

pilotcareerslive.com



PILOT CAREERS LIVE LONDON
7 November 2026
Sofitel London Heathrow
Terminal 5, Heathrow Airport

Doors open 0930 - 1630

EXHIBITOR MANUAL 2026

**Please read carefully.
It contains important information to help you.**

www.pilotcareerslive.com/events/uk-heathrow-november-2026/



pilotcareerslive.com

 **Pilot Careers Live**

 **@pilotcareerslive**

EXHIBITOR MANUAL

[**www.pilotcareerslive.com**](http://www.pilotcareerslive.com)

■ **Set - Up times**

* **Friday 6th November - 14:30 - 18:00**

* **Saturday 7th November - 07:00 - 08:30**

A member of the exhibition staff will be on site during these times. If you are arriving after 18:30, or require extra time to set-up, please contact Rachel.

* **If you have a Third Party stand contractor please contact Rachel**
rachel.catley@seager.aero to arrange access times.

The stress free option!

We strongly recommend the set-up of your stand is completed on Friday, in order to ensure your stand is ready for event day!

■ **Discounted Rooms rates at the Sofitel:**

A discounted rate can be requested by emailing H6214-RE@Sofitel.com and mentioning **Block code: SEGG051126**.

If you book a room at the hotel you can book parking at the conference rate in advance.

■ **Security**

Hotel security will secure the Arora Suite on Friday at 1800hrs.

Seager Publishing Ltd and it's representatives are not responsible for any loss, damage or theft of equipment during the build up, breakdown and open period of the show. Please ensure that a certain level of security and precautionary measures are undertaken.

■ **Exhibition opening times**

09:30 - 16:30

■ **Breakdown times**

17:30 - 21:00

Due to Health & Safety event rules, exhibitors will not be permitted to dismantle their stands or remove equipment until the exhibition has officially closed at 17:00. Visitors expect to meet all exhibitors up to the published close time.

The loading access doors to the car park from the expo area will remain closed from 08:30 - 17:00 on the Saturday of the exhibition.

■ **Discounted parking charges at the Sofitel**

Exhibitors - per day £20.00 INC VAT per 8 hours.

Additional hours outside of the above are charged at the standard rate.

To qualify for the conference rate, the ticket must be validated at the conference welcome desk. The client will then pay the discounted fee at a pay on foot machine or at the reception before leaving the car park. Car parking is subject to availability.

If you book a room in the hotel you can also book your parking at the conference rate by emailing the email address above.

■ **Forward deliveries to Sofitel**

All forward deliveries direct to the Sofitel need to be addressed clearly:

Please complete the delivery label on the last page of this manual and attach it to all shipments to the Sofitel.

Allow enough time for your shipment to be delivered and clear customs in time for the event date.

If your courier needs to use the loading bay due to the size of the delivery you must provide the registration to avoid a fine.

■ **Collection of equipment post expo:**

It is the responsibility of exhibitors to arrange the collection of their equipment after the exhibition. Seager Publishing Ltd does not take any responsibility for the loss/non-delivery/damage/collection of equipment.

■ **Un-Loading from the Lower Car Park**

Access to the Arora Suite loading area is from Lower Level -2 of the Sofitel Car Park. There is a short service corridor direct into the Arora Suite from the loading area.

***THE MAX VEHICLE HEIGHT LIMIT IS 2.0m IN THE HOTEL CAR PARK**

***Arriving by vehicles over 2.0m High**

There is a separate enclosed loading bay and trade lift at the rear of the Sofitel. It is signposted **Wellington Road & Hotel Deliveries & Hotel Loading Area**. After loading, park your vehicle in the Sofitel's outside parking area, at the rear of the hotel.

■ **Loading Bay**

Anyone needing to use the loading bay for larger vehicles or larger drop off loads must provide a registration number to avoid a fine.

Please send these details to Rachel Catley: rachel.catley@seager.aero

DO NOT PARK in the Airport Coach Park.

A Sofitel security attendant will be on site to oversee loading and give directions to the parking area. Once you have finished loading, park your vehicle as soon as possible. The loading area is constantly CCTV monitored by Airport Police.

Seager Ltd does not take any responsibility for any parking charges or fines incurred as a result of illegal parking.

■ **Emergency Procedure**

In the event of the hotel fire alarm sounding, evacuate the building from your nearest marked EXIT point immediately and avoid using the lift. Follow all instructions issued by the hotel staff.

■ **First Aid**

Although the hotel has First Aid facilities, it is always advised to bring a basic First Aid kit with you.

■ **WIFI Access**

Complimentary Wi-Fi Internet access is included within meeting space via a Hotel branded portal. Please contact EventsIT@theaoragroup.com to discuss a managed service option if this is required.

■ **Stand restrictions**

If your stand space is a space only island stand then structures and stand graphics must not fill more than 50% of your own stand. This is so you do not block the visibility of the exhibitors around you. If your stand height exceeds 4m, then you will need to send all relevant documents, signed off by a structural engineer.

■ **Audio Visual Equipment Hire**

If you require TV hire for your stand, contact Darran: darran.ward@seager.aero or Karina: karina.gniazdowska@seager.aero

All hired equipment will be delivered, set-up and checked prior to opening.

■ **Electrics and Furniture**

A standard electrical package includes 1 x socket. Each standard electrical package is chargeable unless this has been included in the cost of your stand.

Overseas exhibitors will need to supply their own adapter for UK use.

If you require any additional electrics or furniture these can be ordered from our contractor 'Showlite' using this link:

https://app.ffair.io/sign-up/PJNAXXoSPGtE5wzZNwOXHEBqkABaZMCeFq4Dr_UYjuqLRq9OhtwO--rlcm4YmBQY?showId=IY87z5BnZogavsQh73FP

Important: Coffee Machines/Water Coolers.

If you plan on having such items on your stand, you must first inform the organiser before you set up.

rachel.catley@seager.aero

■ **Signage**

The display of signage or advertising material around the hotel is **NOT** permitted.

■ **Gobo Projectors**

We appreciate that many of our exhibitors have interactive and eye-catching elements that you would like to incorporate into your stand, and we want to help make your attendance at our shows as effective for your business as possible. We politely ask that, if you use your own gobo projector on your stand during the event, please keep this in the confines of your own stand in order to prevent crossover with other exhibitors.

■ **Show Guide**

For those Exhibitors that have purchased advertising space in the Show Guide, the artwork specifications are:

Full Page: 210mm (w) x 297mm (h), Bleed: 3mm all round, Margins/Text Safe: 9mm all round

Half page: 190mm (w) x 135mm (h)

Quarter Page: 92mm (w) x 135mm (h)

Material: print ready PDF or CMYK, 300dpi (high-res) .jpeg

Please email all artwork to nick.powell@seager.aero by 14th October 2026

■ **Send us your news**

Do you have a new training programme that you will be sharing at the event? Will you have a simulator or another interactive element on your stand? Will you be running a competition for visitors to win a flight or experience? Please let us know and we can make sure that our visitors know exactly what you're offering. Send an email to Dave at dave.calderwood@seager.aero or Becky at becky.toogood@seager.aero and they can make sure that your news is shared with our show visitors, and also consider it for inclusion on our sister site, Pilot Career News

■ **Marketing Support**

We work very hard to make sure we market the event to the right people to ensure the success for our exhibitors. As an exhibitor, you will be included in our marketing, so the visitors know that you are exhibiting at Europe's largest independent flight training exhibition. We offer marketing support and will also send you marketing material and a 'discounted ticket code' so you can invite your customers to visit you at the event, contact Becky: becky.toogood@seager.aero

■ **OTHER**

- All exhibitors must have Public Liability Insurance.

For UK domiciled businesses we recommend Hiscox for obtaining public liability insurance: <https://event-insurance.hiscox.co.uk/Exhibitor/Quote/Initial>.

Cover can start as low as £50 + Insurance premium tax = £56.

For EU/Worldwide domiciled customers we recommend purchasing this locally in your own country.

- All exhibitors must supply a risk assessment for their stand.

Please email copies of both to rachel.catley@seager.aero by Friday 9th October 2026.

If you have any further queries please contact Event Managers:



Darran Ward
Exhibition Sales Manager
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darran.ward@seager.aero



Karina Gniazdowska
Event Sales Manager
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Rachel Catley
Exhibition Logistics Manager
+44 (0) 1225 984 299
rachel.catley@seager.aero

DATE OF FUNCTION		NAME OF FUNCTION	
Sat 7th November 2026		PILOT CARRIERS LIVE	
CONTACT PERSON		FUNCTION ROOM	
		ARORA SUITE	
ADDITIONAL COMMENTS			
Venue contact – Abishaik Mahajan			

CONTENT ☐ HANDOUT ☐ DOCUMENTS ☐ BOOKS ☐ GIVE-AWAYS ☐ STATIONARY ☐ DECORATION ☐ OTHER	SOFITEL LONDON HEATHROW TERMINAL 5 ATT. TO LONDON HEATHROW AIRPORT TW6 2GD UNITED KINGDOM
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