

# Security and Compliance

Should you need to resubmit the compliance form you filled out on entering EZONE, you can do so by [following this link](#).

## Security

The organisers undertake to implement all reasonable and practicable protective measures to provide a safe and secure environment, without undue hindrance, disruption and embarrassment. The Security Plan, incorporating these measures, will be managed and coordinated by the Security Management team and any questions should be directed to them.

Observing and completing the safety and security instructions in this manual and constant vigilance coupled with challenging and reporting anything unusual during the build-up, open days and the breakdown will all contribute to a successful DSEI.

## Exhibitor Registration & Accreditation Compliance

Exhibitors are reminded that they are contractually bound to comply with the DSEI Registration, Accreditation, Badging policy and procedures as they apply to their stand personnel, company representatives, guests and contractors (stand build and services). Please ensure that you are aware of these requirements prior to requesting accreditation for your stand personnel and guests. Any questions should be directed to either the Marketing Manager or Security Manager.

All registrations must comply with the event Admissions Policy which can be found by [clicking here](#).

### Stand Security

The organisers will provide 24hr security guarding during all phases of the event, however, neither the organisers nor ExCeL accept any liability for any loss or damage to any stands, exhibits, materials, goods, property or personal items, howsoever such loss or damage should be sustained. It is the responsibility of the individual exhibitor to ensure that their stand, exhibits and personal property are secure at all times. Exhibitors with small items of a valuable or vulnerable nature should arrange for overnight safekeeping with the organisers.

In the unlikely event of exhibitors suffering losses from their stands, the organisers must be informed immediately via the Organisers Office or a member of the security team.

Exhibitors should ensure they have adequate insurance cover that incorporates their activities and equipment being exhibited at DSEI. This should be in place prior to attending the exhibition and should cover the entirety of the event.

### Searches

The organisers reserve the right to carry out such measures as they consider necessary to ensure the

security of the exhibition. Security personnel may at any time stop and search any person, or vehicle entering or leaving the venue or exhibition site. Additionally, any suspicious package or vehicle left unattended in or around the exhibition site may be dealt with in any way that the organisers consider necessary.

### **Closed Circuit Television Cameras (CCTV)**

CCTV will be in operation at all times during DSEI. The organisers reserve the right to deliver the CCTV videotapes to the Police or other competent authority as evidence if requested to do so. The contents of such videotapes may be used as evidence in a court of law. For further information contact the Security Manager.

### **Filming**

Images may be taken of general areas such as gangways, Boulevard space, open water (not visiting ships, exhibits or stands that are not owned by the exhibiting company or neighbouring residences) and fed back to screens however these images must not be stored. Where an agreement has been reached that they would permit filming of their equipment, area or personnel by another party then this would usually be permitted providing the Organisers have been notified. The Organisers reserve the right to stop filming at any time should a party express concern about what or who is being filmed. If you wish to notify the Organisers of any filming please email [operations@dsei.co.uk](mailto:operations@dsei.co.uk).

### **Emergency Evacuation**

Should an emergency occur that necessitates an evacuation, an announcement will be made over the PA system. Exit the building immediately via the nearest exit point and make your way on foot to your closest Assembly Point to the east or west of the venue, or as directed. Please refrain from using mobile phones at this time.

Whilst at the Assembly Point you will be kept informed of developments. When the emergency has ceased you will either be invited to return to the exhibition to resume normal business or advised to return the next day – in which case you will not be permitted to return to the exhibition to collect vehicles, bags, briefcases etc.

A summary of the onsite Emergency Procedures are included in EZONE, in the **Planning Your Stand section**.

### **General security hints for exhibitors:**

- Do not leave cash, handbags, valuables etc. in unlocked drawers or cupboards.
- Do not ask staff from your neighbouring stand to 'keep an eye' on your stand. Always ensure you have enough staff to man your stand during the hall open hours.
- Think about the design of your stand – do not put valuables or small removable items at the

front of your stand out of your view.

- Do not leave your stand at night before visitors are clear of the show. In general try to man your stand until at least half an hour after the close of show. Alternatively hire a security officer for you stand.
- Please check all lockable units are secure before leaving the stand.
- Remain vigilant at all times and please report anything of a suspicious nature immediately to security or the organisers.

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## **Compliance & Eligibility to Exhibit**

Exhibitors are reminded that, upon signing their contract for space at DSEI, they have agreed that all equipment, services, documentation and all other forms of visual promotion and display exhibited or proposed will comply with UK law and the UK's international undertakings.

All equipment on display, including promotional material, shall comply with current UK government policy and no equipment shall be exhibited which the UK would not approve for export. Government policy is founded on the UK's international obligations and enforceable by UK law.

Compliance checks will take place before and throughout the exhibition to ensure that all equipment, services, documentation and all other forms of visual promotion comply with the above-mentioned undertakings.

Companies that are found to be promoting or exhibiting prohibited items, either overtly or covertly, at anytime, anywhere during the exhibition, will be in breach of their contract with the organisers and will lose their right to exhibit at DSEI. Their stand will be closed and they will have no claim for redress against the organisers or refund of any fees paid. The organisers' decision in all matters of compliance and eligibility to exhibit is final. The organisers reserve the right to make the final decision concerning the eligibility of exhibits.

Companies will not be permitted to exhibit if their sole aim is to import for immediate resale.

Further information on compliance, eligibility to exhibit and prohibited equipment can be found by [clicking here](#). Please note that services in respect of prohibited equipment are also prohibited.

### **Excluded Exhibits Compliance Confirmation By Each Exhibitor**

A company director, a duly authorised executive or partner in the case of a partnership, under whose signature you have agreed to comply with the above statements on compliance and eligibility to exhibit, will have signed your contract. If however, you are organising a group stand or pavilion, or sharing your stand with another company you must ensure that they too have complied with the above statements on eligibility to exhibit. To comply with this all exhibitors or sharing companies must have their own EZONE account. You can [add stand sharers](#) and an EZONE account will be created for them to submit the relevant forms.

## Technical Security

All exhibits and related material should not be protectively marked higher than **UNCLASSIFIED** level.

## UK Exhibitors

UK Industry are required to obtain MOD Security Grading and Exhibition Clearances for their defence related privately funded (Private Venture – PV) products. This **Exhibition Clearance** applies to all material which is to be **exhibited, including graphics, captions, texts, brochures, publications, computerised displays and videos in support of the exhibition.**

For all private funded (PV) items the application should be made electronically to [DefSy on the SPIRE System](#). For all items relating to MOD sponsored equipment a clearance should be obtained from the relevant **MOD IPT** within **DE&S (DPA/DLO)**. If any item has been cleared previously AND NO MODIFICATIONS/CHANGES have taken place then no further action is necessary. For the guidance document please read [Private Venture Security Grading and Exhibition Clearance Procedures Guidance](#).

## Controlled Exhibits - Firearms, Prohibited Weapons, Ammunition & Hazardous Equipment

Exhibitors who do not have live firearms, weapons or dummy ammunition physically present at DSEI, and who instead use dummy weapons, catalogues, videos, DVDs or other material in order to promote products, will not require any other authorisation or certification for the event under UK firearms law.

All exhibitors, irrespective of their nationality, will be required to produce authorisation for the display of their exhibits. The exact authorisation will vary depending on the nature of the exhibit. The Organisers, in conjunction with the relevant authorities, have written a comprehensive guide and instructions to assist these exhibitors to apply for authorisation. These instructions are contained in a separate document, which accompanies EZONE, [NOW AVAILABLE TO DOWNLOAD HERE](#).

Companies exhibiting firearms, prohibited weapons and/or dummy ammunition will require one or more of the following:

- Certificate of Proof of de-activation by a UK authority (Overseas deactivation certificates are not acceptable under UK Law.)
- Registered Firearms Dealer's Certificate
- Section 5 Authority

All information on license applications and processes are contained in a separate document called "[Exhibitor Guidance on Firearms, Import and Export Control and Customs](#)". Please contact the Security Manager for more information at [security@dsei.co.uk](mailto:security@dsei.co.uk).

**EXHIBITORS ARE ADVISED THAT APPLICATIONS FOR LICENSES/AUTHORITIES  
MUST BE  
SUBMITTED TO THE APPROPRIATE AUTHORITY BEFORE**

**10 July 2015 - Deadline Day 2**

**APPLICATIONS RECEIVED ON OR AFTER THIS DATE WILL NOT BE PROCESSED  
AND EXHIBITORS  
WILL NOT BE PERMITTED TO EXHIBIT LICENSABLE EQUIPMENT.**