



## Sustainable Skies World Summit 2025 – Event Regulations

Dear Supporter,

Welcome to the Sustainable Skies World Summit 2025 event regulations.

SSWS2025 (“event”) regulations together with the terms and conditions of the booking form, form one agreement governing supporter’s participation in the event.

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.

### INTRODUCTION

Sustainable Skies World Summit 2025 takes place at Farnborough International Exhibition and Conference Centre, Farnborough, Hampshire, UK from Wednesday 14 May to Thursday 15 May 2025 and is organised by Farnborough International.

Participants should advise their contractors to obtain copies of these regulations from the Organiser before providing quotations.

The following documents will also form part of the event regulations: ORDER FORMS FOR EXHIBITION SERVICES. The order forms will be available on request when paid for booking forms are submitted to the Organiser. The order forms should be completed and uploaded in respect of the relevant Official 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](#)



## CONTENTS

EVENT TIMETABLE .....	3
BUILD-UP & BREAKDOWN REMINDERS .....	3
OFFICIAL SUPPLIERS, CONTACTS AND DEADLINES .....	4
YOUR STAND .....	5
STAND BUILD REGULATIONS.....	7
VENUE & GENERAL INFORMATION .....	10
BADGES & PASSES .....	14
APPENDIX 1.....	15

## EVENT TIMETABLE

<b>Build Up</b>	<b>Tuesday 13th May 2025</b>	
	<b>07.30</b>	<b>Halls Open</b> - Supporters and Contractors Onsite.
	18.00	All Stands Must be Complete
	<b>18.30</b>	<b>Halls Close</b> – No Late Working Available
<b>Event Open</b>	<b>Wednesday 14th May 2025</b>	
	<b>07.30</b>	<b>Halls Open</b> for Supporters
	09.00	EVENT OPEN
	18.00-19.00	Welcome Drinks Reception
	19.00	EVENT CLOSES
	<b>19.00</b>	<b>Halls Close</b>
	<b>Thursday 15th May 2025</b>	
	<b>07.30</b>	<b>Halls Open</b> for Supporters
	09.00	EVENT OPEN
16.30	EVENT CLOSES	
	17:00-17.30	Removal of Hand Carriables and Valuable Items Only.
<b>Breakdown</b>	17:30	<b>Breakdown Begins:</b> High visibility jackets and appropriate safety footwear are required once we are in breakdown.
	<b>21.00</b>	<b>Halls Close</b> <b>Please Note:</b> Exhibition stands, and all vehicles must be completely cleared by this time.

## BUILD-UP & BREAKDOWN REMINDERS

- Everyone accessing the site will be required to wear high visibility jacket and appropriate safety footwear.
- No stand may be dismantled, or exhibit removed before 1700hrs on Thursday 15 May.
- Please note that breakdown will not commence until the hall is free of visitors.
- Exhibition stands and all exhibits must be completely cleared by no later than 2100hrs on Thursday 15th May. Supporters will be charged for any materials left onsite after this time.

## OFFICIAL SUPPLIERS, CONTACTS AND DEADLINES

Below is a list of our Official Suppliers who would be happy to support you with your participation. Please contact the Official Suppliers directly for rate cards and order forms.

Official Supplier & Service Provided	Rate Card
<b>Furniture, Carpet, Graphics, Stand Build - Showlite</b>	<a href="#">Click Here</a> for Order Forms
Email: <a href="mailto:exhibitorsales@showlite.co.uk">exhibitorsales@showlite.co.uk</a>	
Deadlines: 25th April 2025	
<b>Electrics – RME</b>	<a href="#">Click Here</a> for Order Form
Tel: 01252718024	
Email: <a href="mailto:fi@rmeservices.com">fi@rmeservices.com</a>	
Deadlines: 25th April 2025	
<b>AV – Encore</b>	<a href="#">Click Here</a> for Order Form
Tel: 01664 821152	
Email: <a href="mailto:av.farnborough@encoreglobal.com">av.farnborough@encoreglobal.com</a>	
Deadlines: 25th April 2025	
<b>Internet - DB Pixelhouse</b>	<a href="#">Click Here</a> for Order Form
Tel: 0345 226 3083	
Email: <a href="mailto:networks@dbpixelhouse.com">networks@dbpixelhouse.com</a>	
Deadlines: 25th April 2025	
<b>Lifting &amp; Logistics - CEVA Showfreight</b>	<a href="#">Click Here</a> for Order Form
Email: <a href="mailto:PAUL.JONES@CEVALOGISTICS.COM">PAUL.JONES@CEVALOGISTICS.COM</a>	
Deadlines: 25th April 2025	
<b>Catering - Amadeus</b>	<a href="#">Click Here</a> for Order Form
Tel: 07973716167	
Email: <a href="mailto:cecile.morrison@amadeusfood.co.uk">cecile.morrison@amadeusfood.co.uk</a>	
Deadlines: 25th April 2025	
<b>Cleaning &amp; Waste Removal - FIL</b>	Please contact <a href="mailto:operations@farnborough.com">operations@farnborough.com</a>
Tel: N/A	
Email: <a href="mailto:operations@farnborough.com">operations@farnborough.com</a>	
<b>Floral &amp; Planting Services</b>	<a href="#">Click Here</a> for Order Form
Tel: N/A	
Email: <a href="mailto:connect@naturalgreencs.com">connect@naturalgreencs.com</a>	

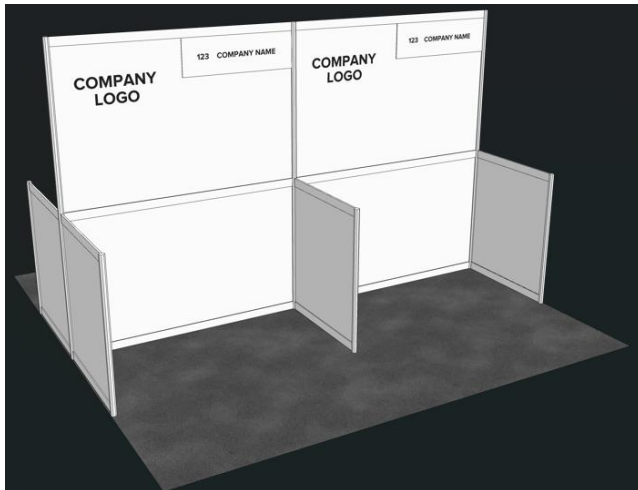
Please contact the [operations team](#) if you have any questions about the above services or require any additional support.

## YOUR STAND

Please refer to your booking form 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 supporter 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.

### Showcase Package – Small Space



#### Package Includes:

- 2 x 1m wide half height walls (1m tall)
- 2m wide full height back wall (2.4m tall)
- Company Nameboard
- 1 x 500w Electrical Socket,
- 1 x Table
- 1 x Tablecloth
- 1 x Chair

Please note: Carpet is NOT included.

#### Excludes:

Graphics – Cost upon request

To add graphics to your stand please contact the [Official Supplier](#) directly.

### Showcase Package - Medium or Large Self-build

If you have booked a 'Self-build' stand this means you will be allocated an empty space on the show floor and you are responsible for providing everything else.

#### Other Additional Items

Additional power, furniture, accessories, and carpet can be ordered through the Official Suppliers.

#### Self-build Supporter Responsibilities

Supporters are responsible for their own stand design and construction. No stand fitting is provided by the Organiser on self-build sites.

Download a [technical floorplan](#) which includes the floor duct position within your stand. Stand build regulations contained within this document must be observed by you when planning your stand design and layout.

#### Submission of Drawings

As a self-build stand you are required to submit certain documents in advance of build which are required no later than; Wednesday 10 April 2025.

Mandatory documents which must be include within the submission are:

- Full dimensional plans of stand build inc. elevations & build heights from floor height
- Plan showing exhibit size and orientation (where applicable)
- Risk assessment
- Method statement
- CDPP (where applicable)
- Public Liability Insurance

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

### **Stand Design Packages**

Showlite are the Official Supplier appointed to help supporters maximise their presence at the event. Showlite can offer full stand build packages that means everything you need to the stand is taken care of. These provide a convenient, cost-effective, and high-quality solution for Supporters looking to maximise their presence at the show.

Showlite take into consideration the use of environmentally efficient materials, processes and equipment at all times, and make the most sustainable choice, where practical. We minimise waste and reduce, re-use or recycle materials wherever possible. We also co-operate with organisers on any reasonable initiatives to minimise the show's environmental impact and always comply with local environmental regulations.

Contact [Showlite](#) for further details.

## **STAND BUILD REGULATIONS**

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 supporter 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 proceed being revoked and changes to the stand build being undertaken onsite or complete removal of the stand.

The eGuide can be downloaded [here](#).

## **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.

Batteries such as those to power laptops are permitted.

## **DIVIDING WALLS**

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

Walls above this height must be clad and decorated on both sides, with the reverse side being decorated from 2.4m upwards 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.

## **ELECTRICAL INSTALLATIONS & TESTING**

Supporters 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.

The Official Supplier will order the mains to the position based on information given by the supporter/stand contractor for the event.

## **Mains cable & other cables**

Where the cable exits, the duct is the responsibility of the supporter/stand contractor to incorporate the mains cable, mains box and Official Suppliers 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 supporter to ensure all of the cables are protected and safely secured on the stand. EG. 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 a supporter's electrical location, after form submission, may be chargeable. Alterations cannot be guaranteed. It is the supporter's responsibility to ensure power requirements are requested accurately.

### **FIRE PRECAUTIONS & SAFETY**

All employers are required 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 2nd April 2025.

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.

### **FLOOR LOADING RESTRICTIONS**

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

### **HEIGHT RESTRICTIONS**

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

### **VEHICLES & LARGE EXHIBITS ON STANDS**

Depending on the type, age and use of the exhibit you will be required to confirm a number of details and will also require a separate risk assessment detailing how the risk of bringing and displaying the exhibit is controlled.

Additionally, If your exhibit contains any of the special features or demonstrations, you should include the relevant detail clearly on the plans and refer to them within your risk assessment and method statement.

Supporters 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.

If you are planning on using cranes, hiabs or carrying out any heavy lifting during the build of the show, see Logistics & Lifting section here for more information.





The location of your exhibiting vehicle or large exhibit should be shown on your stand plan and part of your stand plan submission.

The positioning of the exhibiting vehicle or large exhibit on the stand should ensure that the weight bearing points are not positioned on a floor duct.

Click [here](#) to view the [technical floorplan](#) and see the position of the floor ducts within your stand.

### **VENUE & LOCAL AUTHORITY REGULATIONS**

All work must be carried out in compliance with the regulations of the venue and Local Authority. If a supporter 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 supporter'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.

## **VENUE & GENERAL INFORMATION**

### **ACCESS**

Access to site throughout the duration of the event, is via Gate F (GU14 6TQ).

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.

Limited electric vehicle charging is available however we recommend ensuring your vehicle is charged before coming to site.

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.

#### Local Taxi Companies

A1 Rushmoor Taxis Ltd – 01252 333555

SSWS 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 during the hours below:

Wednesday 14<sup>th</sup> May 7am – 7pm

Thursday 15<sup>th</sup> May 7am – 5pm

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

### **CATERING**

ALL supporters 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.

The Organiser has the right to confiscate prohibited items.

### **CLEANING & WASTE REMOVAL**

A pre-show event cleaning service will include vacuuming and waste collection only.

For any additional waste removal, please ensure that the tied rubbish sack is at the close of the show day to be collected.

To order any additional cleaning or waste removal, please contact the Official Supplier.

## **RECYCLING**

The Organiser will, through the Official Supplier, provide recycling facilities for timber, metal, plastics, cardboard, plasterboard, and paper products. Supporters 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 supporters and/or their contractors.

## **DELIVERIES**

Farnborough International Exhibition and Conference Centre does not have any storage facilities for early deliveries. The Venue nor the show Organisers will accept or sign for any deliveries. All courier deliveries will be directed to the Official Supplier

## **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.

Any charges incurred by the Organisers as a result of any damage or failure to remove carpet/carpet tape will be passed onto the supporter. 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.

## **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.

## **HEALTH AND SAFETY**

SSWS 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. SSWS also supports supporters 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 SSWS'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 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](#).

## **SITE RULES**

Please [click here](#) to view the site rules 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.

## **INSURANCE**

Supporters/contractors are required to obtain insurance protection for all third-party risks with a minimum cover of £5,000,000 and to ensure that the Organiser is covered by such insurance protection in respect of the supporter's participation in the exhibition.

Public liability insurance documents must be uploaded via the stand plan submission process.

Signature on the 'Application to Exhibit' form will be deemed to confirm that the supporter has complied with this requirement. Failure to comply with this requirement will result in the supporter being prohibited from access to the exhibition.

## **LOGISTICS & LIFTING**

CEVA Showfreight are our Official Supplier, for any further information on their services please contact them directly.

The use of powered mechanical handling equipment at Farnborough International is strictly controlled. CEVA has been appointed as sole lifting and handling Official Supplier. This appointment provides the necessary levels of competence and controls over all heavy lifting operations. CEVA is the only company permitted to provide a lifting service onsite at Sustainable Skies World Summit.

## **PARKING**

Free parking in the onsite car parks is provided. Traffic marshals will direct you to one of our car parks on arrival. There is electric vehicle charging stations onsite.

## **SECURITY**

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.



Supporters 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.

### **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.

### **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.

### **WIFI**

Free limited WiFi will be available for visitors and supporters within the indoor areas of the show only. Supporter's requiring dedicated internet connection on their stand should contact the Official Supplier.



## **BADGES & PASSES**

Everybody coming onsite must register, download and print their badges in advance.

Badges will need to be shown at the gates to access the site so please ensure you have them for all staff coming onsite, including any set-up and removal teams.

**Supporters, Speakers and Partners** must register in advance, and you should have received the link to register when signing up for the show. If you do not have the link, please contact the events team [here](#) where they will be more than happy to assist you.

**Official Suppliers** who are providing services to supporters must register in advance and will receive a link to do this from [operations@farnborough.com](mailto:operations@farnborough.com)

**Contractors** who are building stands for supporters must register in advance and can do that [here](#). Contractors do not need to print their passes for build and break, but must display it on a mobile device upon entry and when requested by the Organiser or any H&S or security team members. Please ensure each member of your team has their own pass on them for this purpose.

**Visitor** passes are valid for the live days only (14 & 15 May) and must also be registered in advance. If you wish to invite anyone to register, please direct them to the show website [here](#).

Lanyards and badge holders will be provided upon entry; please return these to us at the end of the show so that we can recycle them.

## APPENDIX 1

### SSWS 2025 Stand Plan Submission (Self-build stands only)

**Stand plan submission deadline: Wednesday 10 April 2025**

All self-build stands are required to submit their stand plan designs and other relevant, mandatory documents prior to arrival onsite. You can use the checklist below to assist you with your submission.

#### **Instructions:**

Before submitting your stand plan submission, please ensure you familiarise yourself with the exhibition regulations, exhibition timetable and site rules which can be found on the [website](#).

Please use the below checklist (page 2) to assist you with your stand plan submission. Please include this document with your stand plan submission via our online form [HERE](#).

All stand plans will be checked to ensure:

- Compliance with all relevant regulations
- That the structure can be built safely & within the time available
- That the design is suitable for its purpose and safe for use by all

To assist you further with your submission, you can find templates and guidance of the relevant documents below:

[Risk Assessment Guidance](#)

[Risk Assessment Template](#)

[Method Statement Guidance & Template](#)

[CDPP Guidance](#)

**No stand build may commence prior to obtaining permission to proceed.**  
Approval for or comment on the submitted design will be given *by email* from the  
Organiser.

### SSWS 2025 Stand Plan Submission Checklist

Document Type	Mandatory?	Please TICK when document is included in your submission
<b>Stand Design / 3D Render of Stand (Visuals).</b>	Yes	
<b>Construction &amp; Dismantle Phase Plan</b>	Yes	
<b>Method Statement</b> <i>Should detail safe sequence of work, including dates and timings. Templates available if required.</i>	Yes	
<b>Plan/Drawings with Dimensions and Orientation</b> <i>Stand dimensions (length &amp; width) and orientations (open sides) submitted should match the floorplan</i>	Yes	
<b>Plan/Drawings with Elevations</b> <i>Plans should include heights of walls, vehicles and exhibits and details of any lighting soffits.</i>	Yes	
<b>Risk Assessment &amp; Fire Risk Assessment</b> <i>Should detail all identified hazards and sensible control measures. Templates available if required.</i>	Yes	
<b>Public Liability Insurance</b>	Yes	
<b>Structural Calculations</b>	Mandatory for complex stands	
<b>Additional Information</b> <i>Please provide any additional information if your stand plans contain any of the following features: Construction materials, ceiling material, columns, platform heights, doors with vision panels, rigging, steps with detail of risers and treads, handrails and balustrades, special risks, demonstrations, seating, and kitchens and bars.</i>	If applicable	

Once we have all of this information we will review and come back to you with any questions and then issue you with a Permission to Proceed email.

You will not be able to commence build without Permission to Proceed.

Please do not hesitate to [contact us](#) with any queries and we will try to make the process as easy as possible for you.