

Welcome to the Farnborough International Exhibition and Conference Centre (FIECC)

On behalf of Farnborough International Ltd (FIL) we thank you for choosing our venue to host your event.

We are a formal adopter of the Association of Exhibition Organiser's (AEO) and Association of Event Venue's (AEV) eGuide, which can be downloaded as a pdf from the AEV website [here](#). We would encourage you to read and understand your obligations as set out within the eGuide. The manual highlights specific requirements in addition to the requirements of the eGuide.

You can obtain guidance from the Health and Safety Executive on managing risks [here](#).

We trust that you will find this a useful guide and encourage you to offer feedback on how we can support you further. Our aim is to give you a first-class service and ensure that your event is a success. 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 team are available to assist you. Please contact your Event Manager in the first instance.

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2. General A-Z

Accessibility

Access onto site

Accessible parking is available for all our events. Attendees displaying a blue badge will be directed by traffic marshals to the dedicated blue badge parking for your event. Please liaise with your event manager who can appropriately adjust your traffic plan depending on the expected demographic &/or any specific needs you are aware of.

Access into the Halls / conference facilities

Hall 1: There is ramped access at both the East and West Foyers.

Hall 5: This is a step free venue and fully accessible.

Accessible Toilets

There are accessible toilets located on both floors adjacent to all the venue toilet facilities.

Lift Access

There are lifts in both the East and West foyers of Hall 1 to take those that require, to the first floor.

These lifts are:

L 140cm x W 105cm x H 200cm

Weight loading - 630kg or 8 people

Hall 5 has lift access to the mezzanine area.

Access-Gates

There are a number of vehicle and pedestrian access gates on the site. Gates are opened and manned by FIL security staff to suit the requirements of your event. The Event Manager will discuss the appropriate access gates with you.

Advertising

Any use of Farnborough International logos for any onsite advertising and signage must be approved by the FIL Head of Marketing prior to printing. Proofs are required to be sent electronically (jpeg, tif, pdf) via email to your Event Manager.

Animals

Visitors are not permitted to bring animals to site, apart from assistance or therapy animals.

Assistance dog owners may be requested to show their documentation on arrival. Emotional support animals may be permitted if relevant documentation can be provided but we advise organisers to request advanced notification of this from visitors to allow for suitable risk assessment.



TIP

Anyone bringing an assistance animal onsite (that does not have a visible harness) can contact a member of security to collect an animal pass. This will allow the animal and owner to remain at the show uninterrupted.

If you wish to exhibit animals or bring animals as a part of your event, please discuss this with your Event Manager at the earliest opportunity. As we operate adjacent to a live airport our ability to host animals is limited and our environment is not well suited to them.

Balloons



FORBIDDEN

Balloons are not permitted anywhere on our site. This is due to our proximity to an operational airfield. Please ensure all your attendees and exhibitors are informed.

Branding

A variety of static and digital branding opportunities are available at Farnborough International, both internally and externally in key areas.

Camping



FORBIDDEN

Farnborough International does not offer overnight camping facilities. There is no sleeping permitted on site, including inside vehicles.

Capacities

The maximum capacity figure will depend on your final floorplan, please see guidance on capacity figures to the exhibition halls and conference rooms in the table below. These figures will diminish based on the activities planned, and the clear space available. Your dedicated Event Manager will provide you with a final capacity figure once your floor plan has been approved.



IMPORTANT

Be aware that blocking fire doors or narrowing fire escape routes will reduce your capacity figures.

Children

Children and young people under the age of 16 are not permitted on site except during a live event accompanied by a designated responsible adult. Children are not permitted into the venue during build or breakdown periods. If your event will include children or young people, please speak to your Event Manager to ensure we can work with you to provide a safe event for them.

CCTV

There is CCTV in operation internally in Hall 1 and externally across site. CCTV is in operation for purposes of crime prevention and public safety.

Deliveries

All deliveries must arrive during your tenancy period and all collections made before the end of the tenancy. Farnborough International can take no responsibility for any deliveries or collections. Please discuss the most suitable delivery address with your Event Manager.

It is important all delivery drivers arriving onsite have the correct paperwork and reference information to help with processing and avoid any unnecessary delays.

Dilapidations

You or a nominated person will be required to carry out a dilapidation sign off prior to beginning your build and again following your breakdown once all items are removed from the venue. Any damage to the venue above general wear and tear will be charged.

Drones

Drones may only be operated inside the buildings if a permit has been issued in advance by FIL. If you would like to fly a drone externally, permission must be granted by NATs by obtaining a NATs code, Farnborough Airport and FIL at least 14 days prior to flight. Please speak to your Event Manager for any planned drone activity.



IMPORTANT

Any drone flying outside without full approval will lead to immediate confiscation and be reported to the CAA due to our proximity to an operational airfield.

Electric / Motorised Bicycles, Scooters & Segways



FORBIDDEN

Electric/motorised bicycles, electric scooters and segways are not permitted to be ridden around site at any time, nor are they permitted inside the venue.

Emergency Procedures

FIL will produce an evacuation plan specific to your event, your Event Manager will communicate the relevant information from this plan prior to and during your event. In the event of an emergency, FIL along with their suppliers, will take control of evacuating the building, safely directing your staff, exhibitors and visitors to the designated muster points. It is important that all organisers, visitors and exhibitors take measures to ensure that emergency access routes, including fire exit routes are kept clear at all times.

In the event of an emergency, please dial the onsite emergency number 01252 636999, do not dial 999 directly. It is important that the emergency response is directed by FIL to ensure the emergency services can access the site in the quickest and safest way possible.

Fire

Any fire has the potential to significantly disrupt not only your event, but also the rest of our venue, adjacent businesses (the airport) and local communities. A small fire has the potential to spread quickly through the site and so we take fire safety extremely seriously.

Fire detection systems and fire alarm call points are installed throughout the venue. In the event of an emergency requiring evacuation instructions will be given over the PA system and/or FIL staff.

To ensure the risk of fire is minimised the following is mandatory:

- Rubbish must not be allowed to accumulate in work areas. It must be removed from site promptly or placed into bins depending on your waste arrangements.
- Escape routes must be kept clear.
- The use of compressors within halls is not permitted.
- No crew kitchens or open flame cooking, no cooking on exhibition stands, and any other areas unless express permission has been given by the Venue.
- Candles, oil burners and incense burners are prohibited.
- Disposal of cigarette ends must be controlled. Your event Manager can provide cigarette bins in a designated smoking area.
- Petrol containers are not permitted inside the venue. Petrol engine vehicles must be removed from inside immediately on completion of off-loading unless express permission has been given by the Venue and a vehicle form has been completed.
- Flammable substances must be stored in a fire-resistant enclosure, with appropriate signage and extinguishing equipment. (Permit is required)

- Battery powered devices are not to be left on charge overnight at the venue, if any devices are found charging out of hours and unsupervised, they will be unplugged.

The occupancy/capacity of each space will be calculated to ensure safe evacuation and FIL will ensure that a suspension plan is in place should we near the maximum capacity at your event.

Generators



FORBIDDEN

Generators are not permitted on site. All temporary mains supplies must be ordered via RME Services

Hazardous Substances

If you, or your exhibitors/attendees are bringing any items onto site which have the potential to cause a hazard to health (e.g., chemicals, paints, cleaning products) then you must have a safety data sheet and an assessment for use (COSHH Assessment) available for inspection.

No explosives, chemicals, flammable, dangerous, harmful, or noxious substances may be exhibited.

If you have any exhibit, process or feature that is likely to generate and/or emit gases, vapours, liquids, fumes or dusts please discuss this with your Event Manager so we can identify what controls are required from a venue perspective such as fire detection isolation.

Hot Works

Hot works are any activities which produce or use sparks, flames or generate heat in a sufficient strength to cause fire. You are responsible for ensuring you have adequate fire protection and firefighting equipment available to manage any planned activities, over and above the basic firefighting equipment which we provide within the venue. Hot works are not permitted in the venue without an FIL issued Permit



IMPORTANT

If you are carrying out any activities which require our Fire Detection systems to be isolated, you will need to ensure that an appropriate fire watch has been employed. Please discuss this with your Event Manager in advance of any these activities taking place.

Insurance

It is the responsibility of the Event Organiser to provide adequate insurance cover in respect of damage and legal liabilities to employees & other third parties arising in connection with your event. The public liability cover value must be no less than £10 million.



IMPORTANT

A copy of the relevant insurance certificate must be received by your Event Manager 28 days prior to the start of your tenancy.

Internet

There is a free unsupported 5mbps Wi-Fi network in the public areas of the venue, this Wi-Fi is intended for browsing purposes only and should not be relied upon for any event critical activity such as exhibitor demos or registration.



IMPORTANT

Farnborough operate a clean air policy; therefore, any Wi-Fi or hard-wired connections need to be ordered via DB Pixelhouse, who are the sole provider of Network & Wi-Fi services across the site, internally and externally.



FORBIDDEN

Network technologies not supplied by DB Pixelhouse are forbidden from use on site. These include, but are not exhaustive to: Wi-Fi access points, MiFi devices (4G& 5G Dongles), Beacons, Mobile Hotspots and any other unlicensed spectrum device.

There is a designated Wi-Fi network which allows PDQ machines to connect to the internet without the need for pre-purchased vouchers or the intervention of DB Pixelhouse. Please discuss the access instructions with your Event Manager.

Medical Cover

The organiser of any event has a legal obligation to ensure the health, safety, and welfare of everyone involved in the event, including attendees, employees, performers, and contractors. This includes ensuring adequate medical cover is in place. The level of medical cover required for an event varies, from basic first aid provision to complex multidisciplinary medical teams depending on the size, nature, and location of the event. We highly recommend using our preferred supplier for medical cover, MB Medical. They have a dedicated medical suite located in Hall 1 including the necessary equipment. Please speak to your Event Manager for a quote.

For exhibitions and events where alcohol is served, we insist on medical staff trained to at least level D within the Pre-Hospital Provider Competency Framework who should be available for the duration of your activities.

The Pre-Hospital Provider Competency Framework as adopted by UKREMT

A	First Aider EFAW or FAW that is certificated by an organisation that does not have an approved accreditation	Non-healthcare workers Non-regulated as healthcare providers Only able to work under supervision or in specific situations for which they are trained (i.e. the workplace if they have an FAW certificate)
B	Accredited & certificated First Aider - Holds FAW, FPOS(B), D13 standard or similar.	
C	Advanced First Aider - Holds FPOS(I), FREC L3, D13 Standard/Module 3 police officer with skills that match the framework.	
Levels D to F will be operating within a framework of governance and CPD – this is the responsibility of the organisation and individual		
D	Pre-hospital provider caring for patients within event or frontline setting or as a secondary role i.e. ECA, RNLI & UKSAR First Aiders, D13 enhanced, CFR, FREC L3 and FPOS(I) with additional skills as per framework	UKREMT – EMT1 Should not work alone in the role of EMT
E	A health care professional pre-hospital provider caring for patients as a primary role i.e. FPOS Enhanced, FREC L4, Certain higher trained ECA's or CFR's (Trust dependant), some military personnel and some D13 specialist certificated police officers. (FREC L4 must have work book sign off complete).	UKREMT – EMT2 May work alone within their competencies, but unable to autonomously manage patients (i.e. cannot see, treat, and discharge without senior support)
F	Non-HCPC health care professionals i.e. IHCD Ambulance Technicians, AAP's, Army CMT1s or similar RAF/Navy (Serving) & FREUC L5s - ALL level F registrants must have evidence of a minimum of 750hrs clinical signoff. HCPC – Health and Care Professionals Council – The regulator for Health and Care professionals who aren't doctors, nurses, or midwives IHCD - Institute of Health and Care Development	UKREMT – EMT3 Very few medications can be administered by these professionals Are unlikely to be suitably qualified to autonomously manage patients
G	Nationally registered health care professionals working in pre-hospital care & selected professionals. i.e. Paramedics, (HCPC Registered) or IHCD Ambulance Technicians with advanced NHS certified competences that match the FPHC PHEM skills framework profile for grade (Adv Ambulance Practitioner - Trust Dependent) All level G registrants must have evidence of a minimum of 1500hrs clinical signoff.	UKREMT – EMT4 Some of these roles will be able to administer a wide range of medication if they have had additional training (Independent Prescribers) Most will be suitably qualified to autonomously manage patients
H	Advanced registered health care professionals working as a pre hospital critical care practitioner. i.e. Critical care Paramedics, pre-hospital Doctors, BASIC members - must also be registrants of HCPC, GMC or NMC.	

Paint

Only water-based paints are permitted on site.

There is no dedicated paint wash area on site therefore all exhibitors and contractors should make arrangements to ensure all their materials are washed offsite.

Parking

The venue has just over 3,500 parking spaces that are a mixture of hard standing and grass areas. The Event Manager will discuss your traffic requirements with you during the planning process of your event.

There are 18 EV charging units located on site. There are 8 positioned in Car Park 1 and 10 positioned in Car Park 4.

Sampling / Food & Drink Exhibits

If you or your exhibitors wish to sample or supply food and beverage products, including those for offsite and immediate consumption, then please discuss this with your Event Manager. You will be required to submit specific certifications and documentation for approval a minimum of 4 weeks prior to your event tenancy.

Payment of a concession charge (corkage) may be applied, depending on the product and its size.

Smoking, Drugs & Alcohol

The consumption of alcohol onsite during build up and breakdown is strictly forbidden, and anyone found in possession will be removed from site and denied re-entry.

The consumption of illegal drugs onsite at any time is forbidden. Anyone caught with illegal drugs will be asked to leave and will be denied re-entry.

Designated areas will be provided for smoking and vaping. It is against the law to smoke in any enclosed or partially enclosed areas of the exhibition site (this also includes the use of e-cigarettes/vapes).

Sustainability

Farnborough International follow sustainability best practices with the aim of reaching net zero. Destination Zero is our commitment to becoming a leading sustainable business. 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 on FIL's sustainability charters.

Vehicle Exhibits

If you are intending to exhibit a vehicle displayed within your event, please inform your Event Manager. Depending on the vehicle you will be required to confirm a number of details and may require a risk assessment detailing how the risk of bringing and displaying the exhibit is controlled.

Vehicles & Traffic Management

Vehicle movement must be controlled to ensure that our site remains safe for pedestrians, vehicles and other road users. A site wide speed limit of 10mph is in place on external roadways and a 5mph is in place inside the exhibition halls. Anyone breaking these speed limits may be removed from the site and refused re-entry.

Your Event Manager will work with you to produce an event specific traffic plan which can be communicated to your relevant stakeholders. The traffic onsite will be managed by our team of dedicated traffic marshals, we ask that you ensure your visitors, exhibitors and contractors know to respect the decisions of the traffic marshals, anyone ignoring their directions or requests may be removed from site and denied re-entry.

Violent or Abusive Behaviour

We will not tolerate violent or abusive behaviour; this includes abusive and derogatory language. Any person reported to be exhibiting such behaviours will be removed from the site and refused re-entry.

Water & Water Waste Management



IMPORTANT

The site does not hold any form of discharge license for liquid waste. You are not permitted to pour anything down the drains or toilets.

We maintain safe water supplies on the site and can provide temporary supplies to supplement standard water facilities if required. Drinking water stations are available in the foyers of each hall. We carry out regular testing and maintenance of our water supplies to ensure that they remain wholesome.

Do not consume water from any location unless it is designated as drinking water.

Tipping anything into toilets or drains may impact on the drinking water quality across the site. Tipping waste into any drains, toilets and sinks may make them inoperable.

Waste

Farnborough International has been sending zero waste to landfill since 2014, with 98% of all its venue waste being recycled and the remaining 2% converted to energy. The venue is also passionate about offering organisers sustainably sourced food, reducing food miles through locally sourced and seasonal ingredients with 100% of its disposable food packaging is either recyclable, biodegradable or compostable. Please discuss costs and options with your event manager.

3. Exhibitions A-Z

These requirements are specific to exhibitions/large builds and should be read in conjunction with and seen as supplementary to, [the general A-Z requirements](#) in Section 2.

Aisles & Gangways / Keep Clear Zones

All exhibitors and contractors must keep work areas clean and tidy and must not leave any items in the main aisles or keep-clear zones. Please ensure your Event Manager has received your floor plan in sufficient time to allow for review of keep clear zones.

Complex Structures

You must notify your Event Manager 28 days in advance of tenancy of any planned complex structures and provide a detailed submission as per the [eGuide](#) - Section 47. You must not permit build to commence on any complex structure until permission has been obtained from the Venue. The Venue may request that all relevant certificates are made available to them prior to authorising show open.

Compressed Gas Cylinders

All use of gas cylinders must be removed from site by the relevant person. Any used or unused gas cylinders must not be left abandoned inside or outside the halls at any time during the tenancy of the event. We have limited capacity for safe storage of gas cylinders, a quotation for disposal can be obtained via the Event Manager.

Compressed gas cannot be left in the halls overnight (forklifts will need to be parked outside).

Construction (Design & Management) Regulations (CDM)

Construction (build) and dismantling (break) of any exhibition/conference or other event where construction activities are required will operate in line with the Construction (Design & Management) Regulations (CDM).

You, as the organiser, are responsible for defining what locations within your build are deemed individual CDM sites. Often space only stands and outside exhibits with construction are classed as individual CDM sites. HSE guidance on the allocation of CDM roles and responsibilities at live events is available [here](#) :

It is likely you will need to:

- Appoint a [competent person](#) to be responsible for health and safety on site.
- Write a [Construction & Dismantle Phase Plan](#)
- Ensure all activities have been suitably [risk assessed](#). Ensure records of these assessments available to review on site.
- Ensure that anyone working on your behalf understands the site rules and emergency procedures.
- Ensure that your staff and contractors'/sub-contractors' staff working for you on site have received briefings for their work.

Cranes

If you require the use of a crane for any reason, please discuss this with your Event Manager. The use of cranes outside is limited due to our proximity to an operational airport and permits will be required along with advance notification.

Demonstrations & Stand Activities

Demonstrations on stands during the event must be safe and without risks to health and safety and where necessary covered by a risk assessment. Any demonstration or presentation areas likely to interest groups of 10 or more people should be located towards the centre of the stand to avoid impeding emergency access/egress.

Exhibitors are responsible for the safe demonstration of working exhibits. All such exhibits which create a risk to visitors must be protected with suitable protection. Exhibits displaying moving parts should have the moving parts securely fixed or safeguarded to prevent access by visitors. Exhibitors should ensure all stand activities and demonstrations have been included within their risk assessment. Organisers should always have access to exhibitor's risk assessments during an event.

Double Decker Stands

There are areas of the halls where the height is restricted, and double decker structures will not be possible. Please contact your Event Manager to obtain a venue plan.

Electrical Installations

The supply and installation of all mains electrical cabling, up to but excluding the exhibitor's main isolator or C form connector on each stand, must be carried out by FIL's official supplier, RME. Temporary power supply for the construction of stands must be booked in advance.

Power must not be taken from cleaners' sockets, adjacent stands, other hall sockets or lighting circuits. You may not use any of the other electric hook ups, cabinets, or cables on site that are not provided by the electrical Official Supplier. Access to floor ducts is strictly forbidden unless authorized by the Event Manager and supervised by the Official Supplier. Access to PDU cupboards is strictly forbidden.



IMPORTANT

The power to all stands will be switched off 30 minutes after the close of the show each day. Please speak to your Event Manager should you require the power to be switched off later.

You are advised that no surge protection is provided as standard local surge protection should be provided and installed if required.

During build and breakdown in the exhibition halls we recommend the use of battery-operated hand tools, there will not be any mains power available unless ordered in advance. All tools to be used in external areas must be industrial specification and 110v or battery operated.

Electrical – Maintenance of Supplies

You must permit the Official Electrical Supplier unrestricted access to inspect your electrical installation during the build-up, open and breakdown phases.

During the exhibition, the electrical official supplier will maintain the mains supply throughout the halls, together with the 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.

Any faults occurring to an exhibitor's installation or the main electrical supply as a result of poor exhibitor installations or faulty exhibitor equipment are the responsibility of the organiser. This includes nuisance tripping of RCD's. The electrical official supplier will reset any RCD trip at their earliest convenience.

Excavations & Staking (Breaking Ground)



FORBIDDEN

is permitted.

Due to the nature and historic use of the site there are numerous locations where underground services and hazards are present but not obvious to the naked eye. No excavations, staking/pinning, or any other 'breaking of ground'

Fire

SEE [FIRE RISK ASSESSMENT](#)

Floor Tape & Mark Out

When marking out for your event, it is the organisers responsibility to use appropriate floor tape or mark out materials to ensure no residue is left on the exhibition floor. Any residue unable to be removed by appropriate methods will be included in the post event dilapidation.



TIP

Farnborough recommends using the *Chalkola* Platinum Series Marker pens for window/chalkboard/plastic to mark out the Exhibition hall – you can purchase them through Amazon [here](#)

Hi-ABS (Lorry Loaders)

Please speak to your Event Manager if you're planning to use a Hi-ab for any deliveries as a permit may be required. A dynamic risk assessment must be undertaken to consider and address:

- Locations on site where there are overhead cables.
- Ground and access routes that are uneven in places.
- Outriggers must be placed on pads to reduce the risk of punch through/ ground collapse.
- Loads may not be lifted over the top of other persons.
- The area must be cleared and cordoned off appropriately.

PPE

High visibility vests and safety footwear must be worn **by everyone on site** during build and breakdown activities. Your event specific risk assessments should identify any additional PPE required due to specific activities and you are responsible for ensuring that this is worn when required.

Rigging

All queries regarding rigging, draping and roof loading should be directed to our Official Supplier, Encore. No exhibit, item of stand fitting or any form of lighting supplied by the organiser or any of their contractors may be supported or suspended directly from any part of the exhibition hall structures.

Any rigging must comply with the following:

Ordering & Installations:

- 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. There may be some instances where rigging locations may not be possible in the requested position. The rigging Official Supplier will contact you directly to discuss all workable solutions if this applies.
- Before any banners are rigged, they must be inspected by the rigging Official 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 rigging Official 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.

Safety & Floor Management

Depending on the level of event activities and risks, it is your responsibility to appoint one or more Competent Persons to provide advice and support with undertaking the relevant risk assessments. A Competent Person is qualified by training, knowledge and experience to carry out an activity or process with a clear understanding of the hazards and the precautions that will be required. We recommend the competent person holds a NEBOSH General Certificate or equivalent qualification.

Traffic Management

Responsibility for managing the loading and unloading activities falls to the organisers, exhibitors, and contractors for the event to which the work activity relates. Your responsibilities include (but are not limited to):

- Assessing the risks from vehicle movements and unloading activities when planning an event and ensure suitable and sufficient controls are implemented to manage the risks identified. You may wish to consider deploying additional resources or controls to manage this.
- Allocating certain doors or areas for the forklift operations as part of the build-up and break down plans to segregate pedestrians from forklift activity.
- Agreeing trailer bay locations for the build/open/breakdown periods with the Event Manager.
- Advising all contractors and exhibitors that high visibility vests must always be worn when off-loading and loading your vehicles within the loading areas.

Spill Kits

Any activities planned on site where the risk of a spillage has been identified, must be approved in advance by the FIL H&S Team via your Event Manager. You must provide the relevant risk assessments and provide appropriate spill kits and trained personnel to be able to effectively deal with the risk identified. We will also require details of the methods of waste disposal planned. Any costs incurred due to the spillage will be charged on post-event.

Waste Removal

Wherever possible we encourage you to reduce waste at source, it is better for our environment to minimise unnecessary manufacture and transport of packaging and stand fitting materials. Where waste is unavoidable then you are responsible for ensuring it is disposed of appropriately off site.

All organisers are responsible for the removal of any waste generated as part of their onsite activities. We will make the appropriate arrangements for the collection, recycling and/or disposal of items which are deemed to be abandoned on the site after your event. This will be carried out in compliance with all relevant waste management regulations and any costs associated with doing so will be passed on.

A skip hire/waste disposal service is available and can be arranged via your Event Manager.

Paint/chemicals, fluorescent tubes, lamps, electrical/electronic items of equipment, oils or other toxic or noxious substances must be disposed of in a controlled manner. The cost of disposing of these items is higher than for general waste. If these items are mixed in with general waste then the whole consignment is charged at the higher cost



IMPORTANT

The site does not hold any form of discharge license for liquid waste. You are not permitted to pour anything down the drains or toilets. Do not pour liquids into portable toilets as this can render them inoperable.

Working Platforms (MEWPS)

All working platforms must comply with UK regulations. Examination certificates for both equipment and harnesses must be available on site for inspection. Standing on the rails of any working platforms is not permitted. Harnesses must be worn and clipped on in MEWPs. Controls must be shrouded. The area under any working platform should be kept clear of other workers. Working platforms must not be positioned in live access routes/roadways.

There are locations on site where there are overhead cables. Ground and access routes are uneven in places and dynamic assessment of locations will be required

Appendix A – Health & Safety Documents

FIL are committed to maintaining the highest standards of health and safety management. We will support you, and your contractors, in any way we can to deliver a safe event. We reserve the right to stop any activity for safety reasons. Work will recommence only when we, and you, are satisfied that the work can be continued safely.

We expect you to raise any concerns with us as soon as you are aware of them. We expect you to tell us if you feel that our staff, suppliers, or facilities are not meeting your expectations.

We are a formal adopter of the AEV [eGuide](#). You, and anyone working on your behalf, must familiarise yourselves with the contents and work to them. Compliance with the AEV [eGuide](#) will support you to meet UK legal minimums.

Legal Duties

You are responsible for ensuring your staff and your contractors, suppliers, sub-contractors, and anyone else acting on your behalf understands and complies with all requirements/regulations or other legal obligations applicable to their participation in the event.

You are responsible for ensuring anybody acting on your behalf, including suppliers, partners or sub-contractors meet applicable UK legal requirements.

You are responsible for ensuring that your contractors, and their staff are aware of, and follow, the requirements set out in these regulations.

Documentation

We expect you to have risk assessments for your activities. Where required you may also need to have a Construction and Dismantle Phase plan, Method Statements, Lift Plans, Security Assessments, Traffic Management Plans and Fire Risk Assessments. If you are unsure what documentation you might require for your event, please speak to your Event Manager who will be able to guide you.

Construction & Dismantle Phase Plan

Any site operating under CDM must ensure that a Construction & Dismantle Phase Plan (CDPP) has been written. For guidance [click here](#).

Risk Assessment

Risk assessments are a requirement for any build/break and any exhibit activities. If you are organising a conference and you are unsure if you require a risk assessment, please discuss this with your Event Manager who will be able to advise.

The AEV [eGuide](#) provides details of common risks and appropriate controls.

Your risk assessments should consider risks to physical and mental health from your activities. You are responsible for ensuring that everyone is medically fit to complete the activities you are asking them to do. You may need to ask suppliers/ contractors or exhibitors to provide you with their risk assessments.

Guidance on the production of [risk assessments](#) is available from the UK regulator (HSE). Risk Assessments should be written by a competent person.

Your Event Manager will provide you with a copy of the Venue Risk Assessment as applicable to your event so you can incorporate any relevant controls or information from this into your event assessment.

Risk assessments must be submitted to your Event Manager 28 days prior to tenancy start date.

Fire Risk Assessment

FIL is responsible for the common parts of the exhibition site. We have prepared a fire risk assessment which covers general use of the building.

You are responsible for ensuring a fire risk assessment is in place which controls the risk of fire associated with your activities if those activities increase the risk of fire. You should ensure that your staff/contractors/visitors are briefed on these risks and on the emergency procedures. Your fire risk assessment should cover build/break and live. You are also responsible for providing any specialist firefighting equipment that may be required as a result of these activities. This fire risk assessment must consider all individuals who may be affected and pay particular attention to those at special risk - such as the disabled and those with special needs. The fire risk assessment must also make provision for any dangerous substances liable to be introduced onto the premises as part of the event or exhibition.

Your Event Manager can provide you with a copy of the Venue Fire Risk Assessment if you require it and will provide you with your Event Evacuation Plan at the beginning of your Tenancy. FIL Event staff will manage any emergency evacuation.

If your activities will change, or affect, the general Fire Risk Assessment for the building e.g. if you are bringing quantities of flammable materials, storing vehicles in the hall overnight, will have 24/7 electric power, you should notify your Event Manager at the earliest opportunity.

Fire risk assessments must be submitted to your Event Manager 28 days prior to tenancy start date.

4. Appendix B - Hall 1 Information

Hall 1 Access Doors (including roller shutter doors):

There are four roller shutter doors for access to load in and out of the hall; these are located at both the East and West end of Hall 1, and two on the service road on the south side of the Hall on the service road. Each roller shutter varies in size:

- RSD 1 – 7.2m wide x 5.9m high
- RSD 2 – 7m wide x 5.9m high
- RSD 3 – 6.6m wide x 6m high
- RSD 4 – 6.95m wide x 5.1m high

All roller shutter doors can be used to bring in vehicles as and when required, however this should be kept to a minimum where possible. The roller shutter doors will need to be operated and monitored by security and traffic marshals. If any vehicle is required to be brought into the hall, this must be pre agreed and included in the risk assessment. The organiser must supply a competent person to act as a banksman and should supervise movements in the halls.

Alternatively, our traffic Official Supplier can supply a banksman at an additional cost.

Vehicles above 3m in height must show the height of their vehicle in their cab so it will be possible to identify which vehicles may be at risk. This is based on Hall 1.3 having a significant reduction in the clear height.

There are multiple fire exit doors onto the Service Road which can be used for lightweight loads and restocking as agreed with your event manager. Pallet trucks should not be used through the venue fire exits; access is via the roller shutter doors.

Hall 1 Lifts

Goods Lift – back of house lift, this can be used by contractors and event organisers during build to bring in large deliveries. The size of this lift is 2.404m x 1.401m, height 1.992m and the maximum load is 1600kg.

East & West Foyer Lift – public lift, front of house lift, not suitable for goods (including equipment or stage etc.).

Lift doors should not be propped open at any time, a member of security can provide override if necessary.

Hall 1 Floor Loading

The maximum floor loading capacity is 15kN per metre square on the ground floor in the Exhibition Halls in Hall 1 and 6kN per metre square in the conference rooms, 5kN on the roof terrace and 4kN per metre square on stairs and landings.

The value of 15kN/m² for the hall loading equates to a 57.5kN point load.

Appendix C – Hall 5 Information

Hall 5 Access Doors (including roller shutter doors):

There are 2 Roller Shutter Doors:

RSD 1 - 4.25m high x 4.45m wide (West Hall)

RSD 2 - 4.25m high x 4.45m wide (East Hall)

There is multiple fire exit double doors measuring 2.66m high x 2.7m wide. Build-up and break-down access is not allowed via the entrance foyers, nor should pallet trucks be used through the venue fire exits, access is via the roller shutter doors.

Hall 5 Lifts

There is no goods lift.

East Foyer Lift – public lift for accessible access not suitable for goods

Hall 5 Floor Loading

The maximum floor loading capacity is 7.5kN per metre square on the ground floor.