

GENERAL INFORMATION FOR EXHIBITORS

SECURITY & POLICING 2012

The Home Office Science Centre for Applied Science and Technology, (CAST), Security & Policing Exhibition (formerly HOSDB) is the most significant closed police and security event in the UK with an unparalleled international reputation.

At Security & Policing 2012 exhibitors and visitors are vetted to attend by the Home Office, visitor applications have a strict criteria applied to establish their eligibility. Security & Policing 2012 is owned by CAST and organised at FIVE, Farnborough on their behalf by A|D|S.

VISITORS

A strict criteria maintains the quality of visitors to the event demanded by exhibitors, giving them the knowledge that everyone visiting their stand is an end user, influencer, specifier or decision maker. This enables products to be displayed that would be too sensitive demonstrate in a more open environment.

The Security & Policing 2012 visitor profile covers:

UK and European Police Forces
Chief Constables and their department representatives
Emergency Services
The Home Office
Prisons and correctional facilities
Customs, Immigration and Border Agencies
Government Security Agencies
MoD Department and Procurement Heads
Resilience Forums
Key providers of Critical National Infrastructure

A Global VIP Delegations Programme will be co-ordinated by UKTI DSO bringing high level decision makers and operators to engage directly with exhibitors and their capabilities.

Exhibitors can nominate individuals and departments they wish to invite. Exhibitor nominations must meet with the CAST criteria. All invitations will be issued by A|D|S.

STAND ALLOCATIONS

Your stand choice will be confirmed in due course. Please identify your favoured three locations in order of preference on the enclosed layout and return it with your application form. It is not possible to guarantee a particular site; however we will endeavour to satisfy your requirements where possible. If no preference is expressed, locations will be allocated by A|D|S.

No space will be allocated before payment is received.

EXHIBITOR STAND OPTIONS

Shell Scheme Stand Packages

Package A	4 Sq M (2 x 2 metres)
Package A+	8 Sq M inclusive of a 4 Sq M enclosed, private display area
Package B	6 Sq M (3 x 2 metres)
Package C	8 Sq M (4 x 2 metres)
Package D	12 Sq M (4 x 3 metres)

The package price for shell scheme stands includes: catalogue entry, company name and stand location on separate printed floor plan, stand fascia with company name and stand number, five free exhibitor badges for stands up to 12 Sq M, lighting, carpet, one electrical power point, one stand-alone lockable counter unit, stand cleaning and car parking.

Bare Space Stands

A limited amount of bare space within the hall will be available for companies at a minimum of 20 Sq M. This will be supplied as indoor ground space only. Design and construction of the stand, including provision of electric power supply, carpet, walls and labour will be the responsibility of the exhibitor. Stand design drawings must be forwarded to A|D|S for approval at least one month prior to the event and will be subject to the guide lines as set out in the Exhibitor Manual. The price of Bare Space includes: catalogue entry, company name and stand location on separate printed floor plan, five free exhibitor badges for every 12 Sq M stand space, stand cleaning and car parking.

External Display Area

An area outside of the exhibition hall is available for exhibitors to locate vehicles or large equipment that would not be practical to exhibit within the exhibition hall. Exhibitors wishing to make use of this area may only do so after an application has been made to take an exhibition stand in the main hall.

Co-Exhibitors

A co-exhibitor is a company with whom you share your stand. The co-exhibitor does not necessarily need to have a legal or commercial link with your company. Registering your co-exhibitor (s) will benefit them with an entry in the exhibitor catalogue, company name and stand location on the separate printed floor plan, two free exhibitor badges per co-exhibiting company and car parking.

APPLYING TO EXHIBIT

All companies applying to exhibit at Security & Policing 2012 are required to submit an application form together with 50% of the total amount payable. The balance to be received by 31 October 2011.

Submission of the application form confirms your agreement to comply with the A|D|S Group Conditions of Participation and the Home Office Exhibitor Selection Criteria.

Space is allocated on a first-come, first served basis.

Your participation at the event will not be guaranteed until you receive confirmation from the organisers.

APPLICATION FORM Page 1 of 2

COMPANY / ORGANISATION AND CONTACT

Company Name	<input type="text"/>		
Address	<input type="text"/>		
Contact Name	<input type="text"/>	Post Code	<input type="text"/>
Position	<input type="text"/>	Website	<input type="text"/>
Email	<input type="text"/>	Fax	<input type="text"/>
Telephone	<input type="text"/>	Mobile	<input type="text"/>

CO-EXHIBITOR

A co-exhibitor is a company with whom you share your stand. The co-exhibitor does not necessarily need to have a legal or commercial link with your company. Registering your co-exhibitor (s) will benefit them with a 150 word entry in the exhibitor catalogue and two free exhibitor badges.

Company Name	<input type="text"/>		
Contact Name	<input type="text"/>	Email	<input type="text"/>
Co-Exhibitor Registration Fee	Per co-exhibitor (£800 + £160 VAT) = £960	£	<input type="text"/>

STAND OPTIONS

Shell Scheme

Package A	4 Sq M	(£1750 + £350 VAT) = £2100	£	<input type="text"/>
Package A+	4 Sq M + 4 Sq M enclosed	(£2865 + £573 VAT) = £3438	£	<input type="text"/>
Package B	6 Sq M	(£2290 + £458 VAT) = £2748	£	<input type="text"/>
Package C	8 Sq M	(£2750 + £550 VAT) = £3300	£	<input type="text"/>
Package D	12 Sq M	(£3295 + £659 VAT) = £3954	£	<input type="text"/>

Bare Space

Bare Space Sq M required	<input type="text"/>	Sq M	Per Sq M (£265+ £53 VAT) = £318	£	<input type="text"/>
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External Space

External Space 5 m x 4 m	Per Space (£600 + £120 VAT) = £720	£	<input type="text"/>
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TOTAL COST	(50% OF TOTAL REQUIRED WITH APPLICATION. BALANCE DUE BY 31.10.11)	£	<input type="text"/>
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STAND CHOICE IN ORDER OF PREFERENCE

1. Stand No	<input type="text"/>	2. Stand No	<input type="text"/>	3. Stand No	<input type="text"/>
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Are you a UK Registered Company? Yes No

For Office Use Only:				Stand No	Org Id	Booking Ref				
L/O	<input type="checkbox"/>	D/B	<input type="checkbox"/>	S/S	<input type="checkbox"/>	O/M	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

PAYMENT INSTRUCTIONS

- Payment in advance is required to secure your booking and should be received with this application form.
- Cancellations: Charges will apply. Please read the Terms and Conditions for Participation in A|D|S Events accompanying this application form.
- Submitting a completed application form confirms your agreement to the Terms and Conditions for Participation in A|D|S events.
- Submission of the credit card information below confirms your agreement to debit those details for the required booking payment.

METHOD OF PAYMENT - Please tick one box: Credit Card Cheque BACS

CREDIT CARD: Please tick one box: VISA* VISA Debit* MasterCard* AmEx**

Card No

Expiry Date Maestro No CVI No

Name as it appears on card

Registered Card Address

Post Code Signature

* For VISA, VISA Debit or MasterCard payments please enter the three digit CVI number or security code from the reverse of the card.

**American Express credit cards are subject to a 3.85% fee. Please include the four digit CVI number or security code from the reverse of the card.

Please note: A|D|S will destroy the CVI code once payment has been processed.

CHEQUE: I enclose a cheque £ made payable to "A|D|S Group Limited"

BACS: A Purchase Order number or Company Reference MUST be quoted with a Bank Transfer payment

P/O or Ref No:

Sort Code: 60 - 08 - 13 Account Number: 58057145 IBAN GB68 NWBK 6008 1358 0571 45
National Westminster Bank, 2 Alexandra Road, Farnborough, Hampshire, GU14 6YR, UK

VAT Registration Number 991 2734 95

A receipted invoice will be forwarded.

SUBMISSION OF THE COMPLETED APPLICATION FORM CONFIRMS YOUR AGREEMENT (AND THE AGREEMENT OF YOUR CO-EXHIBITOR (S) WHERE APPLICABLE) TO ABIDE BY THE TERMS AND CONDITIONS FOR PARTICIPATION IN A|D|S EVENTS AND THE HOME OFFICE EXHIBITOR CRITERIA.

PLEASE SEND YOUR COMPLETED BOOKING FORM TOGETHER WITH PAYMENT TO:

**Carolyn Elster, A|D|S Group Ltd, ShowCentre, ETPS Road, Farnborough, Hampshire, GU14 6FD, UK
Tel: +44 (0) 207 091 7828 Fax: +44 (0) 207 091 4545 Email: carolyn.elster@adsgroup.org.uk**



Security & Policing Exhibition

FIVE, Farnborough 31 Jan - 2 Feb



SELECTION CRITERIA / HOME OFFICE POLICIES

SECURITY & POLICING 2012 EXHIBITOR SELECTION CRITERIA

1. The exhibition is for police and public security equipment; exhibitors must be manufacturers or vendors of such.
2. If a company wishes to exhibit, but is not a UK registered company, it must be a company that has provided or is providing equipment or services to the UK law and services enforcement and/or UK public security agencies. The exhibitor must provide a written statement detailing which force or agency it is supplying or has supplied and the nature of the equipment it wishes to display at the exhibition.
3. UK law enforcement and other agencies must be able to purchase and use the equipment.
4. Exhibitors will be selected to participate following their application by the Home Office who will make their selections to ensure that companies with new or emerging technology or companies dealing in topical issues are present at the event. When exhibit space is over subscribed, the Home Office may select technologies with little previous exposure at the exhibition. If there is insufficient space to accommodate all prospective exhibitors, The Home Office will have the final decision as to which technologies are displayed at the event.
5. Consultancies are not invited to exhibit, except where their services are deemed by The Home Office to be of particular interest to UK Law Enforcement
6. No company can be guaranteed a specific site within the exhibition venue although, where possible, attempts will be made to accommodate wishes expressed.
7. Companies who have previously caused difficulties at or in association with the exhibition, or who have by their action caused either the police service or the Home Office embarrassment, may be excluded from participating by the Home Office.
8. Companies occupying a shell scheme stand of between 4 Sq M and 12 Sq M will be permitted a maximum of five free exhibitor passes for their staff. Companies occupying an indoor bare space stand will be permitted 5 free exhibitor passes for every 12 Sq M of space. In addition, external stands will be allocated a total of 5 free exhibitor passes. If required, additional exhibitor passes may be purchased at a cost of £30 per pass to a maximum of double the exhibitor's free allocation.
 - 8.1. Co-exhibitors will be permitted a maximum of two free exhibitor passes for their staff. There is no option for co-exhibitors to purchase additional exhibitor passes.

SECURITY & POLICING 2012 VISITOR SELECTION CRITERIA

1. Agents will not be allowed to attend except by prior agreement of the organisers and the Home Office. Agents will only be permitted if it is proven that their attendance brings potential for general sale of UK equipment overseas. The organiser and the Home Office will consult with British Embassy posts overseas to establish the bona-fide nature of any such individuals.
2. For the purposes of visitor attendance providers of Critical National Infrastructure (CNI) are identified as those companies and organisations responsible for the delivery of CNI (civil nuclear, utilities, transport infrastructure, financial services etc). Companies that supply equipment to CNI providers are not eligible to visit the exhibition.
3. All visitors to the event must be government serving staff, uniform or civilian, from the UK or overseas. If from overseas, then only visitors from countries approved to visit by the Home Office will be permitted. The only exceptions to this will be by approval from The Home Office.

HOME OFFICE POLICIES

1. All equipment being exhibited must carry a CE marking and comply with all relevant European directives where appropriate.
2. Visitors must be employees or agents of the police service, government security and law enforcement or military organisations or key providers of Critical National Infrastructure as identified by the Home Office (see SECURITY & POLICING 2012 VISITOR SELECTION CRITERIA above).

Terms and Conditions for Participation in A|D|S Events

1. Definitions

In these terms and conditions the following words and expressions shall have the meaning as shown:

Application	means the request made by the Participant to attend or participate in the Event and submitted in the manner specified to A D S
Contract	The contract formed between the Participant and A D S as a result of the Application being accepted by the A D S
A D S	means ADS Group Limited.
Event	means the conference, exhibition, seminar, demonstration, meeting, lunch, dinner, mission or other type of occurrence to which the Application refers.
Organiser	means the owner or organiser of an exhibition with whom A D S has leased an area of exhibition space for sub-letting in parts to a number of Participants.
Participant	means any individual, firm or corporate body taking part in or attending an Event organised or managed by A D S
Price	means the total sum payable by the Participant to A D S in connection with an Event.

2. General

Participation in any Event organised by A|D|S is subject to the terms and conditions given below and all other terms and conditions contained in any purchase order or proposed by a Participant are excluded from the contract, including any variation, unless agreed by A|D|S in writing. Submission of a completed Application to participate in or attend an Event organised by A|D|S shall constitute acceptance of these terms. A|D|S reserves the right to refuse an Application without explanation.

The headings in these terms and conditions are for convenience only and shall not affect interpretation of a clause.

3. Prices

The price or prices for participating in an Event will be as shown on the application form. All prices exclude VAT.

4. Payment

Payment for attending or participating in an Event must be made in accordance with the information given in the application form prior to commencement of the Event unless agreed otherwise in writing. Any additional or extra charges arising during the course of an Event and for which the Participant is liable must be paid within 30 calendar days of the date of the A|D|S invoice for these sums.

5. Entry and Admission

No admission tickets, passes, itineraries, maps, exhibition stand allocations or other information required to attend or participate in an Event will be issued to a Participant until Payment has been received. A|D|S reserves the right to refuse admission to any person or to remove persons from an Event without explanation.

6. Variations and Amendments

A Participant wishing to vary or amend their Application must notify A|D|S in writing as soon as possible. A|D|S will use reasonable endeavours to accommodate requests for change and the Participant will be liable for any increase in Price arising from the variation or amendment.

If, for any reason, A|D|S has to change any of the arrangements relating to an Event it will inform Participants forthwith and use reasonable endeavours to minimise the impact of the changes.

7. Transfer

The right of a Participant to take part in or attend an Event arising from acceptance by A|D|S is personal to the Participant and may not be sold, transferred or given, in whole or in part, to a third party without the written permission of A|D|S.

8. Cancellation

8.1 Cancellation by A|D|S

If, for any reason, it becomes necessary for A|D|S to cancel an Event all monies paid will be refunded less an administration fee to cover any costs already incurred by A|D|S.

8.2 Cancellation by the Participant

8.2.1 if the value of the contract is £1,000 or less excluding VAT

In the event that a Participant wishes to cancel his participation in an Event the following will apply:

Cancellation more than 28 calendar days prior to commencement of Event: refund of all sums paid.

Cancellation less than 28 calendar days but more than 7 calendar days prior to commencement of an Event: refund of 50% of total price. Note – if payments up to the time of cancellation amount to less than 50% of the total price, the difference between that paid to date and 50% of the total price will become payable with immediate effect.

Cancellation 7 calendar days or less prior the commencement of Event: no refund and all outstanding sums become payable with immediate effect.

8.2.2 if the value of the Contract is greater than £1,000 excluding VAT

In the event that a Participant wishes to cancel his participation in an Event the following will apply:

Cancellation more than 120 calendar days prior to commencement of Event: refund of all sums paid only if A|D|S is able to re-sell the booking allocated to a cancelling Participant to another Participant.

Cancellation less than 120 calendar days but more than 28 calendar days prior to commencement of an Event: refund of 50% of total price only if A|D|S is able to re-sell the booking allocated to a cancelling Participant to another Participant. Note – if payments up to the time of cancellation amount to less than 50% of the total price, the difference between that paid to date and 50% of the total price will become payable with immediate effect.

Cancellation 28 calendar days or less prior the commencement of Event: no refund and all outstanding sums become payable with immediate effect.

8.3 Cancellation by a Third Party

If the Event is cancelled or abandoned or suspended in whole or in part by a third party, for example as a result of civil unrest, all monies paid will be refunded less an administration fee to cover any costs already incurred by A|D|S.

9. Liability

A|D|S will not be liable in contract, tort or otherwise for any loss of profit, special or consequential loss or damage e.g. loss of use, or any costs or expenses, or other claims whether caused by A|D|S, its employees, agents, servant or otherwise, arising from a Participant attending or taking part in an Event. This provision will not apply to claims in respect of death or personal injury.

The liability of A|D|S to the Participant for all claims in aggregate attributable to any one event and arising from a Participant attending or taking part in an Event shall not exceed the Price paid by the Participant.

10. Indemnity

The Participant shall indemnify, and keep A|D|S indemnified, against any loss or damage suffered by A|D|S arising from:

1. Any claim for an infringement by the Participant of a patent, registered design, trademark or copyright.
2. Failure of the Participant to pay any royalties.
3. Any action by the Participant, its employees, servants and agents in connection with the Event.
4. Failure by the Participant to comply with the Export Controls Act 2002 or the Manual of Protective Security including the provisions of Form 680.

11. Insurance

The Participant shall put in place and maintain insurance to cover claims arising from or in connection with the Event for third party death or personal injury and loss or damage to property including personal property. In addition, the Participant shall have in place a minimum of £5m Public Liability insurance.

If the Event is an exhibition then the Participant must ensure that his exhibits and other property are adequately insured throughout the period of the exhibition including transport to and from the exhibition site and stand build-up and breakdown periods. The Participant will hold harmless A|D|S and the Organiser for any loss or damage to his property incurred as a result of taking part in or attending an Event.

12. Force Majeure

A|D|S shall not be liable to the Participant or be deemed to be in breach of the Contract by reason of any delay in performing, or any failure to perform, any of its obligations under the Contract, if the delay or failure was due to a cause beyond that party's reasonable control.

13. Export Control Act 2002 and the Security Policy Framework

Participants shall ensure that their employees, servants, agents or otherwise comply with the requirements of the Export Control Act 2002 and the Security Policy Framework, and other relevant documents, including the provisions of the UK MoD Form 680, during the course of an Event. A|D|S accepts no liability for any costs or damages incurred by the Participant as a result of their failure to comply.

14. Rights of Third Parties

No right is granted under the Contract to any person who is not a party to the Contract to enforce any term of the Contract in his own right and A|D|S and the Participant declare they have no intention to grant any such right.

15. Bankruptcy or Insolvency

A|D|S may cancel the Contract after the beginning of any bankruptcy or insolvency proceeding by or against the Participant, or after the appointment of an assignee for the benefit of the Participant's creditors, or a receiver.

16. Hazardous Goods

The Participant undertakes not to bring any item or substance to an event whose movement or use is governed by the legislation of the country hosting the event

17. Common Industry Standards For Aerospace and Defence

Participants and their employees, agents, servants shall at all times in connection with the Event comply with the ethical standards set out in the AeroSpace and Defence Industries Association of Europe (ASD) Common Industry Standards, copies of which are available from the ASD website at www.asd-europe.org

18. Conflict

Where the Event is an exhibition and there is a conflict between the terms and conditions of the Organiser and these terms and conditions, the former shall prevail.

19. Applicable Law

These terms and conditions and any Contract resulting from acceptance by A|D|S of an Application shall be governed and construed in accordance with English Law and A|D|S and the Participant shall submit to the exclusive jurisdiction of the English courts in England.