



Home Office

SECURITY & POLICING

HOME OFFICE EVENT 2015

10 – 12 March 2015

FIVE, Farnborough, Hampshire

EXHIBITOR MANUAL

www.securityandpolicing.co.uk

ORGANISED BY **ADS**

The logo for ADS (Association of Domestic Security) features the letters 'ADS' in a bold, sans-serif font. The 'A' and 'S' are blue, and the 'D' is red. A blue swoosh underline is positioned beneath the letters.

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Section A - GENERAL EXHIBITOR INFORMATION

SECURITY & POLICING 2015 ORGANISERS CONTACT INFORMATION

ADS Group Limited, Show Centre, ETPS Road, Farnborough, Hampshire, GU14 6FD
 Tel: +44 (0) 207 091 7835 Switchboard: +44 (0) 207 4500 Fax: +44 (0) 207 091 4545

KEY CONTACT INFORMATION

<p><u>ACCOMMODATION SUPPLIER</u> Events in Focus Elizabeth Kelly Tel: +44 207 902 7764 ek@eventsinfocus.net</p>	<p><u>ADS ORGANISERS OFFICE</u> Tel: +44 (0) 207 091 7835 securityandpolicing@adsgroup.org.uk www.securityandpolicing.co.uk</p>
<p><u>AV CONTRACTOR</u> Details to follow</p>	<p><u>ADS SALES OFFICE</u> James Hemmings Sales Executive Tel: +44 (0) 207 091 7806 james.hemmings@adsgroup.org.uk</p>
<p><u>EXHIBITION CATALOGUE</u> Key Publishing Sue Lloyd Tel: +44 (0)1780 755 131 sue.lloyd@keypublishing.com</p>	<p><u>SPONSORSHIP OPPORTUNITIES</u> James Hemmings Sales Executive Tel: +44 (0) 207 091 7806 james.hemmings@adsgroup.org.uk</p>
<p><u>FIREARMS - LICENSING</u> Hampshire Police, Firearms & Explosives Licensing Department Police HQ, West Hill, Romsey Road, Winchester, Hampshire, SO22 5DB Tel: +44 (0) 1962 871 061 firearms.licensing@hampshire.pnn.police.uk</p>	<p><u>FIREARMS - ARMOURY</u> Nicola Morrin Tel: +44 (0) 207 091 4518 nicola.morrin@adsgroup.org.uk</p>
<p><u>FREIGHT SERVICE</u> Premier Showfreight Limited Jim Huggins / Paul Wilkin Tel: +44 (0) 20 3256 1270 jim@premiershowfreight.com</p>	<p><u>HEALTH AND SAFETY</u> Nicola Morrin Tel: +44 (0) 207 091 4518 nicola.morrin@adsgroup.org.uk</p>
<p><u>STAND BUILD & ELECTRICAL CONTRACTOR</u> Nf-x Limited Nick Forman Tel: +44 (0) 1788 834 671 info@nf-x.co.uk</p>	<p><u>BRIEFING SESSIONS PRESENTATION OPPORTUNITY</u> Rachel Tasker Tel: +44 (0) 207 091 7815 rachel.tasker@adsgroup.org.uk</p>
<p><u>STAND FURNITURE</u> JMT Indisplay Tel: +44 (0) 1923 851 580 www.jmtindisplay.co.uk</p>	<p><u>SECURITY AND POLICING DRINKS RECEPTION</u> Rachel Tasker Tel: +44 (0) 207 091 7815 rachel.tasker@adsgroup.org.uk</p>
<p><u>RADIO FREQUENCY CLEARANCE</u> Farnborough International Limited Jonathan Smith Tel: +44 (0) 1252 532 818 jonathan.smith@farnborough.com</p>	<p><u>ADS SECURITY INNOVATION AWARDS NOMINATIONS</u> ADS Group Limited James Taylor Tel: +44 (0) 207 091 7826 james.taylor@adsgroup.org.uk</p>
<p><u>INTERNET & I.T SERVICES</u> Farnborough International Limited http://itservices.farnborough.com/</p>	

ACTION CHECK LIST FOR EXHIBITORS

ACTION	RETURN TO	FORM	PAGE NUMBER	RETURN BY DATE	TICK WHEN DONE ✓
Exhibition Catalogue & Website Entry	http://utility.keypublishing.com/SecPol2015	Online	34	15.01.15	
Government Briefing Sessions Application	rachel.tasker@adsgroup.org.uk	Email	16	27.01.15	
ADS Security Innovation Awards – Nominate Online	www.securityandpolicing.co.uk/awards	Online	16	30.01.15	
Health & Safety Risk Assessment (To Be Completed By 12sqm Shell Scheme Stands, Bare Space Stands and Large Exhibits)	nicola.morrin@adsgroup.org.uk	Form 1	36	30.01.15	
Large Exhibit Form	nicola.morrin@adsgroup.org.uk	Form 2	37	30.01.15	
Security & Policing Exhibition Sponsorship	james.hemmings@adsgroup.org.uk	Email	16	12.02.14	
Stand Nameboard, Furniture and Electrics	info@nf-x.co.uk	Online	18	13.02.15	
Badge Registration	http://secandpol.eventreference.net/login.php	Online	13	20.02.15	
Security & Policing Drinks Reception	http://secandpol.eventreference.net/login.php	Online	16	24.02.15	
Internet & I.T – Order	http://itservices.farnborough.com/	Online	22	25.02.15	
Freight Handling Service	jim@premiershowfreight.com	Email	11	03.03.15	
AV Equipment Hire - Order Online or via form	TBC	Email	21	Tbc	
UK Delegation Bidding Form	rachel.tasker@adsgroup.org.uk	Form 6	14	Tbc	
VIP Delegation Bidding Form	rachel.tasker@adsgroup.org.uk	Form 7	14	Tbc	
Visitor Invitations	www.securityandpolicing.co.uk	Online	14	20.02.15	

A.1 INTRODUCTION

The exhibition will be housed in a temporary structure within the grounds of Farnborough International Venues & Events (FIVE), Farnborough, Hampshire, from 10 to 12 March 2015. Security & Policing 2015 is organised by the ADS Group (referred to as "The Organiser"). All correspondence and queries for this exhibition should be directed to [Nicola Morrin](#), [James Hemmings](#) or [Rachel Tasker](#).

On the days of the exhibition, please direct any queries to the [Organiser's Office](#) or contact +44 (0) 207 091 7835. Alternatively, please speak to a member of the Organiser team at Registration or the Show Information stand located in the venue entrance.

ADS Group contact details:

ADS Group Ltd, ShowCentre, ETPS Road, Farnborough, Hampshire, GU14 6FD

Tel: +44 (0) 207 091 7835

Switchboard: +44 (0) 207 091 4500

Fax: +44 (0) 207 091 4545

A.2 EXHIBITION STAND DESIGN, BUILD AND ELECTRICAL CONTRACTOR

Nf-x Limited

Nick Forman

Tel: +44 (0) 1788 834 671

Fax: +44 (0) 1788 834 672

info@nf-x.co.uk

A.3 EXHIBITION OPENING HOURS FOR VISITORS

Tuesday 10 March 0900 - 1630

Wednesday 11 March 0900 - 1630

Thursday 12 March 0900 - 1500

Please note security checks will be carried out at the Entrance.

A.4 EXHIBITION OPENING HOURS FOR EXHIBITORS

Build-up for the exhibition, opening times and breakdown are as follows:

Saturday 7 March	0800 - 1800 0800 - 1800	Delivery of large exhibits for internal display area Bare Space stand build only.
Sunday 8 March	0800 - 1300 0800 - 1800	Delivery of large exhibits Bare space stand build only. Electrical sign off on Bare Space must be complete by 1800
Monday 9 March	0800 – 1800 Scheme)	Build-up for all exhibitors (Bare Space & Shell
Tuesday 10 March	0800 – 1700	Exhibitor access to exhibition hall
Wednesday 11 March	0800 – 1700	Exhibitor access to exhibition hall
Thursday 12 March	0800 – 1830 1500 – 1530 1530 – 1830	Exhibitor access to exhibition hall Exhibition hall cleared of visitors Breakdown
Friday 13 March	0800 – 1100 0800 – 1800	Removal of large exhibits Breakdown of bare space

A.5 BUILD-UP PROCEDURE

Saturday 7 March	0800 -1800 0800 -1800	Delivery of large exhibits Bare space stand build
Sunday 8 March	0800 -1300 0800 -1800	Delivery of large exhibits Bare space build, stand electrical sign off completed
Monday 9 March	0800 -1800	Build-up for all exhibitors

- **To gain vehicle access to the exhibition hall to deliver equipment, a Vehicle Access Pass will be required. These will be available when you arrive on Saturday 7 March from the Registration Office where you enter at 'F Gate'.
Important: The driver and/or passenger of the vehicle must present official photographic ID. e.g. Passport or Photo Driver's Licence to obtain entry.**
- **Any exhibitor with large exhibits or equipment for display, particularly vehicles or equipment that requires a forklift truck must have the product on site and within the exhibition area by 1300 on Sunday 8 March. The organiser will need to be notified.**
- **Any stand not completed by 1800 on Monday 9 March will be re-allocated or used for alternative facilities.**
- **No refund will be given to the exhibitor if they have not completed their stand by 1800 on Monday 9 March.**

A.5.1 BARE SPACE STANDS – BUILD-UP

Bare space exhibitors will be able to begin construction / setup of their stands from:

Saturday 7 March	0800 -1800
Sunday 8 March	0800 -1800
Monday 9 March	0800 -1800

Electrical sign off must be complete by 1800 on Monday 9 March.

A.5.2 SHELL SCHEME STANDS – BUILD-UP

Shell scheme exhibitors are able to set up their stands from 0800 -1800 on Monday 9 March. You may **not** set up your stand on the morning of Tuesday 10 March (the opening day of the exhibition).

Between 0800 on Tuesday 10 March and 1530 on Thursday 12 March, the vicinity of the exhibition hall will be closed to **ALL** exhibitor vehicles. There can be no exception to this rule.

A.6 BREAKDOWN PROCEDURE

Thursday 12 March	1530 -1830	Breakdown for exhibitor stands
Friday 13 March	0800 -1100	Removal of large exhibits
Friday 13 March	0800 -1800	Removal of bare space stands

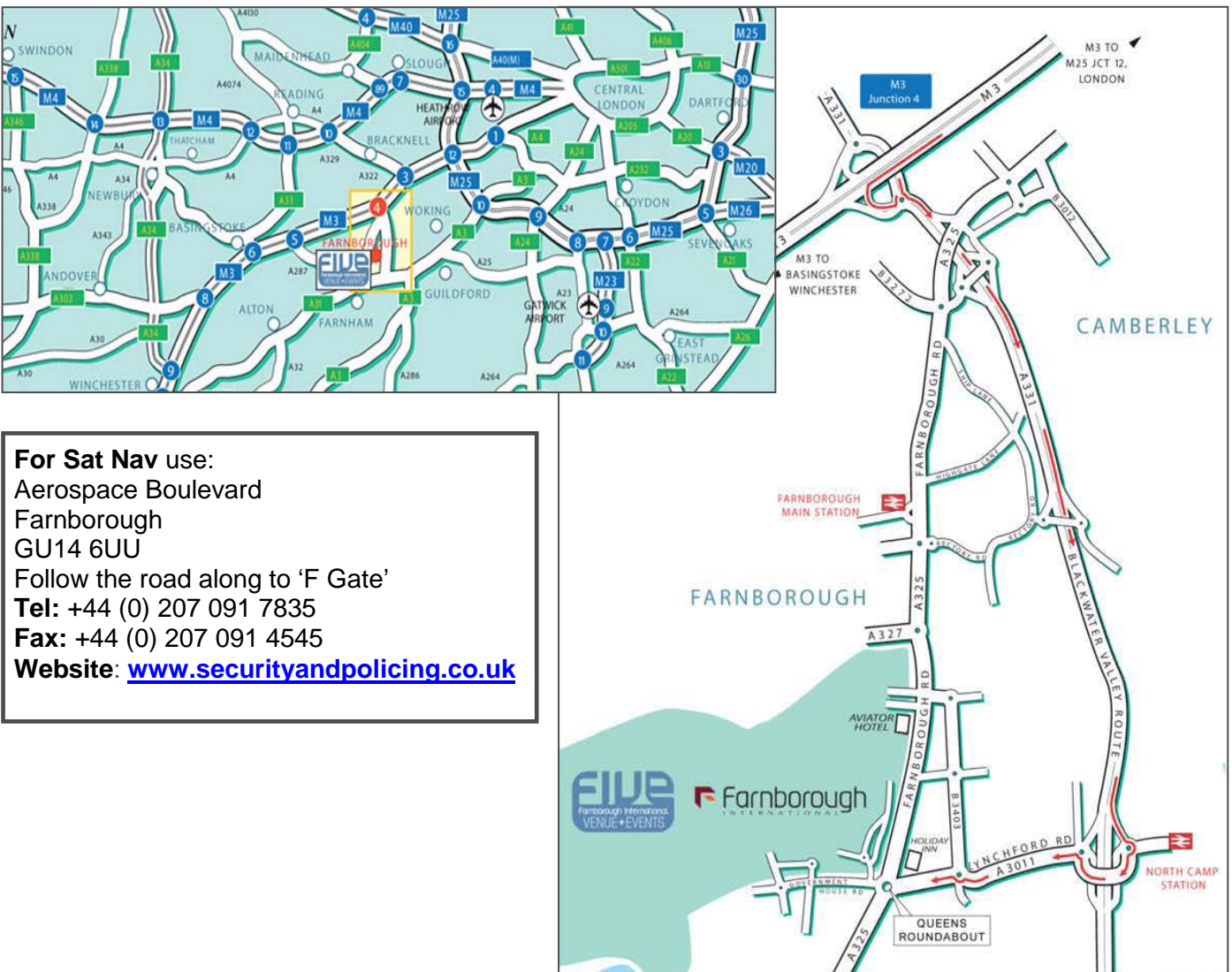
For reasons of Health & Safety, full removal of exhibitor equipment and breakdown of stands will not begin until 1530 on Thursday 12 March to allow time for visitors to vacate the exhibition hall.

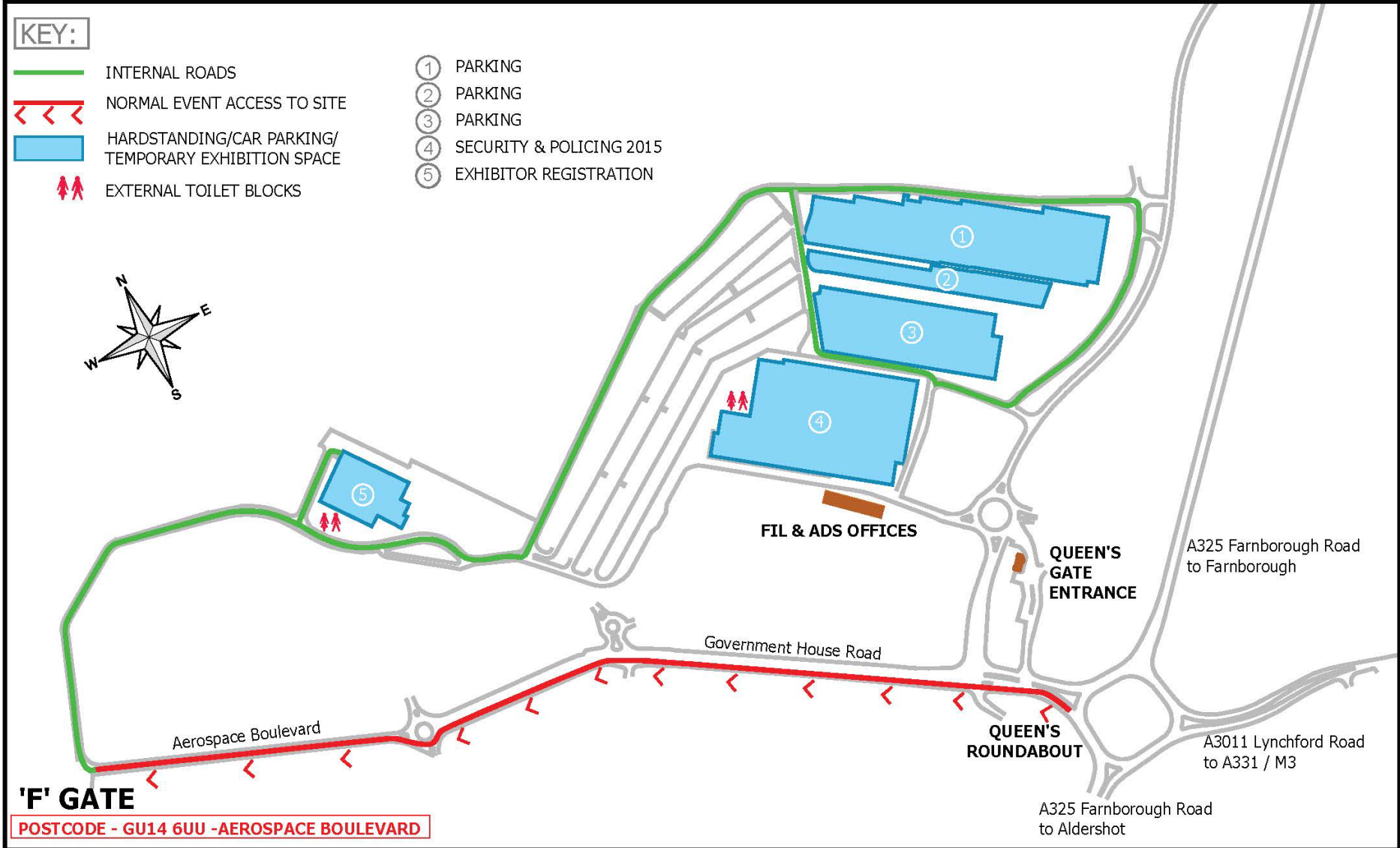
Exhibitors will only be permitted to remove handheld items from the exhibition hall until this time.

Vehicle access to the hall will not be permitted until 1530 on Friday 13 March. Any equipment or materials left on site by an exhibitor after 1800 on Friday 13 March will be disposed of by the Organiser at the exhibitor's expense.

The Organisers accept no responsibility for exhibitor equipment that is left in the exhibition hall overnight during the breakdown period.

A.7 MAP





SECURITY & POLICING 2015 VENUE MAP

A.8 TRAVEL - HOW TO GET HERE

BY ROAD

FIVE at Farnborough is located on the A325, accessible from the M3 and A31. Follow the FIVE signs or the Security & Policing Exhibition signs on all major routes. FIVE is situated near Junction 4 of the M3.

Access to the site on all days is through 'F Gate' Car parking on site is free. When on-site please adhere to the Speed Restriction signs and the car parking marshals.

For Sat Nav use this address:

Aerospace Boulevard

Farnborough

GU14 6UU

Follow the road along to 'F Gate'

BY RAIL

Take the train to Farnborough (Main) station from London Waterloo. The journey time is less than 40 minutes.

From London Heathrow Airport, take the RailAir Coach to Woking Railway station and join the National Rail service to Farnborough (Main) station.

From London Gatwick Airport, take the train to Clapham Junction station. From Clapham Junction take the train to **Farnborough (Main) station**.

From London City Airport, take the DLR from London City Airport Station to Canning Town Station, transfer to the Underground to London Waterloo station. From London Waterloo take the train to Farnborough (Main) station.

For rail travel enquiries, train times and fares call the National Rail Enquiries Line on +44 (0) 8457 484 950 or visit www.nationalrail.co.uk

COURTESY SHUTTLE BUSES FROM STATION TO AND FROM SITE

A courtesy bus service will transfer attendees to and from Security & Policing 2015 via Farnborough (Main) Station.

BY AIR

London Airports

After arrival at London Heathrow, or London Gatwick, use the directions supplied above to get to FIVE at Farnborough via rail or road.

Heathrow Airport is approximately 40 minutes' drive by car (25 miles).

Gatwick Airport is approximately 50 minutes' drive by car (45 miles).

TAG Farnborough Airport

FIVE is situated directly adjacent to TAG Farnborough Airport, Europe's premier business airport. Contact TAG Farnborough Airport on +44 (0) 1252 379000

LOCAL TAXI SERVICES

A-Line Taxis	01252 650 000
VGT Taxis	01252 324 000
Rushmoor Taxis	01252 333 555

A.9 ACCOMMODATION

Information on accommodation in the area can be obtained from our appointed contractor, **Events in Focus**. Preferential rates at local hotels have been negotiated for Security & Policing 2015 exhibitors. Please book via the website:

<http://www14.secure-reservation.com/eventinfocus/group/reservation/ResSearchCriteria.do?site=ev&pid=484>

Events in Focus

Elizabeth Kelly

Tel: +44 207 902 7764

ek@eventsinfocus.net

A.10 FREIGHT AND HANDLING SERVICE

Premier Showfreight Ltd has been appointed as the sole official freight forwarder and on-site handling contractor for Security & Policing 2015. Premier Showfreight are offering professional exhibition transportation and on-site handling services for this event.

To avoid unnecessary delays, exhibitors and contractors making deliveries are advised to give advance notification of intended dates of delivery to Premier Showfreight Ltd.

ADS strongly recommend that all Exhibitors make contact with Premier Showfreight prior to the shipment of their goods.

The deadline for “advance” shipment via Premier’s warehouse is Tuesday 3 March and Friday 6 March for direct delivery to site.

For quotations or further information please contact:

Jim Huggins

Tel: +44 (0) 20 3256 1270

Fax: +44 (0) 20 8683 0126

jim@premiershowfreight.com

Premier Showfreight Ltd

www.premiershowfreight.com

A10.1 DELIVERIES & COURIER POINT

We advise not to use a standard courier company for delivery to Security & Policing Exhibition, as most will not be prepared to register for badges or wait to be verified on-site.

If you wish to use a delivery service other than Premier Showfreight, they will need to be assigned with a contractor badge in advance in order to access the exhibition hall. They must also provide Photo ID for inspection on arrival along with the contractor badge letter. Without this documentation they will not be permitted into the exhibition hall.

If a delivery driver does not have this information they can only deliver to the courier point. The courier point will be located at the Registration Point at the FIVE building.

Exhibitors who have arranged couriers will need to either collect their delivery from this area or arrange for Premier Showfreight to deliver it to their stand. Premier Showfreight has been

appointed as the Sole Official Contractor for Freight Handling & Onsite Site Lifting and will manage the Courier Point.

All deliveries must be clearly marked with company name, contact number and stand number.

For quotations or further information please contact:

Jim Huggins

Tel: +44 (0) 20 3256 1270

Fax: +44 (0) 20 8683 0126

jim@premiershowfreight.com

Premier Showfreight Ltd

www.premiershowfreight.com

A.11 CAR PARKING

During the exhibition there will be free car parking available on the tiered car park levels near to the venue entrance of Security & Policing 2015. Enter the site via 'F Gate' on Aerospace Boulevard. When entering the site please follow the route marked out by cones. When on-site please adhere to the speed restriction signs and parking officials.

Further information regarding on-site parking can be found on the site plan.

A.12 CATERING

A café point will be open for exhibitors on Saturday 7, Sunday 8 and Monday 9 March from 0830 to 1730 during build-up and on the exhibition days during visitor hours. A selection of lunch items and refreshments will be available for exhibitors and visitors. The caterers will be able to supply receipts for expenditure. Payment methods of credit, debit cards and cash will be accepted.

A.13 EXHIBITOR, CO-EXHIBITOR AND CONTRACTOR BADGES

To register for exhibitor, co-exhibitor and contractor badges please order online at:

<http://secandpol.eventreference.net/login.php>

The deadline for completing your exhibitor/contractor badges is 20.02.15

You will be sent an email by RefTech, please follow the link in the email to confirm your user name. A second email will then be sent asking you to choose a password. Please note that you will be unable to change your username.

Once in the site you will be able to allocate your stand passes, paid for passes and contractor passes. Please enter the details as they will appear on each badge by selecting the 'Add' button. Please note that confirmation emails will only be sent immediately for paid for passes. All other pass confirmations will be sent approximately 2 weeks before the event. An e-badge will be sent to you prior to the event.

In order to receive their e-badge, each badge recipient must enter their e-mail address when registering.

Please check your spam filter and Junk E-mail folder in case the e-mail has been flagged up.

IMPORTANT NOTE: Please don't register via the Security & Policing website as this is for visitors only and your application will be declined.

A.13.1 EXHIBITOR BADGES

Each exhibitor is restricted to five free exhibitor badges for every 12sqm of space or part thereof (excluding External Display Areas).

Extra exhibitor badge can be purchased for £30 + VAT. Each exhibiting company may receive up to double their amount allocated. You may request more in your paid for allocation.

All badges will be in the name of the exhibiting company. Badges are applied for using the online registration system and the login and password details provided by the Organiser. Badges will be available for collection on arrival at the event following presentation of the registration e-mail/e-badge and a valid form of photo ID such as a Passport or Photo Driver's Licence.

If you wish to purchase an extra badge on-site, this can be done from the Registration area during the exhibition.

A.13.2 CO-EXHIBITOR BADGES

Co-exhibitors are eligible to two free exhibitor passes only and with the option to purchase two extra badges.

A.13.3 CONTRACTOR BADGES

Exhibitors who require deliveries to their stand or have outside stand builders will need to apply for contractor passes on their behalf. To apply for contractor badges, please use the online registration system and the login and password provided by the Organisers.

The name of the delivery driver or stand build contractor and the name of their company must be supplied. The Exhibitor's company name will also be on the badge. Badges will be available for collection on arrival at following presentation of the registration e-mail/e-badge and a valid form of photo ID, such as a Passport or Photo Driver's Licence.

Eight contractor badges per exhibitor are permitted. Please note that contractor badges are only valid during build-up and breakdown, and from 0800-0900 on Tuesday 10 to Thursday 12 March. There is no cost for the Contractor badges. For Terms and Conditions relating to all badge holders please see Section C.10 of this document.

IMPORTANT NOTE: Badges will not be issued without official photo ID being presented and access to the site may incur a wait until approved or denied. Badges must be worn at all times whilst on-site.

A.13.4 COLLECTING BADGES ON-SITE

During the build-up on Saturday 7 March and Sunday 8 March all contractors and exhibitors will be able to pick up their badge at the Registration Office at 'F Gate'. On Monday 9 March, please drive through 'F Gate' and follow the road to the FIVE building to receive your badge. On all event days the Registration Area will be open in the exhibition hall.

A.14 VISITORS

There is no general admittance to the Security & Policing event. All visitors are subject to Home Office approval.

All visitors must be an employee or agent of one of the following:

- UK or overseas law enforcement
- UK or overseas security organisation
- Government departments
- Prison service
- Blue light emergency services
- Military
- Customs, border and immigration control
- Key providers of national infrastructure and their security managers in the UK
- Private sector consultants and specifiers of security systems
- Agents from overseas representing government, police or law enforcement

Please note this list is not exhaustive.

Visitors are to register via the website www.securityandpolicing.co.uk

A.14.1 VISITOR INVITATIONS

Companies are invited to recommend their own contacts to attend the event. Please note that your nominations must meet with the Security & Policing visitor criteria set by the Home Office (see above in Section A.14). Please refer your contacts to www.securityandpolicing.co.uk for registration.

Registrants will then be reviewed in the usual manner and successful registrants will receive a confirmation email.

A.15 INTERNATIONAL VIP DELEGATION PROGRAMME

Delegates from more than 40 countries are formally invited to the exhibition by UKTI DSO. The delegates find this a key exhibition to visit due to the Home Office link and the relationship with UKTI DSO, but mainly due to the hundreds of companies talking about their security products.

For you it's a great opportunity to home in on/ retain relationships with a number of countries in the exhibition hall by bidding for meetings with the countries.

This programme will be officially launched nearer the event. We will contact you with event delegation lists when they are finalised.

A.16 UK VIP DELEGATION PROGRAMME

ADS will be constructing a UK Delegation programme for Security & Policing 2015. You will have the opportunity to bid for visits from senior UK decision makers and influencers from UK organisations. This programme will be officially launched nearer the event. We will contact you with event delegation lists when they are finalised.

A.17 MEETING ROOMS

There are two meeting rooms available to book onsite for the duration of the exhibition, but this does not include build-up or breakdown. A meeting room can be booked onsite at the Show Information stand. The times available are in 30 minutes time slots.

A.18 PRAYER ROOMS

A prayer room is available on the open days, but does not include build-up or breakdown. The prayer room may be used by anyone, but please be aware the door will not be locked.

A.19 DAMAGES

Exhibitors are advised that no fixings can be made to any part of the premises. Any damage to walls, columns or other parts of the premises will be required to be made good at the exhibitor's expense.

Exhibitors are responsible for all panels, walls, flooring, shell scheme and shell scheme package items within their stand. Any damages will be made good at the exhibitors own expense.

A.20 DISABILITY DISCRIMINATION ACT 1995

The Organisers and the venue are committed to the provision of good customer service for all exhibitors, visitors and contractors. Exhibitors must be aware of their obligations under the Disability Discrimination Act 1995 when designing their exhibition stand and stand layout. Consideration should be given to the provision of wheelchair access ramps etc. More information on accessible stand design can be found in the e-Guide:

www.aeo.org.uk/files/eqguide_july_2012.pdf

Under the act three principal duties are outlined:

1. To provide a disabled person with the same service that it provides to others
2. The service must be provided on the same terms
3. The service must be provided to the same standard

Changes and adjustments that are made to your stand must be reasonable and the reasons for making or not making changes and adjustments must be reasonable.

Elements for Exhibitors and Contractors to Consider:

- Access to exhibits must be available to all visitors
- Platform floors must have ramps. Temporary/portable ramps are acceptable
- Doors and access ways must be wide enough for wheelchair access (750mm. min)
- Information and literature should be printed clearly and available in alternative formats
- Signage must be positioned where it is visible to all visitors
- Staff should be briefed on their responsibilities and trained to assist disabled visitors

This is not exhaustive and must be used as a guide only. Further information about the DDA act can be found at www.disability.gov.uk

A.21 INSURANCE

Exhibitors should take out and maintain public liability and employee liability insurance against personal injury, death and damage to or loss of property for a limit of indemnity not less than £5,000,000 sterling or its equivalent.

A.22 DISTRIBUTION OF PROMOTIONAL LITERATURE

All exhibitor business including the dispensing of literature and promotional material must be conducted from stands. Exhibitors are not permitted to hand out or place on café tables any leaflets or promotional material nor distribute promotional material at the entrance to the event, in the aisles, or any other part of the exhibition hall or car park.

A.23 BRIEFING SESSIONS—OPPORTUNITY FOR EXHIBITORS TO PRESENT

Taking place throughout the duration of the exhibition will be a series of Government Briefing Sessions. There is the opportunity for exhibitors to present, representing the theme that has been chosen by the Organisers and the Home Office. Each briefing will last approximately 10 minutes with access to a power point presentation

The programme will run in the open plan theatre style Briefing Area allowing visitors the opportunity to stop and listen to Government and Industry.

For more information contact:

Rachel Tasker, Event Manager

Tel: +44 (0)207 091 7815

rachel.tasker@adsgroup.org.uk

A.24 DRINKS RECEPTION

Join us for an exclusive networking drinks reception incorporating the ADS Security Innovation Awards. This popular event is the perfect opportunity to enjoy drinks and canapes, whilst networking with both visitors and exhibitors, including representatives from the Centre of Applied Science & Technology (CAST), the Home Office and UKTI Defence & Security Organisation. Representatives of Government departments and Law Enforcement Agencies from both the UK and internationally will also be invited. Further details on how to book will be made available shortly.

A.25 ADS SECURITY INNOVATION AWARD NOMINATIONS

Now in its 12th year, this prestigious Award recognises not only the innovative equipment and technology produced by UK companies, but equally importantly, the partnership between people on the ground and those prepared to put the time and skill behind the development and production of new and ground breaking technology. For additional information or to nominate your company, enter online <http://www.securityandpolicing.co.uk/awards/>

- Products/services must have been brought to market in the last two years. This can include new versions/updates of existing technology
- Equipment or technology which has significantly improved crime prevention, or has significantly improved and made efficient police/law enforcement agencies operability
- Examples of a Government or commercial customer in which the product or service is currently in use

For more information contact:

James Taylor, Business Development Manager – Security

Tel: +44 (0)207 091 7826

james.taylor@adsgroup.org.uk

A.26 SPONSORSHIP OPPORTUNITIES

There are many sponsorship packages available to exhibitors to enhance your company brand during the exhibition. The sponsor packages include; Exhibitor Badge Registration Site, Exhibition Bag Sponsorship and “You Are Here” boards amongst others. The Security & Policing Drinks Reception and *ADS Security Innovation Awards* will also be available to sponsor.

If you are interested in finding out more details on any of the sponsorship packages, please contact:

James Hemmings

Sales Executive

Tel: +44 (0) 207 091 7806

james.hemmings@adsgroup.org.uk

Section B - STANDS SPECIFICATIONS & ADDITIONAL EXTRAS

B.1 SHELL SCHEME PACKAGE SPECIFICATIONS

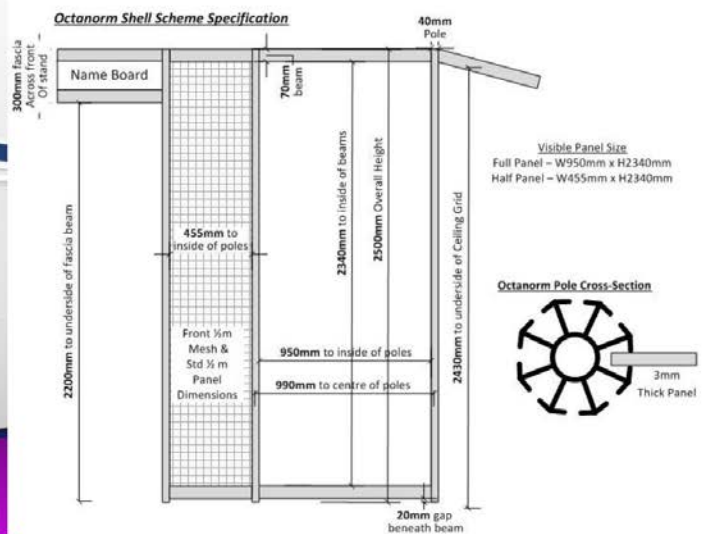
The price for Packages A, B, C, D stands includes:

- Catalogue entry with company logo
- Company name and stand number on fascia (see stand guide)
- Lighting
- Carpet
- One 3 pin power point (max 500 watts / 2 amps)
- One stand-alone lockable counter unit
- Stand cleaning
- Car parking (in designated areas only)

Exhibitors will have stands with total floor areas of four, six, eight or twelve square metres, including one lockable cabinet (measuring 1m wide x 1m high x 0.5m deep) and one 3 pin power point (maximum output of 500 watts 2 amps).

Stands are constructed from Octanorm system, comprising uprights of white metalwork and white infill panels. The front 0.5m section of each side wall is a perforated grey infill panel. A nameboard spans each stand frontage showing the exhibitor name and stand number. A grid ceiling will be constructed for the purpose of stability, and to enable the overhead fixing of electrical items. A grey carpet will be laid to the floor of each stand.

Example stand



Package A 4sq m (2 m wide x 2 m deep)

Graphic space:

Back - 2.34 m high x 2 panels of 0.95 m wide,

Sides - 1 panel of 2.34 m high x 0.95 m wide and 1 panel of 2.34 m high x 0.45m wide

Package B 6sq m (3 m wide x 2 m deep)

Graphic space:

Back - 2.34 m high x 3 panels of 0.95 m wide

Sides - 1 panel of 2.34 m high x 0.95 m wide and 1 panel of 2.34 m high x 0.45 m wide

Package C 8sq m (4 m wide x 2 m deep)

Graphic space:

Back - 2.34 m high x 4 panels of 0.95 m wide

Sides - 1 panel of 2.34 m high x 0.95 m wide and 1 panel of 2.34 m high x 0.45 m wide

Package D 12sq m (4 m wide x 3 m deep)**Graphic space:**

Back - 2.34 m high x 4 panels of 0.95 m wide

Sides - 2.34 m high x 2 panels of 0.95 m wide and 1 panel of 2.34 m high x 0.45 m wide

STAND BUILD AND ELECTRICAL CONTRACTOR**Nf-x Limited**

Nick Forman

Tel: +44 (0) 1788 834 671

Fax: +44 (0) 1788 834 672

info@nf-x.co.uk

B.2 SHELL SCHEME STAND - HOW TO ORDER YOUR NAME BOARD, ELECTRICS, EXTRA STAND ITEMS AND FURNITURE

The picture in **the forms** shows the appearance of your shell scheme stand. Each stand is constructed from white metalwork with smooth white infill panels.

Please note that hook and eye Velcro may be used to fasten graphics to the wall panels; this can be purchased from **Nf-x Limited** in the same booking form.

Your stand is supplied with the following:

- A white lockable cabinet measuring 1m wide x 1m high x 0.5m deep
- An electrical package consisting of a 500W 2 amp socket and 1.8m strip light, mounted behind the fascia board
- A mid-grey cord carpet
- A name board displaying company name and stand number

ALL SHELL SCHEME EXHIBITORS must submit the forms by 13.02.15

B.3 BARE SPACE

All exhibitors who have Bare Space only shall comply with the following regulations before participation is permitted. The Organiser's decision on approval of stand designs shall be final. Display boards and "pop-up" style display systems may be used to dress large exhibits, following approval of your stand design by the Organiser.

If you are employing a contractor to build your stand at Security & Policing 2015 it is important that they receive a copy of this manual. Your contractors must adhere to the site rules and regulations as laid down by the venue a copy of which can be found here:

http://farnboroughfive-com.wp.web1.ads.strategiesuk.net/wp-content/uploads/sites/6/2013/07/Site_Rules.pdf

The Bare Space package includes:

- Catalogue entry with company logo
- Stand cleaning
- Car parking (in designated areas only)

All stand plans, Health & Safety documentation and Risk Assessments must be submitted for approval to Nicola Morrin via e-mail nicola.morrin@adsgroup.org.uk by 30.01.15. Please do not commission production of your stand until the health and

safety risk assessment form has been approved by The Organiser. The organiser will not be liable for any costs incurred if changes need to be made.

The exhibitor will not be permitted to participate at the event until approval of the stand layout and design has been given. Once approval is given, the stand must adhere to the submitted layout and design. The Organiser may insist on changes to the actual stand on site if it does not comply with the approved layout and design. Layouts and designs must show elevations. Exhibitors must allow for such elements as open vehicle doors to be within the stand area. No obstruction into the aisles, whether permanent or temporary, will be permitted.

Exhibits, including all elements of a constructed stand, must not exceed 4 metres in height.

Display panels or walls on the stand exceeding 1 metre in height must not extend for more than half of any one side of the stand that is adjacent to an aisle. This is to ensure no stand is enclosed and no neighbouring stand is overshadowed. The rear of any such displays must be finished or covered professionally to ensure no framework or supports are visible.

Where a fascia or a display is illuminated, the strength and colour of the lighting must not interfere with other stands. Flashing lights and displays must be dimmed to minimise interference with other stands.

B.4 ELECTRICAL CONNECTION & EQUIPMENT

All electrical equipment is to be inspected and tested before it arrives at the venue. Proof of inspection must accompany the equipment. It will be checked by the organisers appointed electrical contractor if the safety or suitability of any electrical equipment is in doubt.

Power to all stands will be turned off 30 minutes after the show closes each evening.

If a temporary supply is required during the build-up phase and/or if your stand requires 24hr power this must be ordered through the official electrical contractor **Nf-x Limited**.

Use of portable generators of any voltage is **not** permitted on site.

Connection to an electrical supply can only be provided by the Organiser's appointed on-site contractor. Exhibitors cannot carry out their own electrical work on site. The official contractor is the only company permitted to carry out electrical work and installation at the venue. Pre-fabricated, pre-wired units may be used, provided the Electrical Contractor is informed in advance of the electrical loading of the unit. Final connections on site must be carried out by the Electrical Contractor. The Organiser's appointed Electrical Contractor reserves the right to refuse connection if pre-wired fixtures are not supplied to a safe and compliant standard. Access to and use of the floor ducts is limited to employees of the venue or contractors employed by the Organiser. Pre-fabricated units must comply with the venue rules and IET Wiring Regulations BS7671:2008(2011).

Only one four way extension lead with a maximum lead length of 2 metres may be connected to each socket outlet, Extension leads must not be plugged into other extension leads (daisy-chaining). Block adaptors and drum reel extension cables must not be used.

Transgression of these rules will result in disconnection of the power supply. Any tampering or interference with the electrical supply will result in disconnection of the power supply.

To obtain costs on all electrical work for your bare space stand please contact Nf-x by 13.02.15

Nf-x Limited

Nick Forman

Tel: +44 (0) 1788 834 671

info@nf-x.co.uk

B.5 OVERSIZED/VEHICLE EXHIBITS & DEMONSTRATIONS

IMPORTANT NOTE: This section relates to vehicles being exhibited on stands, any exhibit over 1 tonne in weight, any moving exhibit and/or any exhibit requiring specific/specialist lifting equipment or expertise.

Vehicles and Oversized Exhibits at Security & Policing 2015 will be scheduled in according to the following:

- Stand being ready to receive the exhibit
- Access available to receive the exhibit at loading doors and on gangways
- Exhibit has been checked to ensure it can access the full route from the marshalling area into the hall

Please complete the Oversized Exhibits Form to provide us with your specification and we will contact you with a proposed schedule. Security & Policing 2015 will operate a scheduled build up where possible. It is essential that any exhibits in the above category are brought in early in the build period to prevent access issues.

The oversized exhibit form must be submitted to Nicola Morrin via e-mail nicola.morrin@adsgroup.org.uk by 30.01.15

Exhibitors wishing to operate machinery or carry out mechanical demonstrations on their stand must ensure that this does not constitute a fire or safety hazard, or interfere with the activities of visitors or other exhibitors. All moving parts must be guarded and controls sited beyond public reach. The Organisers reserve the right to stop any demonstration or the operation of any equipment which they consider dangerous or detrimental to the show.

Demonstrations must not disrupt the activities of their fellow exhibitors or their stands.

Noise levels must be kept below 50 decibels and not cause annoyance to neighbouring exhibitors and/or visitors. In the case of dispute the Organiser's decision is final.

All exhibits in the above category must arrive on site between 1000-1700 Friday 6th March and 0800-1800 on Saturday 7th March.

Failure to meet this deadline may result in severe delays to exhibitors. Vehicle exhibits arriving outside of this deadline must be **pushed into position**.

Moving or Static Motor vehicles within the Venue

Exhibitors shall give The Organisers a minimum of 30 days' notice in writing of their intention to exhibit or demonstrate vehicles within the venue.

Vehicles shall not enter the exhibition hall once the build-up period has finished

Petrol-Fuelled Motor Vehicle Exhibits

All petrol-fuelled motor vehicles or other petrol engine equipment fitted with a fuel tank, including boats, plant or machinery, must comply with the following:

- The fuel tanks of motor vehicles manufactured prior to 1984 must contain only sufficient fuel to move the vehicle in and out of the hall, due to the absence of safety features which prevent leakage.
- Fuel tanks of motor vehicles manufactured from 1984 onwards may contain fuel.
- Fuel tanks on all other petrol engine equipment must be empty.
- The fuel tank must be sealed, wherever possible with a lockable cap.
- Vehicles may require a drip tray and must be positioned within the boundaries of the stand so that any protrusions, doors, tail lifts etc., do not infringe the stand perimeter.
- The running of engines during the open period of an exhibition is strictly prohibited
- For vehicles required to operate as part of a moving demonstration, "pit" positions must be clearly defined and agreed with the venue. Suitable fire extinguisher(s) must be provided.
- Filling or emptying of fuel tanks inside the hall is strictly prohibited at all times.

Vehicle Exhibits

No vehicles, hand propelled or motorised, are permitted to travel within the public circulation areas during the open period of the exhibition.

The static display of vehicles in the exhibition is subject to approval of The Organisers. Vehicles must be clean including tyres and supplied with a drip tray. The Organisers will agree the maximum number of vehicles permitted in any areas.

Refuelling and re-charging

Vehicles and plant must be refuelled or re-charged in the open air, away from the building in a position agreed by the venue.

B.6 FURNITURE

Furniture for your stand can be ordered from our furniture contractor, **JMT Indisplay** using the contact details below.

Telephone: +44 (0) 1923 851 580

www.jmtindisplay.co.uk

<p>Please Note: Apart from the lockable cupboard, there will be no furniture included in your stand package.</p>

B.7 AUDIO VISUAL EQUIPMENT HIRE

Audio Visual equipment can be hired through our official AV contractor, details of which will be issued in due course.

B.8 RIGGING

Rigging, drop wires, lighting or suspended fittings are **not** permitted at the venue.

B.9 LARGE VEHICLE AND DEMONSTRATION AREA

Located adjacent to the Registration Area, this area will be fully covered and enclosed with large open entrances connecting it to the main exhibition hall. If power supplies are required, they can be provided by the appointed Electrical Contractor at an additional cost to

the exhibitor. If you wish to discuss placing an exhibit in this area please contact the Organiser.

B.10 INTERNET & IT CONNECTION

To order Internet or IT facilities, please visit the website: <http://itservices.farnborough.com>

Any enquiries please contact: itservices@farnborough.com

Internet connections must be ordered no later than 25.02.15.

Internet connections are provided via a Standard Network Connection (RJ45). If you require more than one computer to use the connection you will need to use a DSL Router. You can hire one from us, or use your own.

PLEASE NOTE: Please be aware due to the nature of the event there is no hotspot Wi-Fi available.

Broadband Internet Access & Prices

8Mbit Down, 2Mbit Up. ADSL Equivalent Connection	£	800.00
4Mb Down, 1MBit Up. ADSL Equivalent Connection	£	500.00
2Mb Down, 512Kbit Up. ADSL Equivalent Connection	£	300.00
Public IP (includes 8Mbit Connection)	£	1,800.00
8 port switch	£	50.00
4 Port DSL Router (Basic)	£	50.00
4 Port DSL Router (Advance)	£	100.00
VLAN Connection	£	175.00
CAT 5 Cabling 5 meters	£	5.75
CAT 5 Cabling 10 meters	£	12.00
CAT 5 Cabling 15 meters	£	17.00
CAT 5 Cabling 20 meters	£	22.50
Dedicated IT Engineer Per Day	£	600.00
Dedicated IT Engineer Per Half Day	£	400.00

Section C - GENERAL REGULATIONS, FACILITIES & POLICIES

C.1 USE OF RADIO EQUIPMENT ON SITE

Companies wishing to make use of radio equipment on site must contact the venue at the details below, and supply information on the equipment and frequencies being used. Approval from the venue must be received before the equipment can be used on site; please contact:

Jonathan Smith, Head of FIVE Operations
Tel: +44 (0) 1252 532818
jonathan.smith@farnborough.com

C.1.1 SIGNAL/FREQUENCY JAMMERS

It is prohibited to operate within the exhibition hall any equipment that jams, interferes or intercepts phone or Wi-Fi signals. If you are found to be using it even to show as an example to visitors, you will be asked to leave the event.

C.2 FIREARMS AND CONTROLLED EXHIBITS

Failure to obtain the appropriate Import, Export, Trade Control Licenses, Registered Firearms Dealer Certificate and/or Section 5 Authority is against UK Law. Government Officials will be in attendance at Security & Policing 2015 and will check that all the relevant documentation and licences are in order. Companies found to be in breach of UK Law are liable to have their weapons/exhibits seized and could face prosecution.

IMPORTANT NOTE: During the open periods of the exhibition all firearms and controlled exhibits should be secured by a cord or chain or locked within display cases to prevent unauthorised removals.

Live Weapons

A weapon will be considered live if it is capable of discharging any shot, bullet or other projectile.

Deactivated Weapons

A weapon will be considered de-activated if it has been permanently rendered incapable of discharging any shot, bullet or other projectile or of being converted back to its original classification.

IMPORTANT NOTE: Weapons that have had the working parts, firing pin etc. removed are not permanently de-activated, and therefore will be treated as Live Weapons.

De-activated weapons must have a UK deactivation certificate from a UK Proof House. Failure to obtain this certificate will mean the weapon remains "live" and will need all appropriate import/export and weapons licences.

Deactivation Certificate

Deactivated weapons must be deactivated to UK standards and have a UK deactivation certificate issued by an authorised UK Proof House. Overseas deactivation certificates are not acceptable under UK Law

Dummy/Realistic Imitation Firearm (D/RIF)

An item will be treated as D/RIF if it contains no component parts that could be used in a live firearm. Component parts are considered to be those elements necessary to the action of the weapon, such as trigger mechanism, barrels, frames etc. but not screws, springs, nuts and bolts etc. that may be used for other purposes.

C.2.1 ARMOURY

Exhibitors that will be exhibiting live weapons and controlled exhibits are to register these items at the armoury when their equipment first arrives on site. They will need to present on registration:

Registered Firearm Dealers' Certificate, Home Office Section 5 Authority (as applicable) and/or Certificate of proof of de-activation by a UK Authority. In addition, these documents may be inspected by the Hampshire Police Firearms Team.

All firearms must be stored overnight in the armoury storage provided. To make arrangements for the use of the armoury please contact:

Nicola Morrin, ADS Group Ltd
Tel: +44 (0) 20 7091 4518
nicola.morrin@adsgroup.org.uk

Exhibitors are responsible for the security of any controlled exhibits at all times, particularly when they are on display in the exhibition hall. These items must be secured to the stand by tether or other means at all times. To guard against misappropriation, portable exhibits are to be removed from stands overnight. To facilitate the secure storage the Organisers will have on site a temporary armoury. The schedule of opening times for both is detailed below.

Registration Procedures

Registration of weapons will take place on Monday 9th March

Armoury Schedule of Opening Times

No movement of armoury exhibits is permitted outside the times indicated below:

Monday 9 th March	0830–1730 Armoury Registration
Tuesday 10 th March	0800–0900 Issue/1630-1715 Returns
Wednesday 11 th March	0800–0900 Issue/1630-1715 Returns
Thursday 12 th March	0800–0900 Issue/1500-1530 Armoury De-Registration

Exhibition Open Day Routine

During show days the issue and return of exhibits will be conducted within the times listed above. Before an exhibit is issued the recipient will be required to sign for it in the Armoury Accounts Ledger. On returning exhibits the authorised signatories will be required to sign the ledger to state they have returned all items to the armoury.

Exhibits will not be handed over to non-authorized signatories. Exhibitors' representatives should carry some form of personal photographic identification such as a passport, national ID card or photo-driving licence for identification purposes.

Movement of Controlled Exhibits Within The Exhibition Building

All transfers of weapons between the armoury and exhibitors' stands are to be made within the exhibition halls. No movement of controlled exhibits will be permitted outside of the

armoury open times. When the show is open all exhibits are to remain on stands in the exhibition halls.

De-Registration of Controlled Exhibits

De-registration will take place on the morning of the final day, 12th March. This will allow those exhibitors who wish to move their exhibits offsite on completion of the show to do so. All controlled exhibits are to be removed from the exhibition site by 1830 hours 12th March 2015.

The organiser takes no responsibility for the security and accounting for any controlled exhibits not under their direct control.

Loss or Suspected Theft of a Controlled Exhibit

The Security & Policing Organisers are to be informed immediately of any actual or suspect loss or theft of a controlled exhibit – live Firearm or Weapon, converted, deactivated, dummy or Realistic Imitation Firearm.

C.2.2 LICENCES

All companies marketing and/or exhibiting firearms and/or ammunition at Security & Policing 2015, whether the items are on site or not, are required to contact Hampshire Police Firearms & Explosives Licensing Department in order to determine the correct licensing requirements for their products.

Hampshire Police

Firearms & Explosives Licensing Department Police HQ, West Hill, Romsey Road
Winchester, Hampshire, SO22 5DB
Tel: +44 (0) 1962 871 061
firearms.licensing@hampshire.pnn.police.uk

Section 5 Authority

The Home Office is responsible for issuing a Section 5 Authority on behalf of the Secretary of State. Applications must specifically include the Security & Policing 2015 exhibition.

A Section 5 authority is required for those seeking approval to possess, purchase, acquire, manufacture, sell or transfer prohibited weapons and/or ammunition. As example, this category includes but is not limited to:

- Weapons which are designed or adapted that two or more missiles can be successively discharged without repeated pressure on the trigger
- Self-loading or pump-action rifled gun other than one which is chambered for .22 rimfire cartridges
- Firearms which either have a barrel less than 30 cm in length or is less than 60 cm in length overall, other than an air weapon, a muzzle loading gun or a firearm designed as a signalling apparatus
- Self-loading or pump-action smooth-bore firearms which are not an air weapon or chambered for .22 rimfire cartridges and either has a barrel less than 24 inches in length or is less than 40 inches in length overall
- Smooth-bore revolver firearms other than one which is chambered for 9 mm rimfire cartridges or a muzzle-loading gun
- Air rifle, air gun or air pistol which uses, or is designed or adapted for use with a self- contained gas cartridge system
- Any weapon designed or adapted for the discharge of any noxious liquid, gas or other thing

- Cartridges with a bullet designed to explode on or immediately before impact, any ammunition containing or designed or adapted to contain any such noxious thing and, if capable of being used with a firearm of any description, any grenade, bomb (or other missile), or rocket or shell designed to explode as aforesaid
- Firearms disguised as another object
- Ammunition for military use which consists in or incorporates a missile designed so that a substance contained in the missile will ignite on or immediately before impact
- Ammunition for military use which consists in or incorporates a missile designed, on account of its having a jacket and hard-core, to penetrate armour plating, armour screening or body armour
- Ammunition which incorporates a missile designed or adapted to expand on impact

Exhibitors intending to exhibit live, prohibited weapons at Security & Policing must apply to the Home Office for a Section 5 authority upon receipt of this document.

IMPORTANT NOTE: If you require a Section 5 Authority you must first hold a Registered Firearms Dealers Certificate, issued by the Hampshire Constabulary.

Exhibitors must provide both the Home Office and Hampshire Constabulary with full details of the type and quantity of the prohibited weapons, component parts and ammunition they propose to exhibit at Security & Policing 2015, together with company details and details of the person who will be responsible for the items during the event.

Further information on Section 5 Authority is available from:

The Home Office
 Firearms Section
 5th Floor
 Fry Building
 2 Marsham Street
 London SW1P 4DF
 United Kingdom
 Tel: +44 (0)20 7035 1778
 Tel: +44 (0)20 7035 1783

Email: firearms@homeoffice.gsi.gov.uk
 Website: <http://www.homeoffice.gov.uk/>

C.3 PHOTOGRAPHY

If you intend using a camera on site, you may only make use of it within the exhibition hall. No external areas of the site may be photographed. If you do so, your camera will be confiscated.

If taking photographs within the hall, you are required to seek the prior approval of any visitors, exhibitors and the stands which may be within the shot.

IMPORTANT NOTE: anyone found to have taken photographs of exhibition stands without permission from the owner / stand manager, will be escorted from the exhibition site and all photographs will be deleted from the camera.

C.4 HEALTH AND SAFETY

Exhibitors are reminded that it is their legal obligation to comply with the HASAWA 1974. You have a legal duty of care for the safety of anyone who may be affected by your activities. You are ultimately responsible for all aspects of safety on your stand during build-up, the open period of the exhibition and during breakdown. Where you contract out the building and finishing of your stand you still retain responsibility for the actions of your contractors. If, in the opinion of the Organisers or venue authorities, anything related to your participation at the event does not meet with Health and Safety requirements you will be asked to remedy the situation or leave the event.

IMPORTANT NOTE: A Health & Safety Risk Assessment is required for all stands that are 12sq metres and over and/or exhibits and displays that come under the Oversized Exhibit category (Page 20). Please complete Form 1 and return it to the organisers by the deadline.

For vehicles and equipment whose use requires specific training/certification, copies of the appropriate documentation must be available for viewing upon request.

Failure to complete the Health and Safety Risk Assessment form before the event will result in the exhibiting company being denied access to their stand.

C.4.1 PERSONAL PROTECTIVE EQUIPMENT

From 7th March until 8th March any contractors or exhibitors requiring access to the halls will be required to wear high visibility tabard and safety footwear whilst on-site. Areas where overhead working is taking place will be Hard Hat Areas. Even if your stand is not a hard hat area you may still need one so please be prepared.

Appropriate footwear and clothing should be worn at all times during the whole of the build-up and breakdown periods.

Please be aware of your surroundings, there are constant vehicle movements, overhead working and other dangers.

C.4.2 CHEMICALS/COSHH

The use of chemicals on site during the build-up, show open or breakdown periods by exhibitors or their contractors require the submission of a suitable and sufficient COSHH assessment.

C.5 FIRE REGULATIONS AND PRECAUTIONS

Portable fire extinguishers are provided in designated areas.

Exhibitors should ensure that they are conversant with their use as well as acquainting themselves with the location of their nearest fire exit and alarm point in the building.

Exhibitors who, because of the nature of their exhibits, require special extinguishers, should make their own arrangements.

In the event of a fire:

- Break the glass on the nearest manual fire alarm call point (coloured red). These are located at strategic points around the venue.
- Contact The Organisers giving the location and nature of the incident.
- Notify persons in the vicinity of the situation and, if safe to do so, tackle the fire with an extinguisher.
- Keep calm, follow these procedures and assistance will arrive as soon as possible.

- NEVER put yourself in danger.

In an event of a fire, please exit via your nearest Fire Exit.

The following regulations must be complied with by all contractors and exhibitors in the construction of stands features and displays, including signs and fascias.

All materials shall be:

- Of a suitable nature and quality for the purposes and conditions of their intended use
- Adequately prepared and fixed in order to adequately perform the functions for which they are designed
- Non-combustible, inherently non-flammable or durably flameproof in accordance with BS476-Part 7
- Water-based, where applicable, e.g. adhesives and paint

British Standards are the minimum acceptable standards for construction materials. Suitable samples of materials may be submitted to the venue for approval. Materials may be tested on site to ensure that they comply.

Decorative materials

Decorative materials used for stand dressing must be flame proofed or purchased already treated by use of the appropriate chemical.

Artificial plants and flowers are combustible and give off toxic fumes. Therefore they must not be used for stand dressing. Silk-type flowers are acceptable, providing they are fireproof or have been treated and marked as such.

Fabrics, drapes, curtains and hangings

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 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. Curtains on exit routes should hang 75mm clear of the floor be parted in the centre and not conceal any exit signs.

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 in uncarpeted 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.

The organiser will incur a charge for any tape not removed by the end of the tenancy period, or any damage caused to the hall floor.

Space only stands must provide their own floor covering and secure it in accordance with the rules contained within this manual.

Glazing

All glazing used in the construction of stands must consist of safety glass (laminated or tempered) a minimum of 6mm thick. Areas of glazing within 800mm of floor level and over 0.5m², where the smaller dimension of the pane is greater than 250mm, must conform to the thicknesses shown below (in order to comply with the 'Code of practice for safety related to human impact'):

Nominal thickness	Maximum pane size dimensions
8mm	1100mm x 1100mm
10mm	2250mm x 2250mm
12mm	4500mm x 4500mm
15mm or thicker	no limits

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.

Night sheets

Night sheets must be made of inherently non-flammable material or of material satisfactorily treated to render it non-flammable. They shall be stored rolled-up and firmly secured and not cause any obstruction while not in use.

Paint

Only water-based paint may be used on site. If paint-spraying equipment is to be used, the method must be approved by the venue and not cause a nuisance to others. Protective measures shall be taken to ensure that no paint is spilt or sprayed on to the fabric of the building.

Plastic

All plastic, including plastic plants and materials used for vision panels, etc, must conform to BS476-Part 7, Class 1. Polycarbonate materials are acceptable.

Timber

Timber under 25mm thick must be impregnated to Class 1 standard. Treated materials should have 'BS476-Part 7, Class 1' marked on them.

Boards, plywood, chipboard, etc, must be treated if under 18mm thick. The exception to this is MDF, which is acceptable for use due to its density. MDF may not be machined on site, as its dust is hazardous to health.

Upholstery

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

C.6 EMERGENCY PROCEDURES

In any emergency situation, it is important that The Organisers are informed and not the emergency services directly. This way the services can be correctly directed to the incident to ensure it is dealt with promptly and safely. To this end it is important that all exhibitors and contractors are familiar with the events security, emergency and fire procedures.

Exhibitors and contractors should check for suspicious objects both morning and evening and ensure that their briefcases and bags are kept safely locked away at all times to prevent causing unnecessary concern. Be aware of the location of the nearest fire extinguisher and nearest emergency exit. Please ensure you brief all your staff on these procedures.

Stand Search

In the event of a bomb threat, you will hear the announcement.

"Attention please, attention please. This is a Staff Call"

Do not leave the building. Inform your colleagues and assist by searching for suspicious package on your stand. If a suspect package is found, do not touch or move it. Calmly clear the immediate area and inform The Organisers immediately of the exact location of the package. Please do not cause undue concern to visitors during this time.

In the unlikely event that you receive a telephoned bomb threat, remain calm and listen carefully. Write down everything that is said including the exact time of the call and contact The Organisers.

Try to discover:

- Where the device is located
- When it is going to explode
- What it looks like
- What type of device it is
- What will cause it to explode
- Whether the caller planted the device
- Why they planted the device
- Any other useful information

All Clear

The signal for all clear will be the cancellation of the emergency. These are cancelled by the announcement.

“Attention please, attention please. Staff Call is cancelled”

Evacuation

If evacuation is necessary you will hear the following announcement.

“Attention please, attention please. This is an important announcement. It is necessary to ask everyone to leave the building. Please leave quickly and in an orderly manner by the nearest exits and make your way to car park level 1.”

Exhibitors and contractors should account for all of their staff and report to The Organisers.

C.7 FIRST AID

A first aid point will be available from Monday 9 March to Thursday 12 March inclusive. This will be located at the entrance to the exhibition hall adjacent to the cloakroom.

C.8 SMOKING POLICY

The venue for Security & Policing 2015 is a non-smoking environment. If you wish to smoke, then please do so outside the venue.

C.9 STAND CLEANING

All stands will be cleaned by The Organisers prior to the opening of Security & Policing 2015. The organisers will also conduct a daily cleaning of the aisles and carpets on the stands. Please leave general rubbish in bags in the aisle once the exhibition has closed each day for collection. The cleaning of exhibits is not included.

Exhibitors and contractors must arrange the removal of materials and waste produced by working demonstrations of exhibits and stand fitting materials, crates and exhibits.

Any materials or products left in gangways will be deemed rubbish and disposed of, for any materials removed from the gangways by accident the organisers are not held

responsible. Charges will be made direct to the exhibitor for the removal of excess waste.

C.10 ADMISSIONS POLICY

There is no general admittance to the Security & Policing event. All visitors are subject to Home Office approval.

All visitors must be an employee or agent of one of the following:

- UK or overseas law enforcement
- UK or overseas security organisation
- Government departments
- Prison service
- Blue light emergency services
- Military
- Customs, border and immigration control
- Key providers of national infrastructure and their security managers in the UK
- Private sector consultants and specifiers of security systems
- Agents from overseas representing government, police or law enforcement

Please note this list is not exhaustive. Each visitor must apply via the online registration system via the website www.securityandpolicing.co.uk or by contacting ADS directly. The Registration site will be open as close up to the start of the exhibition as possible.

During the exhibition, on-site registration will only be available to those individuals who can provide a form of government employee identification i.e. Warrant Card, MoD90 etc.

Overseas 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.

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.

Only the Organiser's official admission badge, worn by the person named on it, will be permitted into Security & Policing 2015. The badge remains the property of the Organiser.

The badge is only valid for the person named on it; neither the badge holder nor the company they represent may permit the badge to be worn by another person. The wearing of a badge under these circumstances will be grounds for the individual and/or company to be removed from the exhibition. Identity checks will be conducted as a condition of entry and re-entry if the exhibitor leaves the exhibition.

Any person found to be registering to attend Security & Policing 2015 using false information / credentials or deliberately withholding information will have their application automatically denied.

All persons attending Security & Policing 2015 including all exhibitors and their staff, should carry and produce on request a supporting personal photographic identity document i.e. Warrant Card, MoD 90, Passport, Photo Driving Licence or similar. **Company identification cards will not be accepted.**

All exhibitors and their staff (including stand contractors), visitors and service providers must pre-register. All attendees will be subject to a security vetting and acceptance process.

No person under the age of 18 will be admitted to Security & Policing 2015 either while the event is open or during the build-up and breakdown stages.

Anyone attending Security & Policing 2015 must not take part in any canvassing, leafleting, or any activity which may disrupt the Exhibition.

Individuals or 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.

The Organisers reserve the right to exclude or remove anyone from Security & Policing 2015 who does not comply with this Admission Policy or who they reasonably consider are likely to break these rules.

IMPORTANT NOTE: Photographic ID must be carried at all times. If you exit and re-enter the venue, staff will ask for photo ID.

C.11 TRADE CONTROL LICENCES AND THE GOVERNMENT'S SECURITY POLICY FRAMEWORK

H.M.G's Security Policy Framework

Companies are reminded of the following details from the UK Government's Security Policy Framework, which affect all X-listed companies:

Overseas promotion and sale of defence equipment or technologies, companies must ensure that they always have 680 clearances from UK MoD for any and all promotional or contract negotiation activities associated with goods and technologies on the UK's Military List.

Transmission under which shipments of controllable goods, permanently or temporarily, must not be made through making use of a carrier belonging to a country to which their sale is embargoed.

Export Licences

Exhibitors in the security and defence sectors should be aware that their products, technology and/or commercial publicity and information may require to be licensed for export from the UK.

Simple advice is available at:

<https://www.gov.uk/starting-to-export>

<https://www.gov.uk/government/collections/export-licensing-guidance--2>

For details of which Trade Control regulations impact on exhibitions and trade fairs, see:

<https://www.gov.uk/trade-controls-military-goods-on-trade-fairs-and-exhibitions>

Export and Trade Control Licences can be applied for using the SPIRE system see:

<https://www.gov.uk/apply-strategic-export-licence-spire>

Companies promoting, marketing and/or exhibiting controlled equipment NOT manufactured in the UK must consider registering to use one of the Open General Trade Control Licences which are available, see:

<https://www.gov.uk/open-general-trade-control-licences>

The term "Trade" relates to activities carried out by persons in the UK, which result in the movement of military goods and certain security or Paramilitary goods from one country (outside UK) to another (outside UK). Such activities include supplying or delivering (or

agreeing to) those goods, or (any act calculated to) promote the supply or delivery of those goods. The goods that are subject to Trade Controls are categorised into Category A, Category B and Category C goods.

The regulations applied to the trade of **Category 'A'** Goods are the strictest – these goods include, **but are not limited to** (see Trade Controls for full list of goods):

- Certain Security, Para-Military Police Equipment and Cluster Munitions
- Portable devices for riot control or self-protection by electric shock; e.g. electric-shock batons/shields/dart-guns and stun-guns and components. Cluster munitions, explosive submunitions and explosive bomblets and components thereof.

Equally strict are the regulations pertaining to “embargoed destinations” (i.e. those nations subject to full scope “arms embargoes”), trade controls and export licenses apply to all Category A, B and C goods marketed to individuals or agencies from/representing these countries, details of which are to be found at: <https://www.gov.uk/current-arms-embargoes-and-other-restrictions>

NOTE: A separate Trade Control Licence is required for each of these countries.

If your products are WMD/CBRN-related (i.e. for use in connection with the development, production, handling, operation, maintenance, storage, **detection, identification** or dissemination of **chemical, biological or nuclear weapons** or other nuclear explosive devices, or the development, production, maintenance or storage of missiles capable of delivering such weapons), please see the ECO guidance available at the following link: <https://www.gov.uk/supplementary-wmd-end-use-controls>,

You are also very strongly advised to make contact with the ECO (Tel: 020 7215 4594; Fax: 020 7215 2635; E-Mail: eco.help@bis.gsi.gov.uk) to discuss their licensing needs with them as soon as possible.

Taking the Equipment back again after the Exhibition:

If equipment not manufactured in the UK needs to be sent overseas or returned to its country or origin after Security & Policing 2015, and it is subject to UK export controls, you will need to export these goods under a valid Export licence. If the goods and destination are described in the OGEL (Export After Exhibition or Demonstration: Military Goods) or the OGEL (Export After Exhibition: Dual-Use Items), then one of these licences may be used, otherwise a SIEL must be applied for. Registration to use the OGEL or application for a SIEL must both be made through the SPIRE system. To register to use the SPIRE system, and to register or apply for licences please go to:

<https://www.gov.uk/apply-strategic-export-licence-spire>

Import Regulatory Requirements:

Those relevant exhibitors should contact the following, who is our Customs & Excise consultant, and can provide the information needed on what is required to satisfy the UK's import and export regulations:

Mr Gary Charles, Gary Charles Associates

Tel: +44 (0) 7766 751124 E-Mail: GCharles2007@aol.com

Please also contact:

Brinley Salzmann

Director – Overseas & Exports

Tel: +44 (0) 207 091 7822 **Mob:** +44 (0) 7717 173670 **Fax:** +44 (0) 207 091 4545

E-mail: Brinley.Salzmann@adsgroup.org.uk

Section D - ONLINE FORMS & FORMS TO RETURN

EXHIBITION CATALOGUE ENTRY

Your entry into the Security & Policing 2015 Exhibitor Catalogue is to be completed online via the website:

<http://utility.keypublishing.com/SecPol2015> no later than **15 January 2015**

Log on using the username and password supplied to you in an e-mail by the Organiser.

Every exhibitor is entitled to a **FREE ENTRY** in the Security & Policing 2015 Exhibition Catalogue. This entry includes contact and address details, a 150 word description of your company, your company's products and services, your company's logo and a category listing.

If you are a returning exhibitor, your company's information will have previously been uploaded, but please check carefully that this is the information you want to be published. You will be asked to input/amend the following information:

- The contact details (name / e-mail / telephone / fax) of the person you would want to handle sales enquiries.
- Your 150 word company description in sentences and paragraphs and should not involve tables, bullet points etc.
- The products and services that are relevant to your business and will be featured in the Products and Services section in the catalogue.
- Your company logo at least 550 pixels wide or 235 pixels high or 300dpi 70mm wide and in JPEG format.

Please use sentence case for all fields, using capital letters only where appropriate.

Online Exhibitor Profiles

As an exhibitor at Security & Policing 2015, you will receive another entry which will be featured on our exhibitor list on the website www.securityandpolicing.co.uk

This is an ideal opportunity for you to showcase your business to potential visitors to the event; who in turn, will be able to use this facility to plan their visit and see what products and services are on offer.

Therefore, we would encourage you to upload your company details as soon as possible to ensure you get maximum coverage in the lead up to the event.

Your website entry will include:

- Full contact details for your business
- Hyperlink to your website
- Exhibitor logo
- Description of your company's business (150 words)
- Stand number
- Listing by multiple products and services

PLEASE NOTE – If you wish not to include a company description, please leave the Website entry box blank

ADVERTISING

In addition to your entry, Security & Policing 2015 offer you further opportunities to showcase your company. Advertising within the exhibition catalogue will be available at very attractive rates. Space is limited, so we would recommend that you book as soon as possible.

For further details please contact:

Sean Leslie

Key Publishing

Tel: +44 (0) 1780 755 131

sean.leslie@keypublishing.com

IMPORTANT NOTE: If you receive any e-mails regarding 'Expo Guide/FairGuide.com' or similar companies and the message sender is not ADS Group or our supplied Contractors, we advise you to not respond and delete the e-mail. Expo Guide claims to offer online listing services. They use a form which resembles an organiser's free catalogue listing service. Unsuspecting exhibitors who sign and return the form are then contracted into a three-year, non-retractable agreement, which could cost you a significant amount of money, with no foreseeable benefits.

These companies have no connection with Security & Policing or ADS Group Limited.

FORM 1 – H&S RISK ASSESSMENT

Company Name		Phase*	Build-Up / Show Open / Breakdown	Stand No.	
Completed By		Signature		Date	

All exhibitors must adhere to health and safety regulations in place at the venue. For example, companies must not run multiple adapters off one power point; all trip hazards are to be avoided or, if essential, clearly marked; items secured to stands must be properly restrained, equipment and exhibits must not interfere with aisle space; emergency exits must not be obscured; vehicles on site must be marshalled and driven with due care and attention etc.

All Exhibitors with stands of 12 SqM or more, Bare Space stands, Stands requiring more than 5 Amps of electrical power and Vehicle and Oversized exhibits are required to complete submit a Health and Safety Risk Assessment prior to arrival on site & return a copy to ADS Group Ltd.

LIKELIHOOD (The chance of the hazard or event actually occurring during the duration of the exhibition (including Build up and breakdown periods))	CONSEQUENCE (The extent of the harm (injury or ill health) should it actually occur)	RISK RATING (Once the likelihood and consequence of each hazardous event or situation has been decided, the risk is to be rated using the following table)																																									
1 = Rare 2 = Unlikely 3 = Possible 4 = Likely 5 = Almost Certain	Probably never happen Do not expect to happen Might happen Will probably happen Will undoubtedly happen	<table border="1"> <thead> <tr> <th rowspan="2">CONSEQUENCE</th> <th colspan="5">LIKELIHOOD</th> </tr> <tr> <th>1 Rare</th> <th>2 Unlikely</th> <th>3 Possible</th> <th>4 Likely</th> <th>5 Almost Certain</th> </tr> </thead> <tbody> <tr> <td>5 Catastrophic</td> <td>5</td> <td>10</td> <td>15</td> <td>20</td> <td>25</td> </tr> <tr> <td>4 Major</td> <td>4</td> <td>8</td> <td>12</td> <td>16</td> <td>20</td> </tr> <tr> <td>3 Moderate</td> <td>3</td> <td>6</td> <td>9</td> <td>12</td> <td>15</td> </tr> <tr> <td>2 Minor</td> <td>2</td> <td>4</td> <td>6</td> <td>8</td> <td>10</td> </tr> <tr> <td>1 Negligible</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </tbody> </table>	CONSEQUENCE	LIKELIHOOD					1 Rare	2 Unlikely	3 Possible	4 Likely	5 Almost Certain	5 Catastrophic	5	10	15	20	25	4 Major	4	8	12	16	20	3 Moderate	3	6	9	12	15	2 Minor	2	4	6	8	10	1 Negligible	1	2	3	4	5
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	1 = Negligible Minimal injury, no/minimal treatment 2 = Minor Minor injury, minor treatment >3 days off work 3 = Moderate Moderate injury, requires professional intervention 4 = Major Major injury, long term incapacity/disability 5 = Catastrophic Death, multiple permanent injuries																																										

Hazard identified	Likelihood	Consequence	Risk Rating	Action Required (Control Action)	Person Responsible for Control Action
Manual Handling of Equipment					
Electricity					
Vehicle Movement Within Exhibition Hall					
Trips/Slips					
Chemicals/Hazardous Substances					
OTHER (Specific to your participation)					

Acknowledged (by Company Health & Safety Officer)		Signature:		Date	
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*Delete as Appropriate

Please return to nicola.morrin@adsgroup.org.uk by no later than 30.01.15

FORM 2 - OVERSIZED EXHIBIT/VEHICLE FORM

This form should be completed by any exhibitor with an exhibit over 1 tonne, vehicle exhibits, moving exhibits and any exhibit that requires specialist/dedicated lifting equipment such as forklift trucks.

Each exhibit that falls into this category will require a completed copy of this form

Tick the box that best describes your exhibit

Vehicle	<input type="checkbox"/>
Moving	<input type="checkbox"/>
Over 1 tonne	<input type="checkbox"/>
Specific lifting equipment	<input type="checkbox"/>

All measurements are to be provided in metric

Weight			
Dimensions (inc. Vehicles)	W.	H.	D.

If your exhibit requires specialist/dedicated lift equipment such as a forklift truck, this information should be included here with as much detail as is possible. This should include if your exhibit requires unloading using a forklift

Lift Details

List here any information it would useful for the organisers to know when it comes to scheduling the installation of your exhibit

Additional Information

Arrival Date & Time	
Departure Date & Time	

Exhibiting Company: _____

Stand Number: _____

Contact name: _____

Contact Telephone No: _____

PLEASE RETURN YOUR FORM VIA E-MAIL TO:

nicola.morrin@adsgroup.org.uk

by 31.01.14