



## The Official UK Government Global Security Event

COLLABORATION. INNOVATION. RESILIENCE.



### Memorandum of Understanding Government Zone participation

**Purpose** - Security and Policing (S&P) is an annual Home Office event held at Farnborough International Exhibition and Conference Centre, Farnborough, Hampshire. Organised on behalf of JSaRC by ADS and Dods, S&P is a closed event, with only those meeting agreed criteria being permitted to attend.

The main aims of the event are communicating, educating and inspiring thought around the very latest technological advances as an aid to the current challenges facing security and policing. These advances should be both visionary and readily available to key decision makers from these sectors both here in the UK and abroad.

**The Government Zone** - sits central within the show floor and has successfully grown over recent years with many considering the space to be a key feature at the event. It offers a unique opportunity, to present and showcase to a captive audience with its array of small stands (Pods) and Networking Lounge. The Home Office and UKDSE also have access to limited meeting room space if required. Footfall during the three-day event will be considerable with a vast and varied audience attending.

**Offer** - S&P 2025 will be themed around security, policing and critical national infrastructure with careful consideration given to those occupying pods in the Government Zone who best compliment the thematic content being presented across the three days. Invitations will offer government and law enforcement partners a prime opportunity to showcase their products and services from across 16 Pods available, similarly to the illustrations below of previous design layouts.




As you are aware, there are opportunities for your senior leaders to engage with representatives from government, academia, industry, and international delegations. These include speaking engagements in the Keynote, Fusion Forum, and Innovation Zone, as well as opportunities to host meetings, 1-2-1s, and informal interactions with senior officials and industry leaders.

Additionally, there will be chances to showcase technologies, projects, or strategies. Please let us know and we will work with you to facilitate your participation.

Item	Cost
Pod stand size of 2sqm, 2mx1m	Included
Official printed event guide exhibitor profile entry	Included
Company name/logo to appear on Fascia (300mm deep) and side wing on pod structure	Included (Please provide a high-res logo where applicable)
Lighting	Included
32" Table-top monitor (USB and HDMI connection available)	Included
Carpet	Included
One stool	Included
One standalone lockable counter	Included
One 3pin power point, Max 500W/ 2amp	Included
Pod graphic – Dimensions: 948mm wide x 700mm  <i>Details of how to submit your graphics will be sent to you via email by ADS (event organisers) once you have confirmed your Pod, as well as details of other compulsory tasks you must complete ahead of the event.</i>	Included (two options)  1. Supply your own artwork as a print-ready, high-res PDF file set to 300dpi at 25% size by <b>Wednesday 29 January 2025</b>



<p><i>Please note if the artwork deadline is missed, ADS will put a placeholder graphic on your Pod.</i></p>	<p>or</p> <p>2. Send your hi-res logo and hi-res image by <b>Wednesday 22 January 2025</b> so your artwork can be designed using the template below (actual template may differ)</p> 
<p>Organisation/unit name</p> <p><i>Please detail here <b>exactly</b> how you would like this name to be displayed on the stand and in marketing material</i></p>	

**Totem Content** - Please provide the following information for the digital totems.

<p>Summary of your service in no more than two sentences.</p>	
<p>·Any latest developments e.g. a strategy launch or latest news or innovation/s.</p>	
<p>·Website link to appropriate website e.g. Gov.UK or other for partners</p>	
<p>·Key contact/s email. Note. This can be a generic inbox.</p>	



·Any images you have to highlight your service and its impactful outcomes	<i>Please provide these in your responding email alongside this MOU.</i>
Stand cleaning	Included
Free Carparking in designated areas	Included
*IT	Needs to be paid for and ordered separately
*Extra power (Other than standard allocation)	Needs to be paid for and ordered separately
*Shipping and storage	Needs to be paid for and ordered separately

**NB:** All requests for further, additional items (IT, power, etc) intended for use on a Pod must be agreed with ADS. Deadlines for ordering additional items can be found in the Exhibitor Information Booklet which will be sent to you by ADS once you have confirmed your pod. For these requests, please email [Maddie Fleetwood](#).

**Items or activities which are NOT permitted on a Pod are as follows:**

- Roll-Up / Pop-Up Banners
- Extra furniture
- Information dispensers either fixed or collapsible
- The use of extension leads across a floor or interconnecting electrical leads
- Attaching anything and by any means to any part of either the venue or Pod itself
- The dispensing of food/ drink
- Offering the Pod to an alternative host without prior confirmation with the event organisers
- Promoting products or services which are not authorised under UK law



<b>Name (PRINTED)</b>	
<b>Organisation</b>	
<b>Web address</b>	
<b>Email</b>	
<b>Telephone Number</b>	
<b>Authorising Signature</b>	

**Specifics of Engagement** – It is imperative that the Home Office operates in a spirit of cooperation and fairness and ask that those invited to host in the Government Zone agree to the following rules, as an explicit understanding between both parties:

- 1) All Government Zone (GZ) participants should confirm their commitment by **22 January 2025** by emailing this completed form to: [Timothy.Webb1@homeoffice.gov.uk](mailto:Timothy.Webb1@homeoffice.gov.uk)
- 2) All participants should be able to demonstrate that they are able to commit to attending for the full duration of the event and ensure that the pods are ready and staffed by 08.45 each day
- 3) Any marketing literature participants bring can only be distributed at the Pod.
- 4) Where a participant fails to attend, they will pay the organiser any costs incurred.
- 5) All participants will be vetted when registering to attend the show and accept that any refusal will be a decision made by the Home Office which is final.
- 6) All costs associated with attending the event will be paid by participants, no expenses can be claimed as a result of hosting a Pod.
- 7) All participants will be expected to provide relevant artwork as explained in the package inclusions above. Once received, this will then be printed and installed on their pod. For participants who cannot supply their own artwork, we can offer a design service to create a graphic in the template style shown, as long as a hi-resolution logo and image is provided.
- 8) All participants are requested to have the correct liability cover in place when attending the event. Please note that Government depts. are exempt as they have Crown Exemption.
- 9) All participants will need to register, once invited to do so, via the exhibitor portal and be bound by the event regulations noted within the exhibitor manual.
- 10) Participants agree to acknowledge that any valuables brought at the event are left at their own risk and without further claim to the organiser.
- 11) Any boxes, containers or packaging **CANNOT BE STORED** during the event unless a participant is prepared to pay and be invoiced afterwards. Details available in the event A-Z on the online event platform.