



Home Office

SECURITY & POLICING**HOME OFFICE EVENT 2015****10-12 March 2015, FIVE**For ADS use only: Booking Ref: Org ID: **BOOK YOUR STAND NOW FOR DISCOUNTED RATES (expires 30 April 2014)****COMPANY/ORGANISATION AND CONTACT**

Company Name	<input type="text"/>		
Address	<input type="text"/>		
Contact Name	<input type="text"/>	Postcode	<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"/>

STAND OPTIONS (All prices are excluding VAT)

Package A 4SqM (2m x 2m)	£1875.00 (+ £375 VAT) = £2250
Package B 6SqM (3m x 2m)	£2500 (+ £500 VAT) = £3000
Package C 8SqM (4m x 2m)	£3120 (+ £624 VAT) = £3744
Package D 12SqM (3m x 4 m)	£4010 (+ 802 VAT) = £4812
Bare Space (min 20 Sq M) <input type="text"/> Sq M	£315 (+ £63 VAT) = £378 (Per Square Metre)
Vehicle & Demonstration Area Space (5 x 4 Metres)	£995 (+ £199 VAT) = £1194 (Per Space) This space is only available to exhibitors who have already booked a stand in the main hall
Stand choice in order of preference	1 st <input type="text"/> 2 nd <input type="text"/> 3 rd <input type="text"/>
£	Total Price 10% Deposit required with Booking Form, Balance due December 2014

SPONSORSHIP Please contact Gen Richards on +44 (0) 207 091 4520 or gen.richards@adsgroup.org.uk for sponsorship opportunities

- Payment of the 10% Deposit is required in advance 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 ADS Events accompanying this application form.
- Submitting a completed application form confirms your agreement to the Terms and Conditions for Participation in ADS events.
- Submission of the credit card information below confirms your agreement to debit those details for the required booking payment.

METHOD OF PAYMENT **Credit Card** **Cheque** **BACS**

Card type	<input type="checkbox"/> Visa	<input type="checkbox"/> Visa Debit	<input type="checkbox"/> MasterCard	<input type="checkbox"/> AmEx
*You will be contacted by our finance department for your security code				
**American Express credit cards are subject to a 3.85% fee				
Credit Card:	Card number <input type="text"/>	Expiry date <input type="text"/>		
	Name of card holder <input type="text"/>			
	Registered card address <input type="text"/>			
	Signature <input type="text"/>			
Cheque:	I enclose a cheque for £ <input type="text"/>	Made payable to "ADS Group Limited"		
	A Purchase Order number or Company Reference MUST be quoted with a Bank Transfer payment <input type="text"/>			
BACS:	Sort Code: 20 - 71 - 03 Account Number: 73129527 SWIFT CODE BARCGB22 IBAN GB04 BARC 2071 0373 129527			
	VAT Registration Number 991 2734 95			
	Barclays, 90-93 Broad Street, Reading, RG1 2AP, UK			

A receipted invoice will be forwarded

PLEASE SEND YOUR COMPLETED BOOKING FORM TOGETHER WITH PAYMENT TO:

James Hemmings, ADS Group Ltd, ShowCentre, ETPS Road, Farnborough, Hampshire, GU14 6FD, UK
Tel: +44 (0) 207 091 7835 Fax: +44 (0) 207 091 4545 Email: james.hemmings@adsgroup.org.uk

TERMS AND CONDITIONS FOR PARTICIPATION IN ADS 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 ADS.
Contract:	The contract formed between the Participant and ADS as a result of the Application being accepted by ADS.
ADS:	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 the ADS 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 ADS.
Price:	means the total sum payable by the Participant to ADS in connection with an Event.

2. General

Participation in any Event organised by ADS 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 ADS in writing. Submission of a completed Application to participate in or attend an Event organised by ADS shall constitute acceptance of these terms. ADS reserve 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 ADS 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. ADS reserve 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 ADS in writing as soon as possible. ADS 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, ADS 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 ADS is personal to the Participant and may not be sold, transferred or given, in whole or in part, to a third party.

8. Cancellation

8.1 Cancellation by ADS

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

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 ADS 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 ADS 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 ADS.

9. Liability

ADS 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 ADS, 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 ADS 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 ADS indemnified, against any loss or damage suffered by ADS 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 ADS 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

ADS 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. ADS 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 ADS and the Participant declare they have no intention to grant any such right.

15. Bankruptcy or Insolvency

ADS 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 ADS of an Application shall be governed and construed in accordance with English Law and ADS and the Participant shall submit to the exclusive jurisdiction of the English courts in England.

SECURITY & POLICING 2015 SELECTION CRITERIA / HOME OFFICE POLICIES

EXHIBITOR SELECTION CRITERIA

1. The exhibition is for police and public security equipment; exhibitors must be manufacturers or vendors of such equipment.
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 an 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.

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 2015 VISITOR SELECTION CRITERIA above).