



Home Office

SECURITY & POLICING**HOME OFFICE EVENT 2016****8 – 10 March 2016**

For ADS use only:	Booking Ref:	Org ID:	Date Invoice Raised:
-------------------	--------------	---------	----------------------

Company Details

Company name (t/a at exhibition)	
Address	
Contact name	Postcode
Position	Website
Email	Fax
Telephone	Mobile

STAND OPTIONS (All prices are excluding VAT)

Cyber POD	2m ² (2m x 1m)	Price: £975.00	VAT: £195.00	Total: £1,170.00
Package A	4m ² (2m x 2m)	Price: £1,950.00	VAT: £390.00	Total: £2,340.00
Package B	6m ² (3m x 2m)	Price: £2,650.00	VAT: £530.00	Total: £3,180.00
Package C	8m ² (4m x 2m)	Price: £3,440.00	VAT: £688.00	Total: £4,128.00
Package D	12m ² (3m x 4 m)	Price: £ 4,750.00	VAT: £950.00	Total: £5,700.00
Bare Space (min 20m ²)	m ²	Price: £360 (per m ²)	VAT: £72.00	Total: £432.00 (per m ²)
Vehicle & Demonstration Area Space- (5 x 4 Metres) Only available with bookings for stand space in the main hall		Price: £1,065 (per space)	VAT: £213.00	Total: £1,278.00 (per space)
Co-exhibitor fee Only available to companies sharing a stand with an exhibiting company		Price: £975	VAT: £195.00	Total: £1,170.00
Stand choice in order of preference		1 st	2 nd	3 rd
£	Total price	10% Deposit required with Booking Form, Balance due December 2015		

- Payment of a non-refundable 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.
- Submission of the completed application form confirms Your agreement to the Terms and Conditions for Participation in ADS events.
- Submission of the completed application form confirms Your compliance with the Export Control laws and regulations.
- Submission of the credit card information below confirms Your agreement to debit those details for the required booking payment.
- A Purchase Order number or Organisation ID together with the invoice number MUST be quoted with a Bank Transfer payment.
- A receipted invoice will be forwarded.
- One Purchase Order for the whole booking even when the Price is payable in instalments.

METHOD OF PAYMENT	BACS	Credit Card
*Card type	Visa	Visa Debit
		MasterCard
		AmEx**
*All credit cards are subject to a 3% fee.		
You will be contacted by our finance department for Your security code.		
Credit Card:	Card number	Expiry date
	Name of card holder	
	Registered card address	
	Signature	

PURCHASE ORDER NUMBER

Please attach Your Purchase Order to this Application and provide Your Purchase Order Number here

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
--------------	---	---

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 7806 Fax: +44 (0) 207 091 4545 Email: james.hemmings@adsgroup.org.uk

For ADS use only:	L/O	O/M	S/S	A
-------------------	-----	-----	-----	---

TERMS AND CONDITIONS FOR PARTICIPATION IN ADS EVENTS

1. Definitions

In this Agreement:

Agreement: means this agreement once it is accepted by ADS.

Application: means application completed by You to attend ADS Event.

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 exhibitors.

Price: means the total sum payable by You to ADS in connection with the Event.

2. General

Participation in any Event organised by ADS is subject to the terms and conditions of this Agreement and any rules and regulations issued by an Organiser if applicable. Any other terms and conditions contained in any purchase order or proposed by You are not binding on ADS unless agreed by ADS in writing.

With submission of the completed Application You enter into a binding agreement with ADS to participate in the Event based on the terms and conditions of this Application.

Note: You become liable for the full payment of the fees with the submission of Your Application to ADS. Cancellation of the Event by You does not release You of the obligation to pay any outstanding payment.

ADS reserve the right to refuse an Application without explanation.

3. Prices

The price for participating in an Event is shown on the application form.

All prices exclude VAT.

4. Payment

You become liable for the full payment of the fees with the submission of Your Application to ADS.

The Application shall be accompanied by the Purchase Order.

Payment for attending the Event must be made within 30 calendar days of the date of the ADS invoice or before the Event whichever takes place earlier.

Any additional or extra charges arising during the course of an Event and for which You are liable must be paid within 30 calendar days of the date of the ADS invoice for these charges.

5. Entry and Admission

No admission tickets, passes, itineraries, maps, exhibition stand allocations or other information required to attend or participate in the Event will be issued to You until full payment has been received by ADS. ADS reserve the right to refuse admission to any person or to remove persons from an Event without explanation.

6. Transfer

You cannot assign, sell or give Your rights to participate in the Event to a third party without written consent by ADS.

7. Variations and Amendments

If You wish to vary or amend Your Application, You must notify ADS in writing as soon as possible. ADS will use reasonable endeavours to accommodate requests for change. You 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 the Event it will inform You forthwith and use reasonable endeavours to minimise the impact of the changes.

8. Cancellation

8.1 Cancellation by ADS: If, for any reason, it becomes necessary for ADS to cancel the Event Your payment will be refunded less any costs reasonably incurred by ADS including any cancellation charges applied by the Organiser.

8.2 Cancellation by You: If the Event You booked is an exhibition and You subsequently cancel or reduce the booking we will refund your Price if we are able to resell the space to another customer less the non-refundable deposit.

For all other Events if you cancel 7 calendar days, or more, prior to its commencement, ADS will refund You 50% of the Price.

8.3 Cancellation due to a force majeure Event: Neither party shall be in breach of its obligations nor liable for any failure or delay in performance of any of its obligations if the Event is cancelled or abandoned or suspended in

whole or in part by a force majeure Event which is beyond reasonable control of either of the Parties including but not limited to acts of god, civil unrest, natural disaster, change of law, act of terrorism or vandalism. ADS shall not be liable to refund to You, Your fees if the Event is cancelled due to a force majeure Event.

9. Bankruptcy or Insolvency

ADS may cancel the Agreement after the beginning of any bankruptcy or insolvency proceeding by or against You, or after the appointment of a receiver or an assignee for the benefit of Your creditors.

10. Liability

ADS will not be liable in contract, tort or otherwise for any indirect or consequential losses including but not limited to loss of profit, loss of use, costs or expenses, or other claims whether caused by ADS, its employees, contractors or agents arising from You taking part in an Event.

Nothing in this Agreement excludes or limits the liability of either Party for: death or personal injury caused by negligence or any other liability which cannot lawfully be excluded or limited.

The liability of ADS to You for all claims in aggregate attributable to any one Event and arising from Your participation in the Event shall not exceed the fees paid by You under this Agreement.

11. Indemnity

You shall indemnify, and keep ADS indemnified, against any loss or damage suffered by ADS arising from:

Any claim for an infringement by You of a patent, registered design, trademark or copyright.

Any negligent act by You, Your employees, servants or agents in connection with the Event especially when it caused personal injury or damage to property.

You shall ensure that Your employees, servants, agents or otherwise comply with the requirements of the Export Control Act 2002 and any other export control laws which are applicable to your participation in the Event we reserve our right to cancel Your participation at any time in case of Your noncompliance with the export control laws. You shall indemnify, and keep ADS indemnified, against any loss or damage suffered by ADS arising from failure by You to comply with any export control laws.

12. Insurance

You are required to obtain public liability insurance to cover claims arising from or in connection with Your participation in the Event with a minimum cover of £5,000,000 (five million pounds).

You must ensure that Your property which you take for the Event are adequately insured throughout the period of the Event including transport to and from the Event, stand build-up and breakdown periods if applicable.

13. Business Ethics and Anti-Bribery

You and Your employees, agents, servants or otherwise shall at all times in connection with the Event comply with anti-bribery and other ethical standards set out in Common Industry Standards for European Aerospace and Defence issued by the AeroSpace and Defence Industries Association of Europe, copies of which are available at www.asd-europe.org.

14. Hazardous Goods

You shall not bring any item or substance to the Event which is dangerous or whose movement or use is forbidden by the laws of the country hosting the Event.

15. Data Protection

Any personal data supplied in the Application will be used by ADS, the Organiser and any contractor appointed by ADS solely for the purpose of facilitating the booking. Any personal data provided may be processed outside of the territory of the European Union.

16. Rights of Third Parties

No term of this Agreement shall be enforceable under the Contracts (Rights of Third Parties) Act 1999 by a person who is not a Party to this Agreement.

17. 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.

18. Applicable Law

This Agreement is governed and construed in accordance with English Law and the Parties submit to the exclusive jurisdiction of the English courts.

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).