

Contractor Handbook

Please ensure that you read through this document carefully. You are responsible for ensuring that you and your team have familiarised yourself with this information *before* coming onsite.

You must also ensure you have read through and shared the [Exhibition Regulations](#)

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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
	21.00	Halls Close – No late working available
Event Open	Wednesday 19th March 2025	
	07.30	Halls Open for exhibitors
	09.00	EVENT OPEN
	17.30	EVENT CLOSES
	17.30-19.30	Exhibitor reception
	19.00	Halls Close for exhibitors
	Thursday 20th March 2025	
	07:30	Halls Open for exhibitors
	09.00	EVENT OPEN
	16.30	EVENT CLOSES
17.00-17.30	Removal of hand carriages and valuable items only	
Breakdown	17:30	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.

Useful Contacts & Emergency Procedures

Organisers Office:

Please visit us at the West Entrance in Hall 1 if you have any queries throughout the duration of the event.

You can also contact us on 07521 777260 or email us operations@farnborough.com

**EMERGENCY
NUMBER
01252 636999**

FIRE

To be safe in a case of a fire you should ensure that you know:

1. How to raise the fire alarm if you discover a fire
2. Where the fire escape / evacuation routes are
3. What the fire alarm signal sounds like
4. The location of your fire assembly point

If you discover a fire:

1. Operate the nearest fire alarm by pushing the break-glass
2. If outside raise the alarm by shouting and locating a member of the venue security team who will be patrolling all areas.
3. Phone security on 01252 532807
4. Only attempt to fight the fire if safe to do so
5. Do not call 999 only the venue should do this.

In the event of a fire you will hear tannoy or loud hailer messages with instructions if action is required.

Please follow the instructions of any tannoy messages and the directions of safety and security staff.

EVACUATION

In the event of an evacuation you will hear a tannoy message asking you to leave the building, please ensure that you:

1. Leave the building immediately
2. Follow directions from stewards to any specified exits
3. When clear of the buildings, please follow direction from the stewards or security staff
4. Proceed to your designated assembly point as directed by stewards.
5. Remain at the assembly point until told to leave.
6. DO NOT stop to collect personal belongings
7. DO NOT re-enter the building

PLEASE NOTE: in the event of a suspected package or vehicle we may not evacuate to designated points.

SUSPECT PACKAGE/VEHICLE

If you discover a suspect package or vehicle:

1. DO NOT use a radio or phone within a 15m radius of the package or vehicle and behind hard cover if possible.
2. Phone security on: 01252 532807
3. Give full description of the package or vehicle and its location.
4. DO NOT approach, touch or move the package or vehicle.

If a suspected package or vehicle is found you will hear tannoy messages with instructions if action is required.

Please follow the instructions of any tannoy messages or the directions of safety stewards or security staff.

SUSPICIOUS BEHAVIOR

All persons on site must remain vigilant against suspicious behaviour and hostile operations. Indicators of this behaviour are:

1. Persons loitering around the venue for long periods of time and in areas that are normally off-limits to the public
2. Unusual questions about workings on site, security, site area, etc.
3. Persons taking notes, videotaping, photographing or sketching the premises for no apparent reason
4. Suspicious behaviour of individuals e.g. alone, nervous perspiring, wearing inappropriate clothing
5. Vehicles parked suspiciously and unattended for long period of time
6. Discover of unattended packages

If you suspect hostile behaviour:

1. Phone security on: 01252 532807
2. Give full details of suspect behaviour, the suspect's location and as much description of the suspect as possible

ASSEMBLY POINTS

Use the nearest safe assembly points outlined below* or as indicated by the stewards.

- Assembly Point 1 – Located to the South East corner of Hall 1.
- Assembly Point 2 – Located to the East between Hall 1 and Gate A
- Assembly Point 3 – Located to the North East of Hall 1 in the outside exhibition area.
- Assembly Point 4 – Located to the North West of Hall 1, opposite the West Entrance.

Please make yourself known to your own designated fire or security steward and remain at the assembly point until told you can leave.

In the event of a more serious incident your assembly point may be outside the perimeter of the venue.

* Please note that due to potential outdoor exhibits, assembly points may be subject to changes. Please look for the assembly points.

Please take time to read these site safety rules. Failure to do so may result in non-compliance and you may be refused entry to site.

As an Exhibitor or Contractor working on Farnborough International Space Show 2025 site during the construction and dismantling phases the site rules below must be adhered to, and warnings considered in your planning and operations. These site rules must be read and agreed to by all employees, contractors and sub-contractors registering for a contractor badge to access site. It is your responsibility to do so in compliance with CDM Regulations (2015). The rules below are those of the site and are in addition to any health and safety inductions and rules your business already operates with.

EMERGENCY PROCEDURES



In the event of a **Fire** activate the nearest alarm call point or inform the Event Organiser or Venue staff. Evacuate the building or area and go immediately to one of the designated external assembly points. Only fight the fire if you are competent to do so. Follow instructions by Event Organiser or Venue staff.



For **Medical Emergencies** requiring immediate medical attention, inform a member of the event organiser staff or venue staff. For non-emergency medical attention and where the person is mobile they can be escorted directly to the organisers office who will call for the appropriate level of medical assistance. There are qualified first aid personnel available throughout the Venue.



In the event of an **Evacuation** you will hear an announcement over the public address system giving you further instruction. Please then evacuate in a safe and orderly manner and do not collect personal belongings. Please then assemble in one of the pre-designated locations or one assigned by your company. You will be instructed by organiser or venue staff when it is safe to return. Please do not attempt to leave site until the all clear has been given.

SITE RULES



Consider wearing facemasks/coverings when in enclosed or crowded spaces or working near others. PPE including high visibility clothing and safety footwear must be worn by all personnel onsite during the build-up and breakdown. Open toed shoes will not be permitted at any time during build-up and breakdown.



Hard hats must be worn in designated areas. These areas are where there is overhead work taking place.



Permits to work are required before any high-risk activities take place. These include hot works, craning activities, and the use of MEWP's. Permits can be applied for onsite in the organiser office. If in doubt, please check with a safety officer.



Machine and tool guards must always be used. Non-guarded machinery will not be permitted to be used and non-guarded tools will be confiscated.



Please be respectful of your surroundings and our environment. Ensure all rubbish is placed in the bins provided or take it away with you. We are on an airfield so careless littering can be dangerous if blown across the airfield.



Site speed limit of **10mph must be adhered to at all times**. UK highway rules apply. In some areas a one-way systems is operating – follow instructions from traffic marshals. Be extra vigilant around pedestrians and plant movement, do not assume they have seen you.



No Unauthorised Access. Children under the age of 16 will not be permitted. Dogs are not permitted on site

SITE RULES (Continued...)



Smoking, including vaping, is not permitted inside any buildings, structures or other congested areas. Any smoking or vaping must be away from buildings, open doors and windows. Cigarette butts must be disposed of carefully. 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.



Under no circumstances should any persons attempt to stake or pin in any external areas around the Farnborough International site. This includes tent pegs/stakes or gazebos.



Caution: Forklift trucks will be in operation. FIL officially appoint contractors are the only persons permitted to operate fork lift trucks on the site.



Caution: Live electrical installations. All tools must be 110 volt or battery operated. All 240 volt including charging units must have an RCD fitted and up to date valid PAT label. Only venue designated contractors are permitted access to the venue power distribution units.



Trailing cables must be minimised wherever possible. Where they are required they must be clearly identified and used for the minimum time possible. Be aware of all slip, trip fall hazards around site.



Be aware of heavy plant and machinery on site. Do not attempt to walk under raised loads and keep to pedestrians walkways where possible.



All working at height must be planned to minimise risks involved so far as is reasonably practicable. Permits must be obtained from the organiser for use of scissor lifts, cherry pickers and temporary scaffold towers. All temporary scaffold towers must be correctly built in line with manufacturer's instructions and stability and sign off must be approved by a suitably trained and competent person.



Spillages of any substance must be reported immediately. You must advise the event organiser and venue event manager if you are bringing any chemicals, flammable substances or dangerous gases on site. Fuel or chemical spillages must be cleared up immediately, please contact the organisers office for assistance.



CCTV is in operation across the site. On entering the site your movements and activities may be recorded.



All accidents, Incidents and near misses must be reported immediately to a member of the Farnborough safety team.



Access roads, emergency gangways and fire exits must be kept clear at all times.

USEFUL INFORMATION:



Parking is only permitted in allocated car parks during the construction and dismantling phases. Parking in all other areas is not permitted.



Contractor badges are required for access to the site for build and breakdown. Contractors must pre-register online in advance and download their badge before arriving at site.



There are toilet facilities located in Hall 1. Please refer to the latest site plan for the locations.



Organisers Office is located in Hall 1.

