 24-hour power.

If ordering 24-hour power supplies, this will be switched on half an hour before the start of the event and turned off 30 minutes after the event closes of the last day.

Any vehicles that require power overnight must contact the organiser in advance.

- **ELECTRICAL TESTING**

Every electrical circuit in a temporary installation (such as at an exhibition) requires additional safety testing when it is installed. This change affects the whole UK and is not specific to the exhibition industry, our show or venue.

- **SHELL SCHEME EXHIBITORS**

Shell scheme installations are relatively simple, are installed by the Official Supplier but there are a lot of them. Therefore, we have been able to minimise the costs of testing any one installation. When

shell scheme exhibitors order any additional electrical item from the order form, they will automatically be charged a one-off flat fee of £18.00+vat to test their stand. This contributes towards the cost of the testing, the Official Supplier will do the test and there is nothing else the exhibitor needs to do.

- **SELF-BUILD EXHIBITORS WHO USE THE OFFICIAL SUPPLIER TO INSTALL THEIR ELECTRICS**

Most exhibitors building their own stand use the Official Supplier to do the electrical installation for them. When the Official Supplier quotes for the installation, they will also automatically include the cost of the additional testing (£18.00+vat). Please bear in mind this cost will vary depending on the complexity of the installation.

- **SELF-BUILD EXHIBITORS WHO BUY THE MAINS ONLY AND USE THEIR OWN ELECTRICIANS TO INSTALL THEIR CIRCUITS**

A few large exhibitors buy only the mains supply from the Official Supplier and their own stand builder's electricians do the installation. When they order this 'mains only' supply the Official Supplier already do some checks and approve them as being competent to do their own installation. This process will now be more rigorous and the stand builder's electrician will now need to be approved as competent to install and test their own installation. If the stand builder's electrician cannot or does not want to do their own testing then the Official Supplier can quote for that work. PLEASE NOTE: Some electrics on stands are designed as 'plug and play' this means that often the stand builder's electrician who comes onsite is not a qualified electrician as they are only plugging items together. However, these electrics now need to be tested once they are all plugged together. If you have qualified electricians on your stand, they will be able to do this test themselves and there will be no additional cost to you. However, if your "electricians" are not qualified then you will need to ask your stand builder to bring someone who is qualified or get a quote for the testing from the Official Supplier.

The Official Supplier is Showlite, contact:
E: Exhibitorsales@showlite.co.uk

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

- **MAINTENANCE OF SUPPLIES**

You must permit the official supplier unrestricted access to inspect your electrical installation during the build-up, show week and the breakdown.

During the exhibition, the Official Supplier will maintain the mains supply throughout the Hall, 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 Supplier will not be responsible for the maintenance of installations carried out by other electrical contractors unless insurance cover has been taken out with the official electrical supplier prior to the exhibition.

Any faults occurring to an exhibitor's installation or the main electrical supply as a result of poor exhibitor installations or faulty exhibitor equipment will be chargeable to the exhibitor concerned.

This includes nuisance tripping of any RCD's. The Official Supplier 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 Supplier prior to the exhibition.

FIRE PRECAUTIONS & SAFETY

There are strict rules governing what materials can be used to build stands and these will be covered by the venue's regulations. Exhibitors and contractors must ensure that they are followed. In general, you are not permitted to build your stand with anything that is flammable or non-flame resistant unless it has been treated.

All stand construction and displays must be made from fireproofed materials and installed to the satisfaction of the authorities.

Any goods attached to your stand will constitute part of your stand and will be subject to these regulations.

Stand holders must ensure that they comply with these standards before finalising their stand designs. The regulations require all employers to conduct a Fire Risk Assessment of their workplace and make provisions to maintain a safe place of work. Copies of fire risk assessments must be submitted to the Organiser together with copies of the stand drawings by **Wednesday 5 February 2025**

FIRE PRECAUTIONS TO EXHIBITON STANDS WITHIN THE EXHIBITON HALL

Flammable materials used in the construction of stands and/or the decoration of those stands will be strictly limited to class 1 surface spread of flame as specified in British Standard 476: Part 7.

No explosives, chemicals, flammable, dangerous, harmful, or noxious substances may be exhibited. Access to stands must be provided to HFRS and FARNBOROUGH INTERNATIONAL Safety Officers at all reasonable times, for inspection purposes.

The cooking of food products on exhibition stands is prohibited.

Exhibitors are responsible for the safe demonstration of working exhibits. All such exhibits which create a risk to visitors must be protected with guard rails or other suitable protection.

Exhibitors must ensure that staff employed within the exhibition halls are fully acquainted with the emergency escape routes, location and method of operation of the fire alarm system, and location and method of operation of portable firefighting equipment, as specified in the Fire Risk Assessment. Exhibitors will be responsible for ensuring that refuse is not permitted to accumulate in or near the exhibition stands.

Hydrants are provided solely for firefighting. Their use for any other purposes is forbidden. It is also forbidden to block access to any fire hydrant and suitable access hatches and markings should be installed if hydrants are to be obscured.

FLOOR LOADING RESTRICTIONS

The maximum floor loading capacity is 15 kN per metre square on the ground floor in the exhibition hall.

HAZARDOUS SUBSTANCES

The requirements of the Control of Substances Hazardous to Health Regulations 2002 must be adhered to. The storage of any substance controlled under COSHH must be discussed and its use agreed in advance with the [operations team](#) for example no use of solvent paints or varnishes. solvent thinners, two-pack solvent fillers of cleaning fluids.

HEIGHT RESTRICTIONS

The overall height of standfitting for single storey stands including graphics panels or lighting, may not exceed a maximum height of 4m above ground level.

LIGHTING

Low level lights, which generate heat, should have guards fitted to safeguard members of the public and prevent unnecessary accidents.

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

POP-UP STANDS

Pop-up stands may not be used to form dividing walls on space only sites. If you are considering a pop-up stand display, a shell scheme stand must be purchased, or dividing walls constructed. For further information, please contact the [sales team](#).

RAMPS

All space only stands with a platform greater than 5cm must include ramp access in order to comply with current accessibility and safety regulations. Access ramps must follow the below regulations;

- Stands that are 20sqm or over with platforms that exceed 5cm should incorporate a ramp into their stand design. The access ramp must not exceed the limits of the stand area.
- Stands less than 20sqm with a platform that exceeds 5cm should also provide access to the stand via a ramp, however, it is permitted for these stands to use a portable ramp if there is not sufficient space to incorporate within the limits of the stand area.
- Level landings shall be provided at the top and bottom of ramps and any intermediate position where exit doors open on to them.
- The minimum width of the ramp should be 1m.
- In accordance with DB-SUA 1, the ramps will have a maximum slope of 10% when their length is less than 3m, 8% when their length is less than 6m and 6% in all other cases.

RIGGING

For utilising the space above the stand area there will be an opportunity fee charged by the organiser. Please contact sponsorship@farnborough.com to enquire.

This fee from the organiser does not include any production or rigging costs. The exhibitor (or their appointed contractor) is responsible for arranging the production of the banner(s) and for ordering the rigging directly with the official rigging supplier.

The suspension (rigging) of banners from the internal roof is permitted in hall 1 subject to the criteria below being adhered to.

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

- a) Banners are only permitted above self-build stands within the stand area.
- b) A 1.0m clear zone around the perimeter of the stand must be maintained.
- c) Banners may only be suspended so that the bottom of the banner **4.5m high from the ground**.
- d) Banners are not permitted to be rigged higher than **6m (from the top of banner/signage)**. Truss can be rigged to a maximum of 7m to the top however any branding/signage on this needs to be at a maximum height of 6m to the top.

RIGGING AND MATERIALS

- Must be agreed with the official rigging supplier.
- All submissions for rigging must be supported by rigging plans showing the location of each banner in relation to the hall and stand layout using metric measurements.
- Any changes required due to incorrect rigging plans will be subject to additional fees.

- Before any banners are rigged they must be inspected by the official rigging supplier. The Organiser and their appointed supplier reserve the right to not suspend any items that they deem unsafe or not suitable for purpose.
- Only the official rigging supplier is permitted to install rigging within the hall. Their qualified riggers will install the lifting point, attach hoists, or drop wires, and attach the flown items.

COMPLEX RIGGING

Complex rigging or suspended loads/structures refer to rigged, custom-built/bespoke structures including items that have been constructed from non-modular materials, e.g. wooden structures and exhibits.

An onsite complex rigging sign-off is required for all stands with custom-built or bespoke suspended structures. Onsite all complex rigging or 'suspended loads' must be inspected by an independent structural engineer before being hoisted or connected to any rigging points. It is the stand contractor's responsibility to inform the onsite health & safety team when they are ready for the structure to be inspected.

All complex rigging must follow the following guidance;

- Bolts must be used on all joints and connections. Screws are not acceptable for joining members together.
- Rated, closed lifting eyes only are to be used; they must be integrated into the design and suitably bolted through the structure.
- Lifting points should be clearly identified and be suitable for the lifting operation.
- Materials used in construction must be of a suitable nature and quality for their intended use. See Fire & Safety Regulations.

STAND NUMBER PANEL

It is the responsibility of the self-build exhibitor to ensure your stand number is displayed on your stand.

VENUE & LOCAL AUTHORITY REGULATIONS

All work must be carried out in compliance with the regulations of the venue and local authority. If an exhibitor erects a stand which does not conform fully and in all respects to the requirements of the organiser, venue and local authorities, the organisers reserve the right to alter, demolish or reconstruct the stand at the exhibitor's expense and to make it conform to the regulations and requirements. Local authority decisions are final.

WALLING ON OPEN SIDES

Long runs of walling must be avoided, particularly along the perimeter of the stand.

If more than 1m high, walling must not occupy more than 50% of any one side.

If stepped in by 1m from the perimeter, walling over 1m high can exceed 50% of the length of any one side.

WORK EQUIPMENT & TOOLS

Exhibitors and contractors have duties under the Provision and Use of Work Equipment Regulations (PUWER) to ensure that all tools are fit for purpose and safe to use. All dangerous moving parts such as circular saws must be guarded with controls to prevent unauthorised use. The use of battery powered tools is strongly encouraged to reduce trailing cables and risk of electrical hazards. Power tools are to take power from the 110v centre tapped earths provided and not from cleaner's sockets which are 240v. Those using mains powered tools must ensure that cables are not trailed across aisles. All portable electrical equipment must be subject to a suitable portable equipment testing regime.

WORKING AT HEIGHT

Working at height is a high-risk activity and close attention will be taken on working practices during the build and dismantling of stands. Where possible working at height should be avoided and if unavoidable should use work equipment or other measures to minimise the distance and consequences of a fall should one occur. Working at height is to be in accordance with LOLER and the Working at Heights Regulations. As such, all working at height is subject to risk assessment.

For further advice on working at height safety, please visit the [Stop the Drop](#) website or contact the [operations team](#).

WORKING PLATFORMS

All mobile elevated work platforms (MEWPS) must comply with LOLER and have had a thorough inspection (TI) in the previous 6 months.

All working platforms are to have a guardrail, mid rail and toe board.

Mobile access towers must be correctly constructed and must be fit for purpose. Outriggers are to be used correctly with the correct height to width ratio (3.5 x shortest base width indoors and 3 x shortest base width outdoors). Mobile access towers may not be moved whilst in use and wheels must be locked off.

Ladders must be footed or tied off and used in accordance with construction (health, safety and welfare) regulations.

The use of domestic ladders and steps is strictly forbidden.

All of the above are a summarised guide. For full details on any particular aspect, you must seek professional advice for instance look on the HSE website www.hse.gov.uk or feel free to seek advice from the [operations team](#).

HEALTH & SAFETY

Policy Statement
Health & Safety Considerations
CDM

Exhibitor & Contractors Legal
Duties
Exhibitor & Contractor Welfare
Insurance

Risk Assessments &
Method Statements
Show Specific Rules

Overview - It is very important that you read this section.

Farnborough International Space Show is committed to the highest possible standards of Health and Safety Management.

Its strategies for the event's build-up and break-down phases are detailed in its Construction and Dismantling Phase Plan and Risk Assessments. Farnborough International Space Show also supports exhibitors and their contractors in relation to exhibit structure safety and legal compliance through its drawing and safety plans review and advisory process. Additional safety and security assessments are in place for the show open period.

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

We thank you for your attention to the eGuide's rules and to the ancillary information in these regulations. We remind all event participants that they are legally responsible for their own health and safety arrangements and legal compliance and that their own risk assessments may reveal the need for measures beyond the eGuide or Farnborough's ancillary rules. If you have any questions, please contact the [operations team](#) for clarification.

HEALTH AND SAFETY CONSIDERATIONS

Exhibitors should be aware of their responsibilities and obligations under the current UK Health and Safety law to ensure the safety of their staff and visitors. It is the responsibility of the exhibitor to undertake a suitable and sufficient risk assessment for their participation at Farnborough International Space Show. You must update this as required and notify all relevant parties as to any potential hazards they may encounter onsite. Please ensure you have a copy available on the stand.

CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS – CDM

In April 2015 the Construction (Design and Management) Regulations were revised to apply to all 'construction' activities in the UK including all those at the event build up and break down periods of exhibitions.

The result of this is that you now need to be aware of and deliver your duties as laid out within the regulations. You will notice below the repeated use of the word "must", which means these are duties that must be complied with under UK law and change in regulations.

There is compulsory documentation that you will have to produce for the management of your exhibition stand, these requirements within the Farnborough international Space Show CDM Regulations which can be found within the online portal (E-Net). The regulations are intended to provide a framework to help you ensure that your stand is constructed safely and help you understand your obligations.

The key principles to manage construction safely are:

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

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

EXHIBITOR & CONTRACTORS' LEGAL DUTIES

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

- Appoint a competent person to be responsible for health and safety on site.
- You **MUST** carry out suitable and sufficient risk assessment of all your activities and obtain relevant risk assessments from your contractors or sub-contractors. Exhibitors must obtain supporting method statements for the building and demounting of your stand. If you have a shell scheme stand the Organiser has obtained the shell scheme contractor's risk assessment on your behalf.
- Ensuring that your staff and subcontractors' staff working on site are informed of the site rules and health and safety arrangements which are detailed below and you must ensure so far as you reasonably can that they follow them.
- Ensuring that all your staff, contractors' and sub contractors' staff are familiar with the venue's emergency procedures which can be found within the online portal (E-Net).

STAND DESIGNER'S LEGAL DUTIES

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

Items to be submitted to Farnborough International by exhibitors, exhibitor contractors' and Organiser contractors:

- Name and contact details (including out of office telephone details) of the nominated health and safety representative on site
- A suitable and sufficient risk assessment covering all hazards involved in the build and dismantling of the stand (not required for shell scheme stands).
- A copy of a method statement confirming the nominated health and safety representative on site plus a description of how the stand will be constructed and dismantled (not required for shell scheme stands).
- Your risk assessment, method statement and construction and dismantle phase plan must also demonstrate how you will implement COVID-19 safety measures during build and breakdown. In order to review physical distancing, you must also be able to show distancing between furniture and other fixed elements of your stand.
- A copy of your stand plans, including height dimensions, any rigged items, construction and material details (not required for shell scheme stands).

- Notification and supporting risk assessments for any activity on your stand that represents a significant risk. This includes but is not limited to the following:
- Vehicles on stands
- Flammable substances or naked flame
- Pressurised gases such as LPG
- Hazardous chemicals and substances
- Ionising radiation
- Water features
- Demonstrations
- Visitor treatments - e.g. massage

Please note that all health & safety documentation must be specific to the show and specific to the work activities performed by the contractor and clearly state the stand number and client name it refers to.

The method statement must include a name and mobile number of the person responsible for the management of the stand during the build and dismantling periods.

EXHIBITOR & CONTRACTOR WELFARE

We all have a duty of care to help and support event industry professionals and here at Farnborough International, the safety and wellbeing of everyone onsite is one of our top priorities. Everyone has a role to play to look out and care for our colleagues and peers and we can all do this by taking the following steps:

Don't request or plan for stand designs that cannot be safely and comfortably constructed and dismantled during the published time available.

- Provide sufficient amount of onsite crew to reduce long working hours.
- Ensure adequate breaks for staff.
- Everyone on site should have access to drinking water, catering facilities and rest rooms.
- Be kind. Be considerate.

INSURANCE

Exhibitors/contractors are required to obtain and provide insurance protection for all third-party risks with a minimum cover of £1,000,000 and to ensure that the Organiser is covered by such insurance protection in respect of the exhibitor's participation in the exhibition. Public liability insurance documents must be uploaded as part of your stand plan submission.

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 show, the exhibitor can apply to the Organiser's insurance brokers. Please contact [operations](#) for more information. Failure to comply with this requirement will result in the exhibitor being prohibited from access to the exhibition.

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.

ORGANISER'S INDEMNITY

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

RISK ASSESSMENTS & METHOD STATEMENT

All self-build stands are required to submit a full risk assessment and method statement for the design, construction and arrangement of their stand with both documents being submitted along with stand plans.

Those exhibitors who have booked a standard shell scheme stand will not be required to submit drawings, details, or a risk assessment for the stand. However, should have a copy available if requested.

[Risk Assessment Guidance](#)

[Risk Assessment Template](#)

[Method Statement Guidance & Template](#)

[CDPP Guidance](#)

For further information please contact the [operations team](#).

Exhibitors are also required to have a risk assessment for any stand activities taking place on their stand during show open and may also be required to produce a method statement for certain activities at the organiser's discretion. These do not need to be submitted to the organisers unless requested, but a copy of these documents must be available onsite should they be required.

FIRE RISK ASSESSMENT

All exhibition stand holders are required to conduct a Fire Risk Assessment. A copy of the assessment should be submitted to the organisers, together with copies of the design drawing. The fire risk assessment should cover periods of construction and exhibition periods.

SHOW SPECIFIC RULES

The site rules can be viewed via the [online portal \(E-Net\)](#) for the build and breakdown of the event. The site rules are enforced to ensure all parties are protected as far as reasonably practicable; it is important that these are circulated to anybody that is coming onto site.

VENUE & GENERAL INFORMATION

Address	Dilapidations	Publications & Media
Aisles & Gangways	Drones	Radios & Mobile Phones
Alcohol, Drugs & Smoking	First Aid & Accidents	Selling
Audio Visual Equipment	Fly Posting	Site Rules
Catering	Medical Centre	Stand Access
Cleaning & Waste Removal	Noise	Vehicles Access
	Other Events	Wifi
	Parking	

ADDRESS & ACCESS

The event is held at Farnborough International Exhibition & Conference Centre.

Please refer to [click here](#) for full details on how to access the site.

When you arrive onsite you will be met by the traffic team who will issue a vehicle label and direct your vehicle to the hall/car park.

On the event live days if travelling by foot, access to site is via Gate B (GU14 6XE).

If you are coming by rail, Farnborough International Exhibition & Conference Centre is a short taxi ride away from four stations- Farnborough Main, Farnborough North, North Camp and Aldershot.

FISS will be operating a free of charge electric shuttle bus to and from Farnborough Main train station through the duration of the event live days.

For more information on getting to the venue [click here](#).

AISLES & GANGWAYS

Exhibitors and contractors are not to leave items in the aisles. Exhibitors/contractors must remove all waste materials other than small items. Designated emergency aisles must always be kept clear - a floorplan of the emergency gangways can be found in the on-site Organisers' office. Please ensure you adhere to these rules to ensure a safe & accessible build-up and you must co-operate with onsite Health & Safety Team.

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

ALCOHOL, DRUGS & SMOKING

The consumption of alcohol onsite during build up and breakdown phase is strictly forbidden. The taking of illicit drugs is strictly forbidden at all times.

Smoking and vaping will only be permitted in dedicated smoking areas signposted onsite.

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 show. 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 show 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

CATERING

ALL exhibitors MUST use the in-house venue caterer Amadeus. The venue's hospitality catering partner holds exclusive rights to supply any food or drink, including alcohol, for hospitality on Exhibition stands and in other areas associated with the event, unless specifically agreed otherwise by the venue in writing.

Any permission that is granted to an exhibitor to supply their own food and drink, they must comply with the legislation laid down in the eGuide and by the venue and a concession fee may be applied. The Organiser has the right to confiscate prohibited items.

FOOD AND DRINK SAMPLING

Any proposed food and drink sampling activity must be notified in writing to the Organiser.

The Organiser has the right to reject any sampling activity that is deemed inappropriate or conflicts with a sponsor or official service provider. Sampling of alcoholic beverages is strictly prohibited.

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

- Bite-sized portions
- Individually wrapped items (for off-Site consumption only)
- Soft and Hot Drinks - 50ml (1.75 fl oz)

CHILDREN

Children under the age of 16 will not be permitted in the halls during build and breakdown under any circumstance.

CLEANING & WASTE REMOVAL

A pre-show cleaning service (vacuuming and waste collection only) is included within your package. To order any additional cleaning or waste removal, please contact the official supplier.

RECYCLING

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

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.

Exhibitors and/or their contractors should also be aware that paint/chemicals, fluorescent tubes, lamps, electrical/electronic items of equipment, oils or other toxic or noxious substances must be disposed of in a properly controlled manner. The official waste removal supplier can provide appropriate facilities for their safe disposal and should be contacted accordingly. Any subsequent rubbish or excess materials not cleared prior to the Exhibition, or at the end of the dismantling period, will be removed at the expense of the Exhibitor by the official cleaning contractor.

Any rubbish or materials left in the gangways, designated pedestrian walkways or around the halls after 2300hrs Thursday 20 March will be removed by the official waste supplier. The exhibitor/contractor responsible for aforementioned rubbish/materials will be invoiced for the cost of removing the goods accordingly.

The sole official supplier of waste management services to the show will be the only supplier permitted to provide skips and waste bins to the site and all skips and bins must be ordered directly with them, and in advance as it can take up 48 hours for delivery depending on availability.

TIPS FOR WASTE MANAGEMENT

Contractors should be reviewing their stand build materials to plan for as much pre-fabrication as possible. Please consider modular systems, materials that are recycled/recyclable and that can be reused to reduce the amount of unnecessary waste generated onsite, this also includes packing materials.

All stand contractors must include details on how they will manage their waste in their Method Statement submitted as part of the stand plan submission process.

Only bring stand fitting, marketing material and associated packaging that is absolutely necessary as excess material often ends up as excess waste.

For those materials that they do bring - only bring materials onsite that are recyclable. Help us maximise recycling by using the appropriate waste bins in the hall where there is a choice.

DEMONSTRATIONS & ENTERTAINMENT

Any demonstrations must be carried out in accordance with the below regulations. A risk assessment must be completed and available on-site. Failure to produce a risk assessment may result in the demonstration being temporarily suspended whilst the safety of the demonstration is ensured.

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

DEMONSTRATIONS/NOISE

If any presentation/demonstration is deemed to be above an acceptable noise level, we reserve the right to cancel the presentation/demonstration. We would expect all exhibitors to show consideration for other exhibitors in the area. The Noise at Work Regulations 2005 and the Environmental Protection Act 1990 will be enforced onsite.

LIVE PERFORMANCE/ENTERTAINMENT

If you are planning on having a live performance/entertainment you are required to notify us of these plans by visiting your "Tasks" and sharing your stand activities.

Unless otherwise agreed with the Organisers all performances must take place inside the stand space.

Presentations on products or services offered by the exhibiting company are permitted at any time during the show open times however they must abide to the following:

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

- If AV equipment is used on the stand then the speakers must be positioned to face inwards of the stand design.

If you would like any more information on the restrictions or guidance on your planned activity, then please do not hesitate to contact the [operations team](#).

DILAPIDATIONS

Please remember that you are responsible for rectifying any damage caused to the fabric of the exhibition buildings, by you, your agents or contractors. In your own interests you should satisfy yourselves as to the condition of your stand site before the building of your stand and after its clearance. It is essential to use a recognised adhesive tape when fixing any carpet directly to the hall floor as all carpet tape must be removed at the end of the exhibition. The correct tape can be purchased from the organising office onsite at the exhibition. Any charges incurred by the Organisers as a result of failure to remove carpet/carpet tape will be passed onto the exhibitor. The stand space must be completely clear and clean by the end of the dismantling period. Any waste left behind is subject to a charge.

DRONES

Drones are strictly prohibited.

FIRST AID & ACCIDENTS

First Aid can be found at the Medical Centre located in Hall 1. If you require medical attention, please contact the Organisers office or any member of the exhibition team.

All accidents and near-misses must be reported to the Organisers via the Organisers' office.

FLY POSTING

Please note that Farnborough International Space Show 2025 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. Please contact your account manager for further details.

INTERNET AND WIFI

When different Wi-Fi networks compete for air 'time' unfortunately everyone is a loser, so the venue's policy precludes the use of proprietary Internet access devices such as routers and hotspots from mobile devices. We want to ensure that everyone enjoys a reliable and stable connection.

If you plan on hosting a virtual conference, streaming 4k video content, demoing your new website or software or simply want to access your back-office applications? Order a secure and reliable Internet connections for your stand through the Official Supplier.

Although there is a free public Wi-Fi service at the venue, this is only suitable for general browsing and email.

NOISE

If the Organiser deem the level of noise from an exhibition stand to be an inconvenience to other exhibitors, then the Organiser reserves the right to turn the sound off.

ORGANISERS RIGHTS TO CHANGE STAND AND FLOORPLAN LAYOUT

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

PARKING

Free parking in the onsite car parks is provided for show pass holders only. Traffic marshals will direct you to one of our car parks on arrival.

No vehicle will be permitted to park in any area other than the recognised car/coach parks. Accessible parking will be provided for attendees with mobility challenges. Please ask the traffic marshals for directions on arrival to the venue.

PUBLICATIONS & MEDIA SERVICES

PUBLISHING AND SELLING RIGHTS

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

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. Approved and authorised organisations will be given prior written agreement for distribution rights at Farnborough International Space Show. 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 show, please contact the show Organiser for details.

ERRORS AND OMISSIONS

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

SECURITY

ADVICE FOR EXHIBITORS

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

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

SITE INDUCTION

A 'site briefing / induction' will be emailed out to all exhibitors and contractors ahead of the show. This is applicable to anybody coming onsite during the build-up and breakdown of the event. Please ensure that all staff have seen this before coming onsite.

SITE RULES

The site rules can be viewed via the [online portal \(E-Net\)](#) for the build and breakdown of the event. The site rules are enforced to ensure all parties are protected as far as reasonably practicable; it is important that these are circulated to anybody that is coming onto site.

STAND ACCESS

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

SUSTAINABILITY

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

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

Destination Zero is our commitment to becoming a leading sustainable business, events venue and event Organiser. Our aim is to operate with net zero carbon emissions through concentrating our efforts and actions across four strategic pillars, to be able to deliver exceptional events and experiences for years to come.

Please [click here](#) for more information.

VEHICLE ACCESS

Please [click here](#) for full details of accessing the site.

NOTE: All vehicles entering or leaving the exhibition site may be searched.

The following rules apply:

- a) 10mph speed limit on site and normal rules of the road apply when driving around site.
- b) 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.
- c) Do not wait at the hall as you will be moved on by traffic marshals. If you are instructed to move by a traffic marshal, please adhere to this immediately.
- d) Do not park on double red lines unless permitted by CSP traffic marshals
- e) Avoid obstructing a point of access or exit
- f) Pay special attention to metal duct plates on the car parks and within the venue and avoid them where possible.

LOGISTICS, LIFTING & DELIVERIES

CEVA Logistics
Couriers

Deliveries
Lifting

Storage

CEVA are our Official Supplier for Farnborough International Space Show 2025.

For any further information on their services please contact them directly:

Contact: Chris Hughes
Email: chris.hughes@cevalogistics.com
Phone: 07771 846438

Please log into the [online portal \(E-Net\)](#) for their order form and contact CEVA for shipping instructions or for any queries.

COURIERS

Then we strongly recommend that you consider booking the pre-show warehouse handling option with the Official Supplier. It will not only save you time but could also save you money.

Send your goods around two weeks before the show and they will be stored and delivered directly to your stand when you are ready for it. Speak to the Official Supplier now to see how they can help.

DELIVERIES

Farnborough International Exhibition and Conference Centre does not have any storage facilities for early deliveries. All deliveries must be arranged for when you are onsite to receive them. Please ensure the delivery includes:

Company Name / Recipient Name
Stand number
Farnborough International Space Show
Hall 1, Stand Number
c/o Farnborough International Exhibition & Conference Centre
Farnborough
GU14 6TQ

Any freight must be handled by the Official Supplier CEVA.

The venue nor the show Organisers will accept or sign for any deliveries. All courier deliveries will be directed to the Official Supplier.

LIFTING

The use of powered mechanical handling equipment (PMHE) at Farnborough International is strictly controlled. The Organiser has appointed CEVA 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. CEVA is the only company permitted to provide a lifting service for hire and reward at Farnborough International Space Show and within the 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 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 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.

STORAGE

No excess stock, literature, or packing cases may be stored around or behind your stand. If you require storage whilst on site at the exhibition (e.g empty cartons, boxes, literature etc.), please contact the Official Supplier for a quote. They will collect items from your stand, store them and promptly return them to you during breakdown.

Be sure to collect packing labels from the Official Supplier during build-up. If packing material are found un-labelled onsite, it may be treated as waste and removed.

BADGES & PASSES

Contractor Passes
Exhibitor Passes

Media Accreditation & Passes

Site Access Times &
Entrances
Visitor Passes

CONTRACTOR PASSES

All stand contractors must register themselves through the [online portal \(E-Net\)](#). After registering, you will receive a confirmation email which you must present on arrival where you will be issued with a contractor wristband.

All contractors will be required to register their details and acknowledge the site rules prior to being issued a contractor pass.

Please note:

- Contractor passes are NOT valid to gain entry to the exhibition halls during the show-open period.
- Access to the venue during build-up and break-down periods is subject to persons wearing appropriate PPE; see the site rules further detail.

EXHIBITOR PASSES

For security reasons every member of your stand staff must wear an exhibitor badge in order to gain admission to the hall. This provides access to the show during build up and breakdown times as well as the open period. It is requested that exhibitors wear their badges at all times during the event.

It is the responsibility of the main stand holder to order and register badges for each person that will be working on the stand during the show as exhibitor badges are non-transferrable.

Please see the [online portal \(E-Net\)](#) dashboard page for the link to register.

Children Admittance will be refused to persons under the age of 16 years

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 is available via the FISS2025 [website](#). 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.

SITE ACCESS TIMES AND ENTRANCES

WHO AM I?	WHAT TIME CAN I GET ON SITE?	HOW DO I ACCESS THE SITE?
Contractor	07:30	BUILD-UP & BREAKDOWN In a vehicle - through gate F On Foot – via gate B EVENT OPEN DAYS – No Access
Exhibitor	07:30	BUILD-UP & BREAKDOWN In a vehicle – through Gate A EVENT OPEN DAYS In a vehicle – through Gate A On Foot – Via gate B Arriving by train – Taxi Rank outside the station and a free shuttle bus running on the open days
Delegations	09:00	BUILD-UP & BREAKDOWN – No Access EVENT OPEN DAYS In a vehicle - through Gate A On foot – via Gate B Arriving by train – Taxi Rank outside the station and a free shuttle bus running on the open days
Visitors Media	09:00	BUILD-UP & BREAKDOWN – No Access EVENT OPEN DAYS In a vehicle - through Gate F On foot – via Gate B Arriving by train – Taxi Rank outside the station and a free shuttle bus running on the open days

VISITOR PASSES

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

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

Visitors will be required to register in advance before entering site. A PDF pass will be emailed after registration. All persons attending the show should print their badges of in advance of attendance. All passes will be scanned at the gate to enable entry.