

## Aerospace Test & Development Show – A-Z of Services and Regulations

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### Access and Delivery

#### **Venue address:**

MEETT – Exhibition and convention center  
Parc des Expositions et Centre de Conventions MEETT  
Concorde Avenue  
31840 AUSSONNE  
France

Exhibitors (and Exhibitor Appointed Contractors) building stands are allowed access from 10:00 on Sunday 17 September. Stands are not permitted to be built until permission has been obtained from the Organisers. **See Stand Declaration Form.** Exhibitors who have booked shell schemes with the official contractor are recommended to arrive on Monday 18 September as stands may not be finished before this time.

All exhibitor and contractor vehicles entering MEETT must have a vehicle display pass. This must be ordered via the exhibitor manual. Anyone not ordering this pass prior to arrival is subject to delays onsite.

### Accommodation

Accommodation options for the show can be found on the show website:

<https://www.aerotestdevelopmentshow.com/plan-your-visit>

### Activities & Demonstrations

Any exhibitor wishing to operate machinery or carry out mechanical demonstrations on their stand must ensure that this is noted on their **Stand Declaration Form** and Risk Assessment as well as submitting the **Declaration of Machine/Equipment in Operation Form**, at least 28 days prior to tenancy. It must be confirmed and ensured these practices constitute no fire nor safety hazard, nor interfere with the activities of visitors and exhibitors. All moving parts must be effectively guarded, and controls situated beyond public reach. The Organiser's reserve the right to curtail any practice, which they consider dangerous or detrimental to the show.

All seating for the public should be strictly contained within your stand area. Exhibitors should not engage in any activity or employ any purpose or device that tends to create unreasonable congestion in the gangways. Demonstrations should be planned to take place in the centre of the stands to give room for an audience. Where a demonstration is causing unreasonable congestion in the gangway, which is either an emergency gangway, or is detrimental to the environment of surrounding exhibitors, the Organiser's reserve the right to curtail the activities on the stand.

Exhibitors must advise the Organiser's if they intend to offer any massage, therapy or similar services on the stand, as special licenses may be required from the Local Authority.

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Please complete the Stand Declaration Form and Declaration of Machine/Equipment in Operation Form found in the 'Forms to complete' section of the manual to inform us of any demonstrations you may be holding on your stand.

Exhibitors running films/video back projectors with commentary, or any form of presentation are reminded that sound must be kept to a level below 50 decibels. This level will be monitored within the exhibition area. If it is found that you are exceeding this level your stand manager will be informed. If you receive three warnings and do not reduce the sound on your stand, the Organiser will ask you to stop altogether.

All audio speakers must be facing inwards on the stand and not facing the gangways.

If, on request, you are unable to produce a Risk Assessment for the activities on the stand, all demonstrations must cease until a Risk Assessment has been completed to the satisfaction of the Organiser. In the case of dispute, the decision of the Organiser's and its appointed representatives is always final.

### Alcohol & Drugs Policy

The consumption of alcohol is not permitted during build up and breakdown. The venue has a strict drugs and alcohol policy which allows them to offer to test or eject from site any contractor suspected of being under the influence of drugs and alcohol. Alcohol is allowed on show days.

Anyone found to be drinking alcohol or taking drugs during the set-up and dismantle periods will be asked to leave the venue.

### Appointing Contractors

Exhibitors can appoint their own contractors for all elements of their stand requirements except for any electrical, water, rigging and security related matters. If you are appointing other contractors, it is essential, for security and ease of access to MEETT, that you notify us of who they are. Please complete and return the form '**Stand Declaration Form**' found in the 'Order Forms' section of the manual.

### Audio Visual

AV equipment can be ordered directly through the exhibitor manual. Exhibitors can bring their own AV equipment to the show.

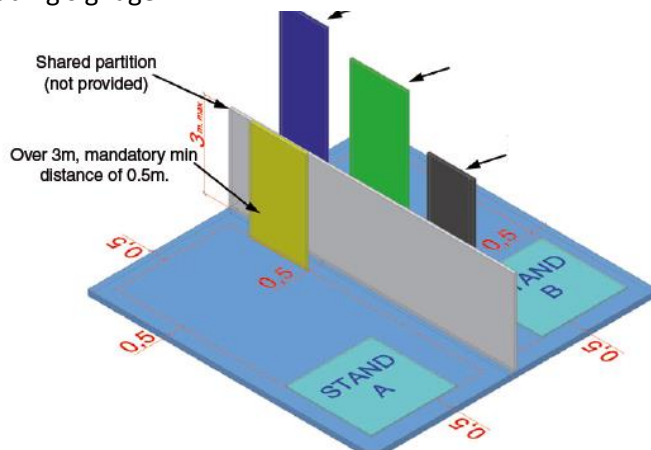
### Balloons

If you are using helium-filled balloons on your stand, please make sure they are secured, as charges for recovery will be incurred directly to the exhibitor if any float to the roof. It is essential that helium cylinders are removed from the venue before the show opens & cannot be left in the hall overnight during build up.

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### Boundaries

For any decoration higher than 3m, a 0.50m (1m for lighting battens) recess must strictly be complied with in relation to the shared boundary or aisles. The recess applies to all stand items including signage.



### Car Parking

All exhibitor and contractor vehicles entering MEETT must have a vehicle display pass. See the order form in the exhibitor manual to pre-order your vehicle parking passes which include build up, show days and break down. All vehicles must have a vehicle display pass and will not be allowed access into the venue until this has been purchased. Anyone not ordering this pass prior to arrival is subject to delays onsite.

### Carpet

It is the responsibility of all exhibitors to arrange for their own stand carpet/flooring requirements as this is not included within your stand cost. It is vital that the carpet and all tape/adhesive is completely removed at the end of the show. If the carpet is not removed, there will be a cost implication and will be charged directly to the exhibitor. Any carpet ordered directly through GL Events will be removed together with the tape.

The recommended flooring contractor is GL Events whose contact details can be found in the list of contacts.

### Catering Facilities

Outside catering is not permitted within the venue. Please contact GL Events using the order form in the manual for all your catering requirements. Exhibitors who wish to bring in outside catering should speak to the official caterer regarding any “corkage” fees.

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At any time, MEETT reserves the right to carry out on-site inspections and, if a service has not been previously and fully declared they may require the catering service's authorising officer to pay a surcharge.

Food outlets are available to purchase from onsite during build up, open days and breakdown. Drinking water is available to purchase in any of the food outlets.

### Children

No person under the age of 16 years can be admitted to the halls during build up or breakdown. This regulation also covers exhibitors' children and is necessary to comply with safety regulations.

### Cloakroom

A cloakroom will be purpose built and located at the entrance of the show near the registration counter. There will be a charge of €2 per item to use the facility.

### Contractor Passes

During build up everyone will be required to have a contractor wristband. These will be distributed by security on entry to the venue and cannot be pre-ordered. Exhibitor passes for the show should be registered for in advance through the show website and will be available for collection at registration on the last day of build-up.

### Decorative Materials

Decorative materials used for stand dressing must be flame proofed or purchased already treated by use of the appropriate chemical, the Fire Safety Officer might ask for proof that stand dressing are fire resistant. All exhibitors not hiring a shell scheme package must submit the **Certificate of Conformity of Booth Construction Form** to GL Events together with fire safety certificates using the form in the exhibitor manual.

### Delivery of Exhibits

We highly recommend that all deliveries are carried out using European International Fairs who are our preferred supplier.

**Name:** Jim Callaghan

**Tel:** +44 1732 860330

**Email:** atdops@european-intl.com

Please refer to the shipping instructions found within the manual link for prices, delivery addresses and timings for both the delivery and collection of exhibits.

The Organiser's cannot accept any deliveries on the build-up days. Please ensure that you arrange to have goods delivered when a stand representative is present. Please also bear in mind that trolleys

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will not be provided by the Organiser's to transport goods to and from your stand. Should you require a trolley, please contact European International Fairs Ltd.

### **Disabled Facilities**

MEETT is fully accessible with designated parking. Stands need to comply to Equality Act regulations.

### **Dismantling and Removal of Exhibits**

Please refer to the 'Exhibition Timetable' to review the dismantling times.

Exhibitors may commence dismantling stands on Wednesday 20 September from 17:00, once the show has closed and once all the visitors have left the hall. On no account will Exhibitors be permitted to dismantle before 17:00 on Wednesday 20 September or until all visitors have left the hall.

The exhibition shell scheme contractors will start dismantling shell scheme stands immediately after the exhibition closes and once all the visitors have left the hall and it is safe to commence work. Any Exhibitor who has items (including graphic panels) either attached to or displayed within the shell scheme should remove them as soon as the breakdown period commences. The Organiser's and shell scheme contractors will not be held responsible for any damage to articles left either attached to or within the shell scheme area once the breakdown period commences.

We strongly advise that all small or valuable equipment is removed as soon as possible after 17:00 on Wednesday 20 September. If valuable equipment is left in the halls unattended it is at the Exhibitor's own risk.

All stand materials, exhibits, packaging and waste materials are to be cleared from the halls no later than 11:00am on Thursday 21 September 2023. Any materials left on the stand will be removed and the charges invoiced directly to the exhibitor.

### **Electrical Requirements**

All electrical requirements should be ordered from the official contractor, GL Events. Exhibitors must order their own requirements as these are not provided with the stand space. Unless otherwise ordered, power will be turned on one hour before the show opening and turned off one hour after.

No more than one exhibit may be connected to a 13amp plug and no more than one plug is permitted in each socket. We do allow 1 x 4-way adaptors with a maximum cable length of 2m. Daisy chaining (adapter into adapter) is not permitted. If you need power overnight, you will need to order a 24-hour supply.

All loose cables must be ramped. Ramps are supplied by electrical contractor, GL Events.

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Exhibitors who are having electrical installation within their build must have their contractor speak with GL Events to discuss their full electrical needs. Your appointed contractor must be certified to carry out any electrical work and must be able to provide qualifications to the Fire Safety Officer for sign off.

A detailed diagram showing position of electrical sockets and lights is also required to submit to the Fire Safety Officer. Exhibitors are asked to switch off all stand equipment before leaving the exhibition hall each evening.

Please note that under no circumstances are electrical or other cables allowed to run across the floor of an exhibition stand without suitable covering. Any Exhibitor who intends to have cables running across the floor of their exhibition stand must arrange for either a platform or appropriate trunking to be fitted to house the cables. ABF will be able to assist with platforms.

It is forbidden to use a generator inside the halls.

### **Electrical Services / Stand Power**

All electrical installations must comply fully with MEETT Regulations and the Fire Safety Officers' regulations.

For full details, please refer to the Venue Safety Regulations within the exhibitor manual.

### **Emergency Procedures**

ALL exhibitors must read the document provided by the venue (within the exhibitor manual) that states the strict regulations regarding the items outlined in the title.

### **Excessive Waste**

Please consider the waste from your stand before you come to the event and Reduce, Re-use and Recycle where possible.

Excessive waste is described as: left over carpet provided by the exhibitor, boxes of literature, stand fitting material, pallets, material packaging and quantities of unsold stock or "giveaways." Any waste will be charged directly to the exhibitor.

### **Fabrics, drapes, curtains and hanging**

Drapes, curtains, hangings, etc, must be inherently or durably flame-proofed. Otherwise, they may be treated with a proprietary flame retardant. Test certificates must be submitted to the Safety Officer in advance of build-up and available for inspection for any materials intended to be used.

Fabrics used for interior stand decoration must be fixed taut and/or in tight pleats (not loosely draped) to a solid backing, secured above floor level and not touching light fittings.



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Refer to the document 'Venue Safety Regulations' to view the full regulations regarding the above.

### Fascia Name Board

We recommend that all exhibitors display their company name and booth number at the front of their stands. This should be clearly displayed and not be obstructed by any items or objects.

### Fire Precautions

In accordance with the Regulations and Standards Procedure, fire extinguishers will be placed within the exhibition hall. Any exhibitor with special risk products on their stand must provide the appropriate fire extinguisher and ensure that at least two people on the stand are familiar with the use of a fire extinguisher.

Refer to the document 'Venue Safety Regulations' to view the full regulations regarding the above.

### Fireproof Regulations

The following regulations must be complied with by all contractors and Exhibitors:

All materials used in the construction of stands, features and displays, including signs and fascias, shall be:

- of a suitable nature and quality for the purposes and conditions of their intended use
- adequately prepared and fixed in order to perform the functions for which they are designed
- non-combustible, inherently non-flammable or durably flameproof in accordance with local legislation
- water-based, where applicable, e.g., adhesives and paint

Refer to the document 'Venue Safety Regulations' to view the full regulations regarding the above.

### First Aid

If you require first aid, please contact the Organiser's immediately or the venue staff and contact will be made from there.

### Floor Covering

All floor coverings must be secured and maintained so that they do not cause a hazard. Fixing of floor coverings to the hall floor may only be carried out using approved tape. Other forms of fixing to the hall floor, such as cable clips, nails and bolts are prohibited.

### Floor Ducts

If your exhibition stand is placed over a floor duct (please refer to the technical floor plan), electrics and water may be used from the floor ducts and distributed to neighbouring stands. To avoid a trip hazard on the stand, we advise Exhibitors with floor ducts to order a raised floor from GL Events.

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### Floor Loading

Stand structures, equipment and vehicles must not exceed the venue loading limits and where appropriate base plates must be provided. To review the technical information, refer to the MEETT Technical Information section within the exhibitor manual and review the document 'Venue Technical Information'.

The ground load of Hall 7 is 1.5T/m<sup>2</sup>. Please note this capacity reduces if the weight is concentrated over a smaller area. Contact the Organisers for more information or if you have any concerns regarding the weight of your equipment.

### Forbidden materials

The following are strictly forbidden within the exhibition halls:

- the distribution of samples or products containing flammable gas
- balloons inflated with flammable or toxic gas
- celluloid articles
- pyrotechnic and explosive devices
- the presence of ethyl oxide, sulphide, carbon, sulphuric ether and acetone.

### Furniture

If you require any furniture for your stand, this can be ordered through GL Events or Exhibitors can bring in their own furniture to the show providing that the items meet the fireproofing regulations. Should you bring your own furniture, please ensure that it is in a good condition and doesn't pose a health and safety risk to the user e.g., a broken chair.

Refer to the document 'Venue Safety Regulations' to view the full regulations regarding the above.

### GDPR compliance and how we handle your data

We will share your information with suppliers to assist you with the building and organization of your exhibition experience. Please read our privacy policy by visiting <https://markallengroup.com/privacy-policy/> This will explain how we process, use and safeguard your data.

### Gangways

During the build-up and breakdown periods, Emergency Gangways will be in operation and must remain completely clear at all times.

During the open period under no circumstances must any part of a stand, furniture, or exhibits project beyond the boundary of the stand.

Doors or windows must not open outwards onto gangways. All doors must have vision panels.

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Exhibitors should not engage in any activity or employ any person or device that, in the opinion of the Organiser's, tends to create unreasonable congestion in the gangways.

### Glazing

Any uninterrupted, large areas of clear glazing shall be indicated with warning stripes, dots, logos, etc. Overhead glazing shall be of wired or laminated glass or be otherwise adequately protected from shattering.

### Heights

The standard height of any individual exhibition stand is considered to be 2.5m (8 feet) and the recommended maximum safety build height is 4m. **Note that builds above 2.5m are subject to submitting a Stand Declaration form and receiving Organisers approval prior to build.**

Subject to submitting a **Stand Declaration Form** and receiving approval, all exhibiting companies may, if they wish, build their stand to the height allowed at their location in the exhibition hall. It is therefore possible that there may be neighbouring stands that have built up to or suspended down from heights exceeding 2.5m. Where possible, we will advise exhibitors of their neighbour's plans if the proposal is for above 2.5m. Please contact us if you have any questions regarding the surrounding stands.

Two floor stands and those building above 4m high are required to complete a structural engineer and safety report in order to build onsite. All associated costs are the responsibility of the exhibitor.

If an exhibiting company fails to submit a Stand Declaration Form by the deadline given and the resulting design or build affects the neighbour, venue or Organisers, all associated costs will be passed along to the late submitting exhibitor. No exhibition stand may be built until written approval is received from the Organisers.

### Insurance

You are required as part of our terms and conditions to have adequate public liability cover in place prior to an event so that you may exhibit. As a minimum we require you to have £2 million Public Liability Insurance cover against personal injury, damage to or loss of exhibits etc.

The Exhibitor Protection Scheme relates to this public liability cover and also includes additional standard cover for cancellation expenses and property damage suffered by the Exhibitor in respect of or at the event. As part of our terms and conditions you are required to provide evidence of adequate insurance cover or pay the Insurance Participation Fee before the commencement of the event.

We, as Organiser's of the event, are not involved with the provision of insurance as we are not regulated to give advice or to arrange and undertake any regulated activity involved with insurance mediation.

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The cover is solely for the benefit of the entity named on the stand booking contract. Associations, and the like, who make “block” bookings on behalf of a number of other parties, must ensure that each individual party makes arrangements for insurance protection, as an Exhibitor, in their own right.

Within 30 days of our invoice being issued you will receive an email from InEvexco giving more details of the type of insurance cover and indemnity limits available when you are added to our policy schedule.

Please note your obligation as an Exhibitor is to have adequate public liability insurance for the event. You are free to purchase that insurance separately. Your Exhibitor Protection Scheme fee will be credited/refunded if we receive confirmation from InEvexco prior to the event start date that you have an adequate alternative insurance policy in place to cover public liability for the event of at least the minimum levels outlined in our agreement with you. You will need to provide InEvexco with your alternative insurance policy at least 30 days before the event start date so that they have time to undertake a review of your alternative insurance policy. If for any reason your alternative insurance policy is deemed inadequate by InEvexco then InEvexco will inform you why this is the case and what you need to do to satisfy our terms and conditions regarding adequate public liability insurance. If you disagree with InEvexco’s decision you will be allowed to make use of InEvexco’s complaints procedure.

If you fail to provide an alternative insurance policy that meets the requirements set out in our contract with you or fail to make payment of our invoices in full in line with our payment terms, you will not be allowed to exhibit.

Should you have any queries regarding the content of the above please do not hesitate to contact [exhibitor@inevexco.co.uk](mailto:exhibitor@inevexco.co.uk)

### Internet Connections & Telephone Services

GL Events have been appointed the official contractors for the Show, and if you require hard wire internet lines for your stand, orders should be placed directly with them using the order form.

There is free unsupported Wi-Fi within the hall during show days. If elements of your stand are internet critical, we suggest you order a hard wire or a dedicated Wi-Fi login for this as these will be supported.

### Kitchen facilities

#### **Cooking appliances that are not part of a “large kitchen” complex**

The use of electric or gas cooking appliances with a rated power of less than 20 kW and that are not part of a “large kitchen” complex is authorised in premises accessible to the public, subject to compliance with the technical requirements referred to in articles GC2 to GC8 and GC16 to GC18 of the decree of 25 June 1980, amended by the decree of 10 October 2005.

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Thus, and without these indications being exhaustive, cooking appliances, whether or not they constitute temporary kitchens in exhibition halls, must comply with the relevant French standards, be fixed to the floor where they are not sufficiently stable, have an emergency fuel supply shut-off device, and be isolated from all adjacent flammable parts with free space of at least 0.50 metres.

Only electric or gas appliances with an effective power equal to no more than 4 kW are authorised as mobile appliances.

As an exception to the provisions of articles GZ7 and GZ8, containers holding up to 13 kilograms of liquefied gas are authorised in premises accessible to the public.

Cylinders without regulators and not being used for demonstration purposes are prohibited.

No unconnected cylinders, empty or full, may be stored inside the building.

Cylinders in use must always be kept out of reach of the public and protected against impact.

They must be:

- either separated from each other by a rigid, non-combustible screen, installed at the rate of one bottle per 10 m<sup>2</sup>, and with a maximum of six per stand;
- or separated from each other by at least 5 metres, with a maximum of six per stand.

All kitchen fumes and smoke must be collected by an enveloping hood with a sufficiently powerful fan, then filtered (for grease) and deodorised (with an active carbon filter). Grease-laden water must be discharged into grease traps before being discharged into the waste water system.

### Installation of food trucks

Food truck installations are authorised on the MEETT site under the following conditions:

- Food trucks with an output of less than 20 kW are allowed indoors and outdoors.
- Food trucks with an output of 20 kW or more are **principally allowed outdoors**.

In all cases, the owners of food trucks must provide the following administrative documents:

- Extract from the trade/craft register or INSEE registration less than 3 months old
- Certificate of training in food hygiene
- Certificate of inspection of the truck by the veterinary services
- Itinerant merchant's card
- Liability insurance
- Electrical inspection

- Fire safety:

- Install a CO<sup>2</sup> extinguisher
- Install a water extinguisher
- Install a fire blanket if there is a fryer (+ cover) or use of fat on an open flame
- Permanent gas line or with a current valid date

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- Propane gas outdoors only. PROHIBITED indoors
- Emergency cut-off
- Gas spring locking system for side panels
- At hot spots, installation of a hood with a grease filter and active carbon filter

Finally, in order to avoid damaging the ground, owners of food trucks are asked to equip their wheels with protection (tyre sock type).

### Machinery and equipment in operation (T39)

All presentations and demonstrations are carried out under the sole responsibility of the exhibitor. Machinery and equipment shown in operation must not pose any risk to the public and must be declared to the organiser in accordance with the provisions set out in the attached appendix.

### Lifting

European International Fairs Ltd have been appointed as the recommended contractor for this service. If you require lifting within the build-up or breakdown period, please refer to their form located in the 'Shipping Information' section of the exhibitor manual or contact:

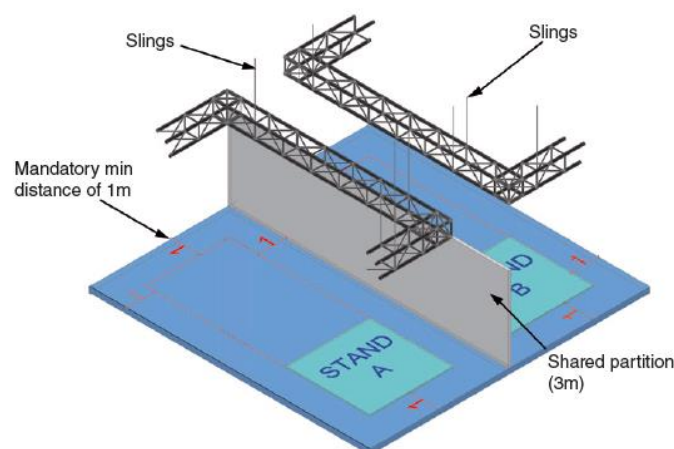
**Name:** Jim Callaghan

**Tel:** +44 1732 860330

**Email:** atdops@european-intl.com

### Lighting Truss

Lighting truss are permitted if suspended independently above the stand's structures, with a minimum recess of 1m in relation to aisles and shared partitions.



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### Lost Property

Lost property will be retained at the Organisers Office for a limited period; if at the end of that period the property has not been claimed the organiser will consider that it has been abandoned and shall become entitled dispose of the items.

### Machinery

#### **Use of liquefied hydrocarbons**

The use of liquefied hydrocarbons is subject to the requirements of article T31 of the decree of 18 November 1987 and article GZ18 of the decree of 25 June 1980, amended by the decree of 23 January 2004.

#### **Machinery and equipment in operation**

In accordance with the decree of 18 November 1987, the following provisions aim to protect the public against the risks of injury, burns and crushing.

Moving parts, hot surfaces, and sharp points and edges must be either protected by a rigid screen or set back at least one metre from the aisles.

The hydraulic safety devices of equipment placed in a high, static position must be supplemented by a mechanical device to prevent accidental falling.

All equipment on show must be properly stabilised to avoid any risk of tipping over.

#### **Thermal or combustion engines**

In accordance with the decree of 18 November 1987, the conditions for the installation and operation of such equipment require special authorisation, according to the opinion of the safety commission (see appendix).

The combustion gases must be evacuated to the outside in accordance with the plans approved by MEETT.

The installations must be shut down as soon as the demonstrations are over.

The tanks of the engines on show must be emptied or fitted with keyed plugs at shutdown. Lead-acid battery terminals must be protected so that they are inaccessible.

#### **Radioactive substances - X-rays**

A location plan should be sent to MEETT to be kept at the Central Monitoring Station (CMS).

Their location should be the subject of a specific request for authorisation to the competent administrative authority.

#### **Lasers**

Prior to the use of lasers, the exhibitor must:

- apply for an application for authorisation from the competent administrative authority
- submit a technical document together with the installation plan
- submit a document drawn up and signed by the installer, certifying compliance with the provisions of article T44 of the decree of 18 November 1997.

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### Flammable liquids

The use of flammable liquids is limited to the following quantities per stand:

- 10 litres of category 2 flammable liquids per 10 m<sup>2</sup>, to a maximum of 80 litres
- 5 litres of category 1 flammable liquids.

### Music Licenses

Exhibitors who wish to play any kind of recorded music or music videos in public or broadcast them, **MUST** obtain a music license from Clients Music users for music otherwise you will be infringing copyright laws.

It is a condition of taking a stand at this exhibition that those exhibitors:

1. Provide accurate information about their intention to play music and pay the appropriate license fees to Clients Music users for Music.
2. Do not play music on their stand unless they have made an application for the relevant licenses and the fee invoiced.
3. Fully indemnify the Organiser's against any claim made for any non-payment, omission or infringement connected with the licensing requirements for playing music on stands.

### Naked Flames

Naked flames or flammable liquids are only permitted if they are part of the product being exhibited and only at the discretion of the Venue's Fire Safety Officer. A full Fire Risk Assessment must be carried out by a competent person on behalf of the Exhibitor, and all safety control measures so required must be in place at the show and the Venue Fire Officer notified. The Organisers must be notified at least 28 days prior to the tenancy, and permission gained in writing.

### Noise Controls

Exhibitors and contractors are obliged by law to reduce the risk of hearing damage to employees to the lowest level reasonably practicable. Hearing protection is required for staff working at noise levels in excess of 50 dB.

Exhibitors using sound equipment including video on their stand must ensure that sound levels do not exceed 50db. The Organiser's will strictly enforce this specification and reserve the right to require Exhibitors to reduce sound levels should they exceed the specification and cause disturbance to other exhibitors.

### Organiser's Office

The Organiser's Officers will be located inside the hall on the left of the entrance to Hall 7.

### Paint

Refer to the document 'Venue Safety Regulations' to view the full regulations regarding the above.



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### Pallets

You are reminded that you are responsible for the removal of any pallets used to deliver goods to your stand. A charge will be made to you for the disposal of any pallets which are not removed.

### Registration

Exhibitor registration is now open, please see the link in the exhibitor manual under Order Forms. Do not register on the main event website as that will issue visitor badges which are not valid outside of show open hours.

### Order Exhibitor Badges

Ensure your stand personnel are registered before the show.

### Leads Capture

Make the most of your investment and measure your success at the show. Ensure you capture accurate and reliable leads that you can act on, even before the event has ended.

### Regulations for Stand Constructions

As this exhibition is a space-only exhibition, exhibitors must notify the organiser of their stand plans and the details of any contractors or agents by completing and returning the Stand Declaration Form by the deadline of **Friday 15 September 2023**. Exhibitors not having a shell scheme from GL Events must also complete and submit the **Certificate of Conformity of Booth Construction Form** together with appropriate fire safety certification to the venue safety officer.

It is compulsory for ALL exhibitors to complete the Stand Declaration Form. Please note that by submitting the form you are agreeing to the terms and conditions as stipulated in the form.

The standard height of any individual exhibition stand is considered to be 2.5m and the recommended maximum safety build height is 4m. **Note that builds above 2.5m are subject to submitting a Stand Declaration form and plan and receiving Organisers approval prior to build.**

Two floor stands and those building above 4m high are required to complete a structural engineer and safety report in order to build onsite. All associated costs are the responsibility of the exhibitor.

Subject to submitting a **Stand Declaration Form** and receiving approval, all exhibiting companies may, if they wish, build their stand to the height allowed at their location in the exhibition hall. It is therefore possible that there may be neighbouring stands that have built up to or suspended down from heights exceeding 2.5m. Where possible, we will advise exhibitors of their neighbour's plans if the proposal is for above 2.5m. Please contact us if you have any questions regarding the surrounding stands.

If an exhibiting company fails to submit a Stand Declaration Form by the deadline given and the resulting design or build affects the neighbour, venue or Organisers, all associated costs will be passed along to the late submitting exhibitor. No exhibition stand may be built until written approval is received from the Organisers.

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Please note the show is operating under the international “cubic” style of stand design. This means that subject to approval, stands can build all walls to full height. Please see the design guidelines in this manual and speak to the Organisers if you have questions on this.

If not renting from the official stand builder and prior to constructing a stand, aerial and frontal views of the proposed design, together with dimensions and proximity to neighbours must be shown. Walls, pillars, displays, columns etc must be clearly indicated. The ceiling height of the hall is 8.5m, however unless otherwise agreed, the maximum recommended safety height of a stand build is 4m. All stands over 2.5m must have Organisers approval and no stand can be built until this has been obtained.

The Organisers reserve the right to review all stand design and provide feedback if it is not felt to be in-keeping with show policy.

More detailed plans if needed, should be to a recognised scale of no less than 1:50 and they should include an elevation showing all graphic details and construction heights.

**PLEASE NOTE IF YOU INTEND TO BUILD YOUR OWN STAND AND DO NOT SUBMIT PLANS YOU WILL NOT BE ABLE TO COMMENCE BUILD UP ONSITE.**

Recognised stand contractors will be fully aware of the regulations concerning stand construction. The main points which should be emphasised are:

- All material used for stand construction and stand fitting must be non-combustible, inherently non-flammable, durably flame-proofed or self-extinguishing plastic. Full definitions of any of these can be obtained from the appropriate regulations. The Local Authority and venue may wish to see certificates to this effect.
- All should be submitted for approval. The submission should include layout plans, construction drawings and calculations. If you are constructing a complex structure, the Fire Safety Officer might request that the contractor should also provide a certificate for a qualified Structural Engineer to confirm that the stand has been built in accordance with the plans submitted and that no modifications have been made. Please note that a contractor has a legal obligation to conduct a risk assessment for this type of work a copy of which will be required by the Local Authority. The definition of a complex structure is as follows: -
  - (a) Any structure, regardless of its height, which requires structural calculations that visitors can access
  - (b) Any part of the stand which exceeds 4m in height
  - (c) Certain suspended items, e.g., lighting rigs or signs over 400kg
  - (d) Sound / Lighting towers
  - (e) Temporary tiered seating
  - (f) Platforms and stages over 0.6m in height and all platforms and stages for public use
  - (g) Multi-Storey Stands

There are specific requirements for staircases and handrails on multi-Storey stands.

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All stand fittings must be constructed to present a clean appearance from gangways and adjoining stands.

No long runs of solid walling (i.e., in excess of 4m) are permitted.

### Rigging

For safety reasons, slings can only be installed by GL Events. Any exhibitor wishing to rig any items at the show should, in the first instance, contact GL Events whose details can be found within the contacts.

Signage should be ordered through the exhibitor manual. Restrictions can be found below:

	Hall 7	Retreat from the aisles
Maximum height of trusses with or without signage	6.50m	0.50m
Signage & safety point slings for walls	6m	0.50m

Exhibitors can suspend, or support from the Hall floor, lighting grids or signs to a maximum height of 6.5m from the Hall floor, but these cannot be erected above a Stand Wall to give an appearance of a solid 5m high construction. A gap of at least 500mm must exist between the bottom of the banner sign etc. and the top of the erected Wall. The width of any support leg is not to be more than 1m, unless the Organiser's prior written approval has been obtained.

### Risk Assessment/ Health & Safety Declaration

It is the responsibility of the stand holder to ensure the health, safety and welfare of all employees, contractors and visitors as far as is reasonably practicable throughout your event. It is recommended that the stand holders appoint a supervisor for the stand, with the specific responsibility for ensuring the health & safety of their staff and stand builders.

As exhibitions and events are deemed as hazardous environments, all exhibitors are also required to undertake a suitable and sufficient Risk Assessment for their activities on site which should include all work practices, hazardous exhibits and the risks to be found on site. Space Only exhibitors must also ensure that they or the company responsible for building and dismantling their stand send a separate, suitable and sufficient risk assessment and method statement from their principal contractor when submitting stand plans.

**Please note that the Organiser's do retain the right to demand a full risk assessment if deemed necessary.**

### Security

Please do not arrange for goods to be delivered to the hall or outside area before the specified set-up times.

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Please take account of the following security advice from the venue:

- Take home any valuable items each night if there are no secure storage facilities on site.
- Do not leave your stand unattended at any time during build up, the open period or the dismantle days. Do not leave the hall until all visitors have gone each evening.
- Do not position desirable items at the front of your stand, where you may not be able to keep an eye on them.
- Ensure you have enough staff, so that the stand is not vulnerable to thieves and do not ask a neighbouring exhibitor to watch over your stand while you go for a break. They may become busy and not be able to keep an eye on your stand.
- Remove all portable or valuable items from the stand on the evening the show closes. Do not leave them until the following day for collection.
- Arrive in time for the show. Ensure your stand is staffed at least 15 minutes before show open time each day.
- Use a lockable cabinet to store your personal possessions during the show open hours.
- Hire an alarm for your stand if you are exhibiting valuable or portable items.
- If you are a victim of theft, please report it immediately to the show security company.

The Organiser's cannot be held responsible for the loss or damage to exhibitors' property. Exhibitors should note that on show open days there will be no access to the Exhibition Hall after 17:00. Exhibitors can gain access at 08:00 on the following morning.

### Shared Partitions

The Organiser will not erect any separating partitions. Each stand is required to have its own partitions and may not, under any circumstances, use its neighbours' partitions.

Exhibitors' partitions shared with neighbouring stands should be smooth, plain, painted white or grey, covered in white or grey wall fabric, no signage of any kind is permitted on shared partitions.

### Shell Scheme Package

The official shell scheme contractor is GL Events. Please see the order form for rental.

Please note: Shell Scheme Panels are provided on a hire basis and must be returned in the condition they were hired in. If you wish to fix graphics to the panels the only acceptable method is to use Velcro. Double sided sticky tape, carpet tape, staples, pins, screws, sticking pads, blue tack etc are not acceptable. Should any damage be left on the Shell Scheme panels, the stand contractor will charge for the damage caused.

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### Signage

Signage should be ordered through the exhibitor manual. Restrictions can be found below:

	Hall 7	Retreat from the aisles
Maximum height of trusses with or without signage	6.50m	0.50m
Signage & safety point slings for walls	6m	0.50m

Exhibitors can suspend, or support from the Hall floor, lighting grids or signs to a maximum height of 6.5m from the Hall floor. A gap of at least 500mm must exist between the bottom of the banner sign etc. and the top of the erected Wall. The width of any support leg is not to be more than 1m, unless the Organiser's prior written approval has been obtained.

### Site Rules

All your employees and contractors are required to read these Site Rules prior to working at the show and the following points apply to all staff, organisers, contractors and exhibitors.

The public are not allowed access during build-up & breakdown. Contractors and staff who do not abide to the rules below will not be granted access.

- Helmets must be worn in zones where firms are working at height
- Safety boots must be worn during build-up & breakdown venue – flip-flops, open-toed sandals, etc. are NOT acceptable
- High visibility jackets (**yellow with exhibitor name clearly displayed**) must be worn by exhibitors and contractors working during build-up and breakdown

Exhibitors must elect a stand representative who will be present during build-up and breakdown.

- Comply with Venue Traffic Rules and always follow the instruction of venue traffic marshals in accordance with The French Highway Code
- All vehicles involved in the set-up and breakdown of the event must register in advance for a parking pass
- No persons are permitted to operate plant or machinery (including fork lift trucks) unless they have received adequate training. European International Fairs Limited are the sole lifting company who can operate fork lift trucks
- Appropriate management and safe methods of working at height is required at all times – in any areas where working at height is being carried out, the immediate area must be controlled
- Ladder work must only be conducted for short work periods - you must NOT stand on the top tier of your ladders -any unsafe ladder work may result in the employee being ejected from the venue
- No substances are to be used in the hall which have not been pre agreed by the venue and event Organiser
- Any person suspected to be under the influence of drugs or alcohol during set-up & dismantle will be ejected from the venue
- All contractor accidents, incidents & near misses must be reported immediately to the Organisers

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- Work Tidy - during builds and breakdowns, you must ensure aisles are kept clear at all times and that all waste is to be disposed of in an appropriate manner

### Site Survey

It is the exhibitors / contractor's responsibility to examine the site allocated in order to avoid adjustments to stand structure or displays. Although we give stand dimensions on the plan, if precise measurements are required, please contact us for a technical plan. Work on all stands must be complete by 20:00 Monday 18 September.

### Smoking

Smoking within the venue is not permitted by law, anyone wishing to smoke should use the designated smoking areas located outside the venue. This includes the use of e-cigarettes.

### Space Only Contractor

GL Events Live are a global, award-winning exhibition stand production company specialising in modular, reusable solutions, with sustainable practices at their core. Providing everything from design to construction all under one roof, GL Events Live can help you transform your brand spaces in an easy, affordable and eco-conscious way.

### Space restrictions

No item of decoration, furniture, signage or lighting must protrude beyond the boundaries of the stand.

### Special Effects

If you are planning to use any special effects on your stand, you must inform the Organiser as soon as possible. Special effects include lasers, strobe lights, pyrotechnics and smoke machines. The information which will be required includes a risk assessment and full details of the operator and manufacturer. Certification from an independent specialist may also be required.

### Stand Cleaning

Exhibitors are responsible for cleaning their space throughout the build-up, show days and dismantling periods. **Do not forget to keep your area clean, it improves your visitors' safety.**

**ATTENTION** – All exhibitors are responsible for clearing their own waste from their area and anything left will be charged.

During build up and break down, Exhibitors must order their own suppliers for the removal of waste items. All items must be removed from the installation areas, which must be cleaned.

If any of these instructions are not observed, the Organiser will issue an invoice **for a flat rate of €1,200 excluding VAT.**

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### Stand Design

All exhibitors have a legal obligation to build their stand to the required standards as outlined by the Venue, Organiser and Local Authority regulations, some of which are outlined below.

1. Stand space is not provided with any walling. On divided sites, exhibitors are responsible for erecting their own walls. Exhibitors may not use the back of other stand walls without the consent of that Exhibitor concerned. Such walls must be a minimum height of 2.5m and the entire backside of walls must be dressed.
2. Platforms (technical floors) - the provision of a platform may be regarded as necessary to cover some electrical installations and is the responsibility of the exhibitor.  
Open corners of stand floors and platform shall be splayed, rounded, or angled, if not protected by heavy exhibits, to avoid sharp corners and tripping hazards. Platform edges must be fully highlighted, and the use of the platform must be included in the Risk Assessments.  
Due consideration must be given to the needs of disabled visitors. It is also recommended that handrails be applied to either side of the ramp to assist the less mobile and prevent slips/trips.
3. Branding is not permitted on the back of walls overlooking neighbouring exhibitors. Should there be a query regarding this onsite, the Organisers' decision is final.
4. All speakers are to be positioned within the boundaries of the stand and angled so that they face inwards towards the centre point of the stand. Noise output will be monitored on-site, and the Organisers reserve the right to terminate any display causing a nuisance.
5. All stands must be contained within the space area contracted. No stand should impinge or overhang the gangway.

Please note the show is operating under the international “cubic” style of stand design. This means that subject to approval, stands can build all walls to full height. Please speak to the Organisers if you have questions on this.

All stand structures must be completely self-supporting and stable. Direct suspension may not be made from the roof of the exhibition halls, nor may any fixing be made to the structure of the building or to neighbouring stands. Nothing may be drilled, attached or bolted to the hall floor or walls.

The entire back of any walls adjoining a neighbouring stand must be finished to a high standard in the same materials as the front of the stand, with a neutral colour (white, cream or neutral) and with all cables, wires etc completely hidden. This applies to the entire wall and not just the part above 2.5m (8 feet)

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All stand and display material must be made of fire-proof materials. All stands will be inspected by the Fire Officer before the opening of the show. Where there are adjoining space only stands, each stand must have their own dividing wall or a single wall could be constructed and the cost split between the two companies. If a space only stand adjoins a shell scheme stand, the shell scheme dividing wall will not be finished off on the side of a space only stand.

- **All exhibitors must complete and submit the Stand Declaration Form shown in the exhibitor manual.**
- **Exhibitors not hiring a shell scheme must complete and submit the Certificate of Conformity – Booth Construction Form plus stand plans and European fire safety certification by the deadline given.**

All stands must clearly show their stand number and company name.

### Stand Fitting Regulations

Your stands' structures as well as their furnishings and decorations must comply with:

- Our building regulations
  - Our fire and safety regulations
  - Our safety briefing
  - The exhibition ground's regulations
1. All advertising and logos must be within the specified height limits and must not be sited on back of dividing walls, especially where they overhang an adjoining stand.
  2. All stand structures, signs, exhibits etc. must be contained within the area allotted and may not project into or over the gangway.
  3. All stand structures must be completely self-supporting. Suspension may not be made from the roof of the exhibition halls, nor may any fixing be made to the structure of the building. Nothing may be drilled, attached, or bolted to the hall walls or floor.
  4. It is the responsibility of the exhibitor to examine the site allotted pre-show to avoid costly adjustments to stand structures from any building obstruction or pillars, for which the organisers cannot accept any responsibility.
  5. The name and stand number of the company exhibiting must be displayed prominently on each side of the stand.
  6. The Organisers may, at the expense of the Exhibitor, remove or alter anything in, on, or forming part of any stand if, in their opinion, it is desirable to do so in the interests of the show.
  7. The design of the stand must be such that it can be erected and dismantled within the time available.
  8. Exhibitors are responsible for ensuring their stand contractor employs safe working practices.
  9. Lone working, especially after-hours, is not permitted on-site. All persons must have a colleague to assist them where suitable.



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### Stand Plan Approvals

All Exhibitors not hiring shell schemes or those building above 2.5m should submit a full set of plans, no later than Friday 15 September 2023 together with the Stand Declaration Form.

Plans should include:

- All dimensions
- Building materials to be used
- A ground plan and elevation drawing
- The name, postal and email address and telephone number of the exhibitor, contractor or designer submitting the plans
- A copy of the Risk Assessment and method statement
- For complex structures, a full copy of the structural calculations

If stand plans are not received together with the appropriate documentation from structural engineers (where necessary), stand building will not be allowed to begin until the Organiser's, and where necessary the venue, has approved them.

If you are building a complex structure, you must also supply structural calculations and written confirmation from a structural engineer that the stand is fit for its purpose.

A complex structure is defined as 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 present a significant risk. The following are always treated as complex structures:

- Structures over 4 metres in height
- Multi-Storey stands
- Suspended items of 400kg or over in weight
- Rigged constructions made from wood or similar material
- Platforms and stages for public use and all platforms and stages over 0.6 metres in height
- Tiered seating structures
- **All exhibitors must complete and submit the Stand Declaration Form shown in the exhibitor manual.**
- **Exhibitors not hiring a shell scheme must complete and submit the Certificate of Conformity – Booth Construction Form plus stand plans and European fire safety certification by the deadline given.**

### Storage, Transport & Handling

European International Fairs Ltd have been appointed as the recommended contractor for this service. If you require storage, please refer to their document within the exhibitor manual or contact:

**Name:** Jim Callaghan

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**Tel:** +44 1732 860330

**Email:** atdops@european-intl.com

### Trolleys

Trolleys are not provided at the venue, so please bring your own if you need one to deliver goods to your stand. European International Fairs Ltd may be able to provide a portage service with hosts to assist with load/unload of vehicles. If you require a quote for this service, please see the relevant order form. Trolleys are only permitted on the exhibition floor outside show open hours for the safety of visitors.

### Upholstery

Upholstered seating must be non-combustible and marked with the appropriate standard.

### Venue Stand Fitting Regulations

It is forbidden to drill, screw, nail or embed elements in load-bearing and non-load-bearing structures, in particular in walls, cladding, doors, ceilings, floorings, floors, hall columns and structural elements. In addition, walls, columns and structural elements must not be used to bear the load of exhibited objects and decorative elements.

It is forbidden to paint or cover the walls or columns in the halls or other areas without first interposing an intermediate layer. When removing the layer, the buildings' structures must not, under any circumstances, bear any traces of an installation.

The same is true of floors, which must not be painted. If an element is glued to the floor, the removal of the element must not leave any traces of glue. Cleaning products must be approved by the venue to prevent any damage from corrosive substances or liquids.

Within the hired premises (exhibition halls, access halls, mezzanines, services halls), installations that require materials be fastened to the floor must not be carried out without first interposing sheet metal or another material that separates permanent structure from temporary ones.

Material handling or hoisting equipment of any kind may not, under any circumstances, position their stabilizer legs or jacks over trench hatches, tiles, or any cables or flexible piping on the floor.

Exhibitors and installers must not leave, either inside or outside hired buildings and exhibition halls, any waste that has been generated during the setup and dismantling of stands and must take all necessary measures to have such waste removed.

### **ATTENTION** – It is forbidden to:

- Use individual air-conditioners
- Damage the cladding on posts and the other walls
- Leave adhesive tape and paint marks on the floor

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- Prepare hot meals at stands
- Use a generator within the hall

### Water Features

If you are exhibiting any product or feature which requires water and can produce spray or droplets, it is essential that you adhere to the regulations in order to ensure that the risk of legionella bacteria is controlled.

Under no circumstances can connections be made to fire hydrant points and water must not be discharged on to the floors or into ducts but disposed of properly. Water and waste facilities can be ordered from the venue directly.

### Water & Waste

If you are looking to have water/waste for your stand, please order this service using the relevant form.

### Working at Height

A person is working 'at height' if there is a possibility of them being injured from falling, even if they are working at or below ground level.

Contractors / Exhibitors responsibilities are to ensure that:

- no work is done at height if it is safe and reasonably practicable to do it other than at height
- ensure that the work is properly planned and organised, appropriately supervised and carried out in as safe a way as is reasonably practicable
- plans are in place for emergencies and rescue
- a suitable and sufficient risk assessment is carried out and the significant findings recorded and acted upon
- they do all that is reasonably practicable to prevent anyone falling
- all work at height takes account of conditions that could endanger health and safety
- those involved in work at height are trained and competent
- the place where work at height is done is safe
- equipment for work at height is appropriately inspected
- the risks from fragile surfaces are properly controlled
- the risks from falling objects are properly controlled

Equipment used for work at height must be suitable for the task. All equipment must be industrial quality (including ladders; domestic quality ladders are not permitted).