

**APPLICATION FORM****SPECIAL INTEREST GROUP COVERT**

Membership Application

**COMPANY/ORGANISATION**

Company Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

www \_\_\_\_\_

Post Code \_\_\_\_\_

**CONTACT DETAILS**

Contact Name \_\_\_\_\_

Tel \_\_\_\_\_

www \_\_\_\_\_

Position \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

Where did you hear about this interest group? A/DJS publication, PubSec, EPSN, at an event, word of mouth, e-mail, other, unknown (please specify): \_\_\_\_\_

**FEES AND BOOKING DETAILS**

A/DJS MEMBERS ONLY: SIG Covert Annual Membership **£100.00 + £17.50 VAT @ 17.5% = £117.50 per company**

<b>Name</b>	<b>Position</b>	<b>Email Address</b>
_____	_____	_____

<b>Date of Birth</b>	<b>Place of Birth</b>	<b>Security Clearance</b>
_____	_____	_____

<b>Name</b>	<b>Position</b>	<b>Email Address</b>
_____	_____	_____

<b>Date of Birth</b>	<b>Place of Birth</b>	<b>Security Clearance</b>
_____	_____	_____

**By Credit Card:** Debit my credit card for: £ \_\_\_\_\_

**Amex**  **MasterCard**  **Visa**  **Maestro** Issue No \_\_\_\_\_ (AMEX transactions will have 2% AMEX surcharge added to payment value)

Card No: \_\_\_\_\_

Valid from: \_\_\_\_\_ Expiry Date: \_\_\_\_\_ Security Code (3 digit on reverse of card) \_\_\_\_\_

Name as it appears on the Credit Card: \_\_\_\_\_

**By Cheque:** I enclose a cheque for £ \_\_\_\_\_ made payable to "ADS Group Limited"

**By Bank Transfer (purchase order no./company ref. MUST be quoted):** Sort Code: 60-09-21 Account Number: 59801859, National Westminster Bank, Guildford High Street Branch, Guildford, Surrey GU1 3AH IBAN: GB63 NWBK 6009 2159 8018 59

If you require an invoice to pay against, please provide a purchase order number \_\_\_\_\_

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

**PLEASE SEND YOUR COMPLETED BOOKING FORM TOGETHER WITH PAYMENT TO:**

Ingrid Correa, A/DJS, Marlborough House, Headley Road, Grayshott, Hindhead, Surrey GU26 6LG  
 TEL: +44(0)1428 602617 FAX: +44(0)1428 604567 E-MAIL: ingrid.correa@adsgroup.org.uk

Booking Ref \_\_\_\_\_

Org ID \_\_\_\_\_

A receipted VAT invoice will be forwarded. VAT registration number applied for

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

## 1. Definitions

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

Application	means the request made by the Participant to attend or participate in the Event and submitted in the manner specified to A D S Group
Contract	The contract formed between the Participant and A D S Group as a result of the Application being accepted by the A D S Group
A D S and A D S Group Event	means A D S Group Limited.
Organiser	means the conference, exhibition, seminar, demonstration, meeting, lunch, dinner, mission or other type of occurrence to which the Application refers.
Participant	means the owner or organiser of an exhibition with whom A D S Group 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 (which expression shall include where the context admits, its assignees and successors) taking part in or attending an Event organised or managed by A D S Group.
Price	means the total sum payable by the Participant to A D S Group in connection with an Event.

## 2. General

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

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

## 3. Prices

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

## 4. Payment

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

## 5. Entry and Admission

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

## 6. Variations and Amendments

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

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

## 7. Transfer

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

## 8. Cancellation

### 8.1 Cancellation by A|D|S Group

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

### 8.2 Cancellation by the Participant

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

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

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

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

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

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

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

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

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

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

### 8.3 Cancellation by a Third Party

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

## 9. Liability

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

The liability of A|D|S Group 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 total price paid by the Participant.

## 10. Indemnity

The Participant shall indemnify, and keep A|D|S Group indemnified, against:

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

## 11. Insurance

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

If the Event is an exhibition then the Participant must ensure that his exhibits and other property are adequately insured throughout the period of the exhibition including transport to and from the exhibition site and stand build-up and breakdown periods. The Participant will hold harmless A|D|S Group 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

Neither A|D|S Group nor the Participant shall be liable to the other 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 Manual of Protective Security

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

## 14. Rights of Third Parties

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

## 15. Bankruptcy or Insolvency

A|D|S Group 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](http://www.asd-europe.org)

## 18. Conflict

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

## 19. Applicable Law

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