

## DPS Schedule 6 (Letter of Appointment Template and Order Schedules)

### Letter of Appointment

This Letter of Appointment is issued in accordance with the provisions of the DPS Contract (RM6124) between Crown Commercial Service (CCS) and the Agency, dated 22/08/2024

Capitalised terms and expressions used in this letter have the same meanings as in the Order Incorporated Terms unless the context otherwise requires.

#### ORDER:

<b>Order Number:</b>	GSS24528 [REDACTED]
<b>From:</b>	UK Space Agency, Electron Building, Fermi Avenue, Harwell, Didcot OX11 0FD
<b>To:</b>	Identity Events Management Ltd, Unit 23-24, Westham Business Park, Eastbourne Road, Westham, East Sussex, BN24 5NP

<b>Order Start Date:</b>	22/08/2024
<b>Order Expiry Date:</b>	19/10/2024
<b>Order Initial Period:</b>	2 months
<b>Order Optional Extension Period:</b>	N/A

<b>Goods or Services required:</b>	Goods or Services required are set out in DPS Schedule 1 of the DPS Agreement and the relevant Brief and are to be delivered in line with the accepted Proposal as detailed at Annex A of this Letter.
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<b>Special Terms</b>	Payment terms – <span style="background-color: black; color: black;">XXXXXXXXXX</span>
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**PROGRESS REPORT FREQUENCY**

Fortnightly

**PROGRESS MEETING FREQUENCY**

Weekly

**KEY SUBCONTRACTOR(S)**

Not applicable

**COMMERCIALLY SENSITIVE INFORMATION**

Not applicable

**SOCIAL VALUE COMMITMENT**

The Agency agrees, in providing the Goods or Services and performing its obligations under the Order Contract, that it will comply with the social value commitments in Order Schedule 4 (Order Proposal)

**SERVICE CREDIT CAP****Not applicable****ORDER INCORPORATED TERMS**

The following documents are incorporated into this Order Contract. Where numbers are missing we are not using those schedules. If the documents conflict, the following order of precedence applies:

1. This Letter of Appointment including the Order Special Terms and Order Special Schedules.
2. *Joint Schedule 1 (Definitions and Interpretation) RM6124*
3. *The following Schedules in equal order of precedence:*
  - *Joint Schedules for RM6124*
    - *Joint Schedule 2 (Variation Form)*
    - *Joint Schedule 3 (Insurance Requirements)*
    - *Joint Schedule 4 (Commercially Sensitive Information)*
    - *Joint Schedule 6 (Key Subcontractors)*
    - *Joint Schedule 10 (Rectification Plan)*
  - *Order Schedules for **RM6124***
    - *Order Schedule 1 (Transparency Reports)*
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    - *Order Schedule 15 (Order Contract Management)*
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4. CCS Core Terms
5. *Joint Schedule 5 (Corporate Social Responsibility) RM6124*

**DPS Schedule 6 (Letter of Appointment and Order Schedules)**

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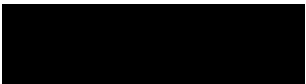
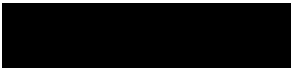
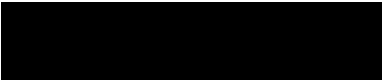

6. *Order Schedule 4* (Proposal) as long as any parts of the Order Proposal that offer a better commercial position for the Client (as decided by the Client) take precedence over the documents above.

No other Agency terms are part of the Order Contract. That includes any terms written on the back of, or added to this Order Form, or presented at the time of delivery. For the avoidance of doubt, the relationship between the Parties is non-exclusive. The Client is entitled to appoint any other agency to perform services and produce goods which are the same or similar to the Goods or Services.

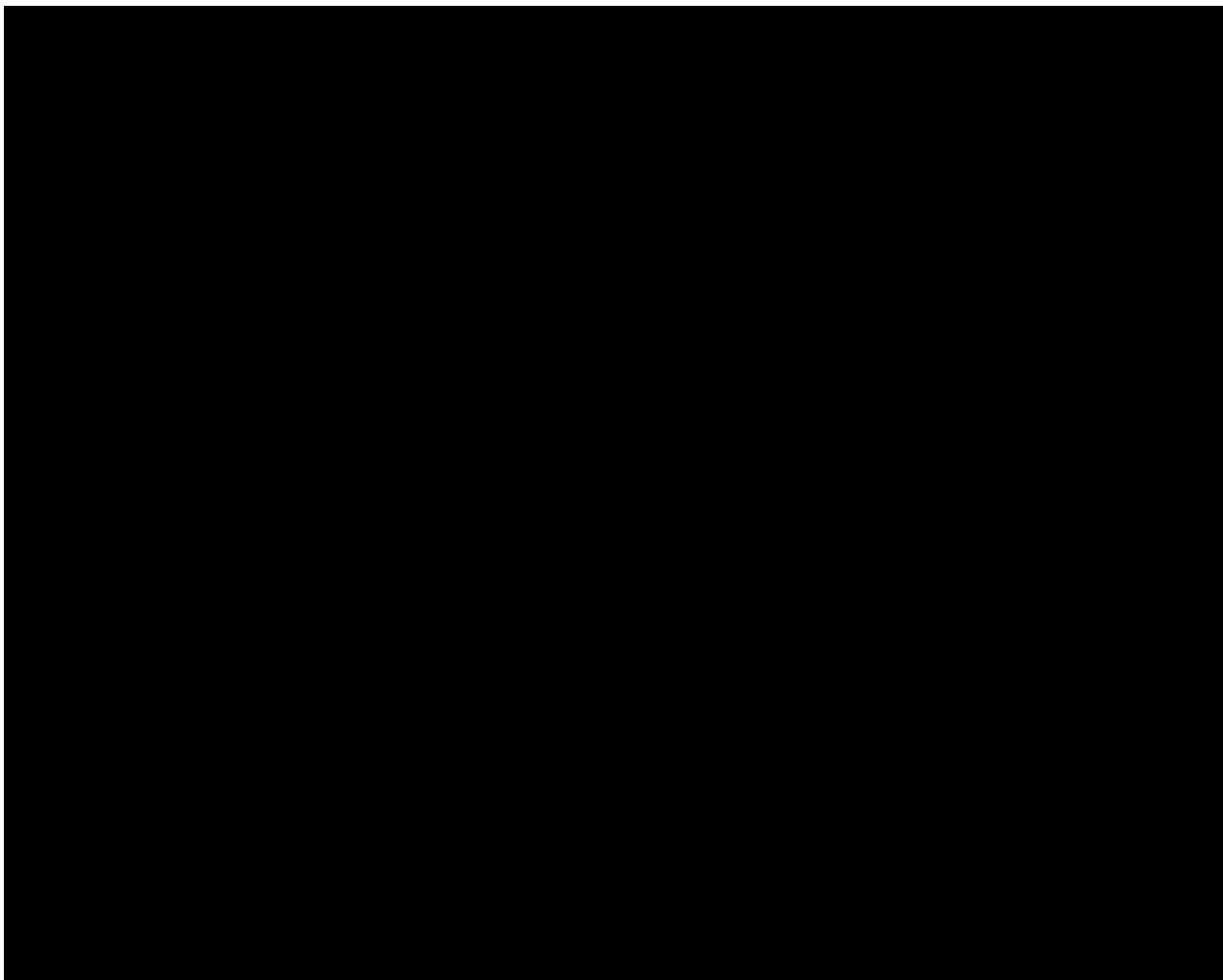
**FORMATION OF ORDER CONTRACT**

BY SIGNING AND RETURNING THIS LETTER OF APPOINTMENT (which may be done by electronic means) the Agency agrees to enter into an Order Contract with the Client to provide the Goods or Services in accordance with the terms of this letter and the Order Incorporated Terms.

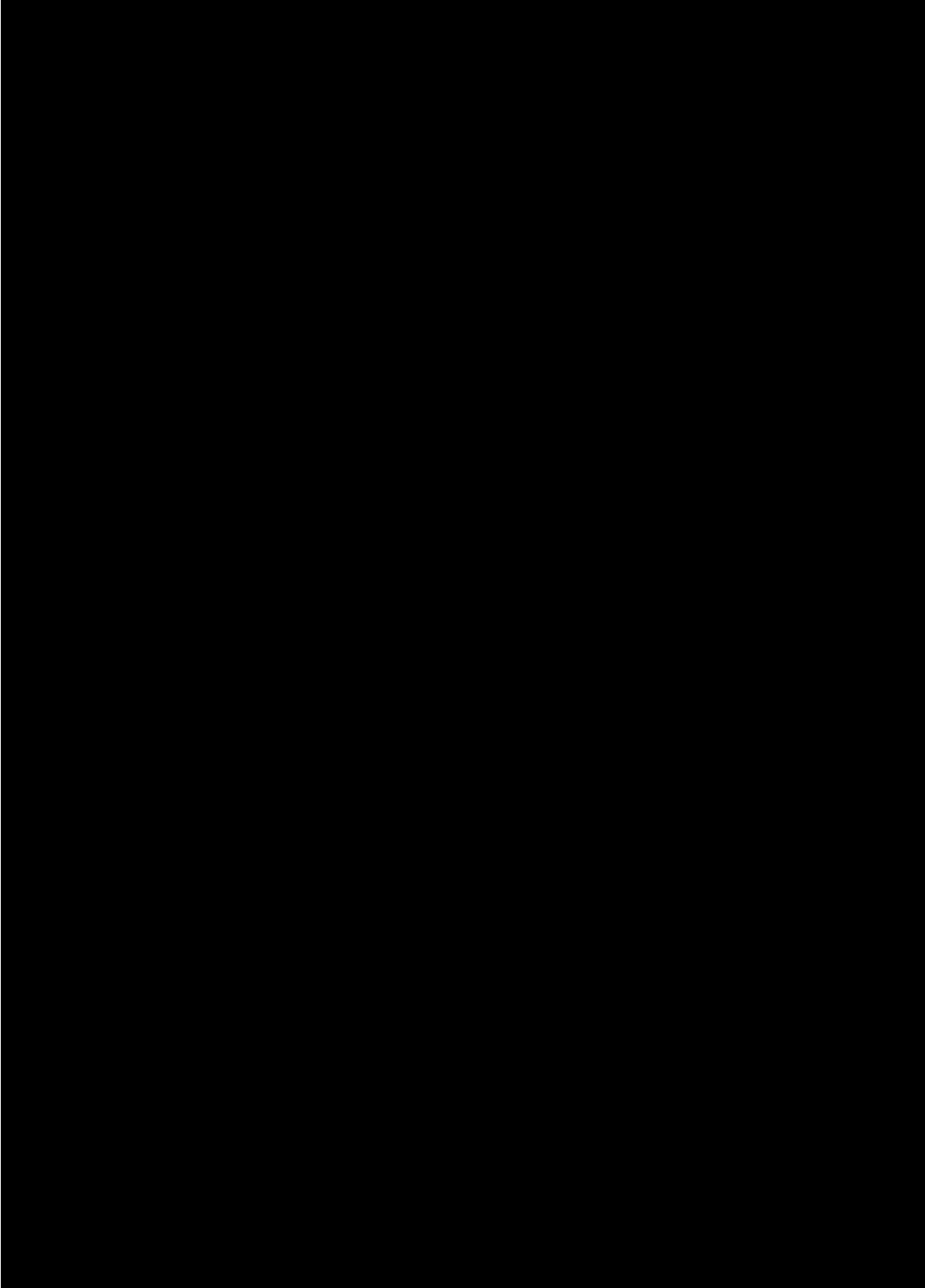
The Parties hereby acknowledge and agree that they have read this letter and the Order Incorporated Terms. The Parties hereby acknowledge and agree that this Order Contract shall be formed when the Client acknowledges (which may be done by electronic means) the receipt of the signed copy of this letter from the Agency within two (2) Working Days from such receipt.

For and on behalf of the Agency:		For and on behalf of the Client:	
Signature:		Signature:	
Name:		Name:	
Role:	Director of Strategic Growth	Role:	Head of International Relations (Interim)
Date:	28/08/2024	Date:	03/09/2024

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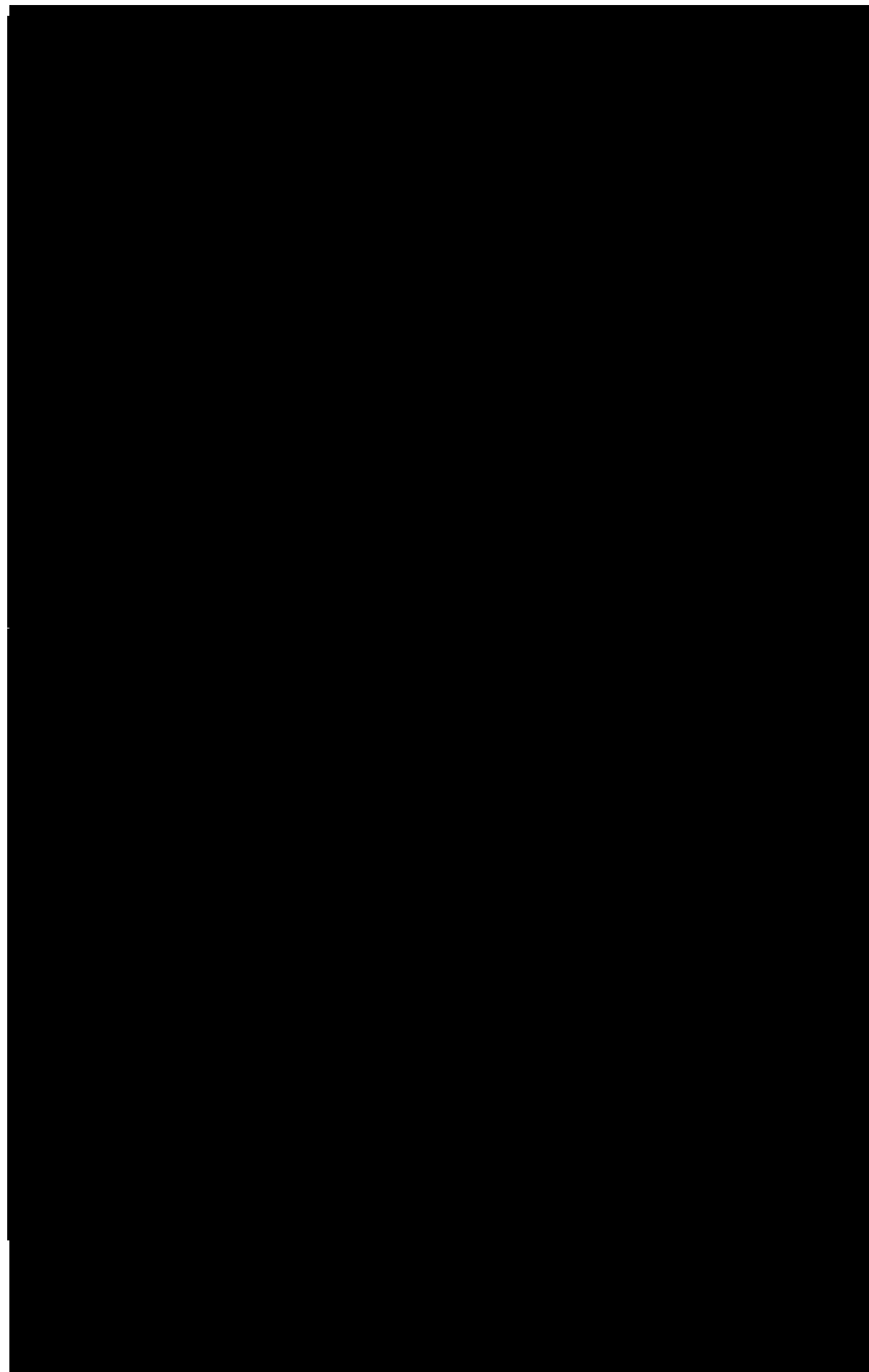


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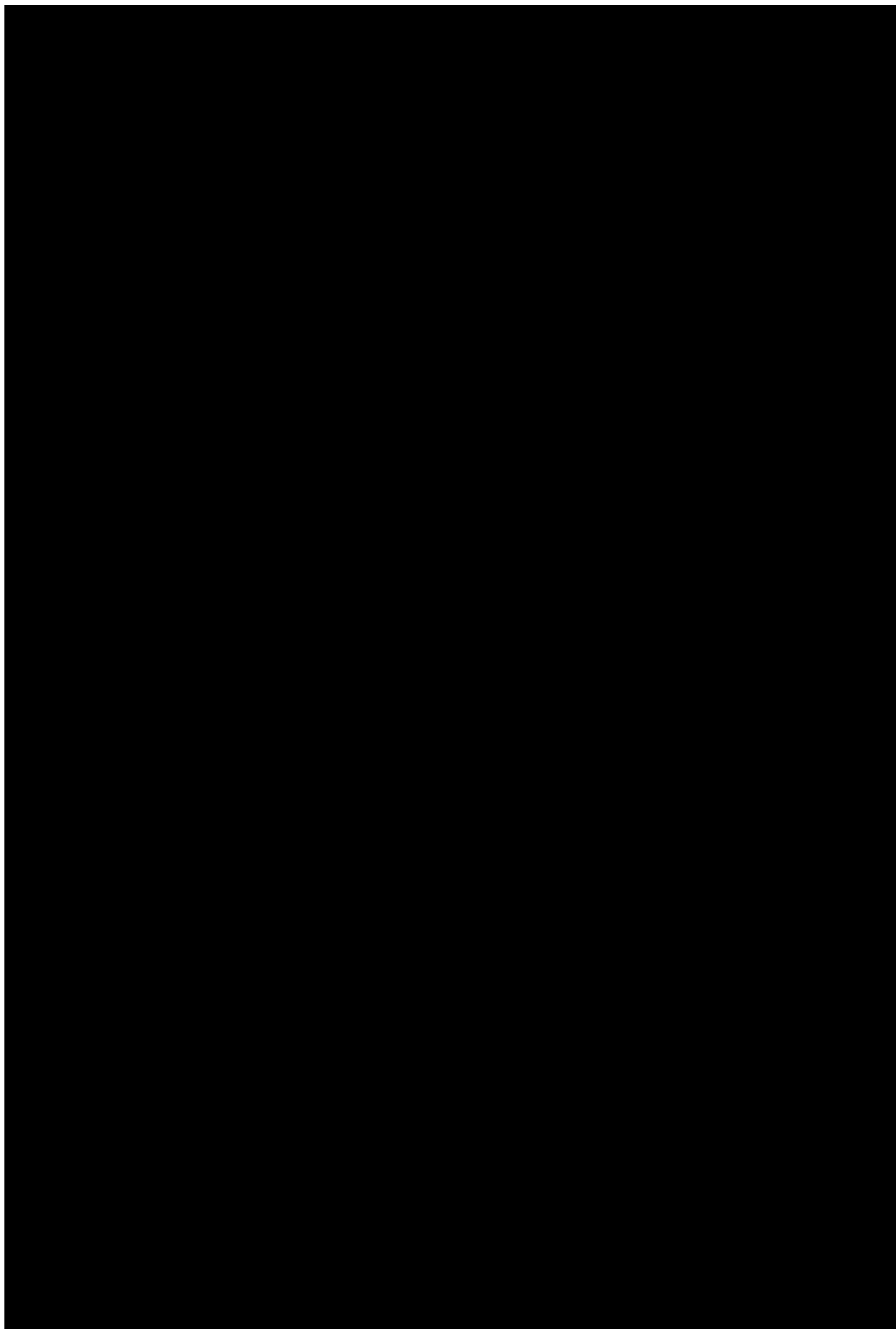
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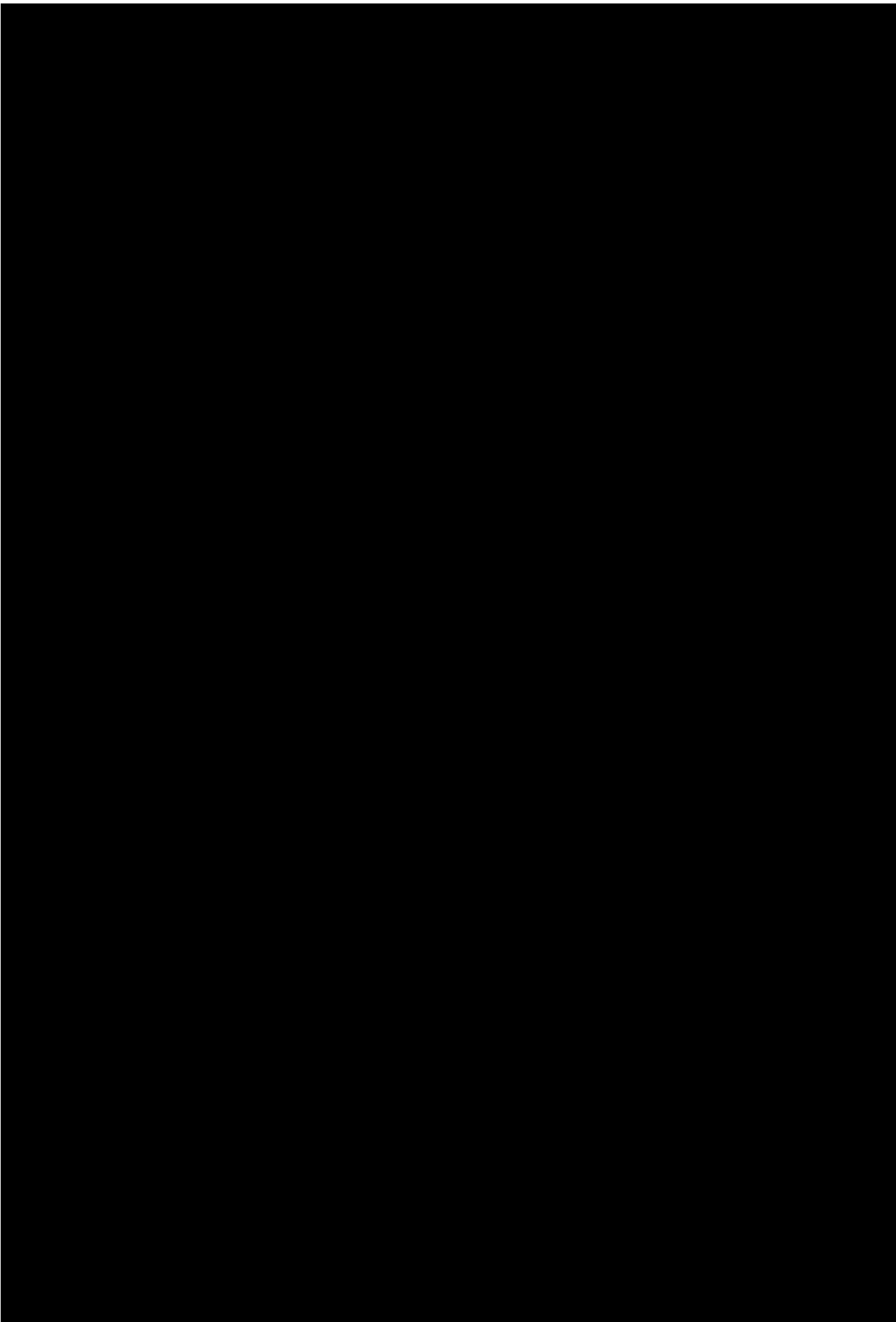




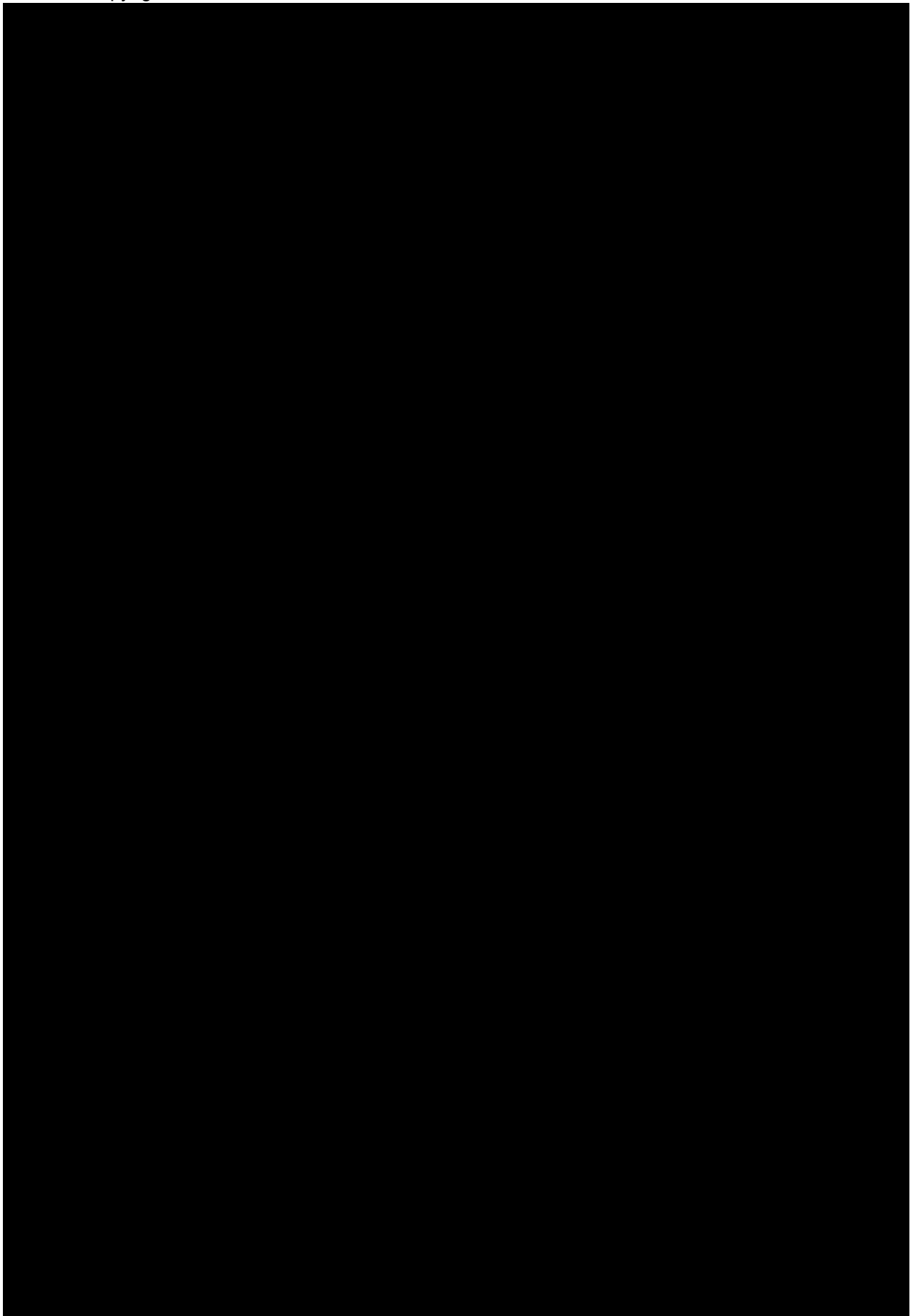
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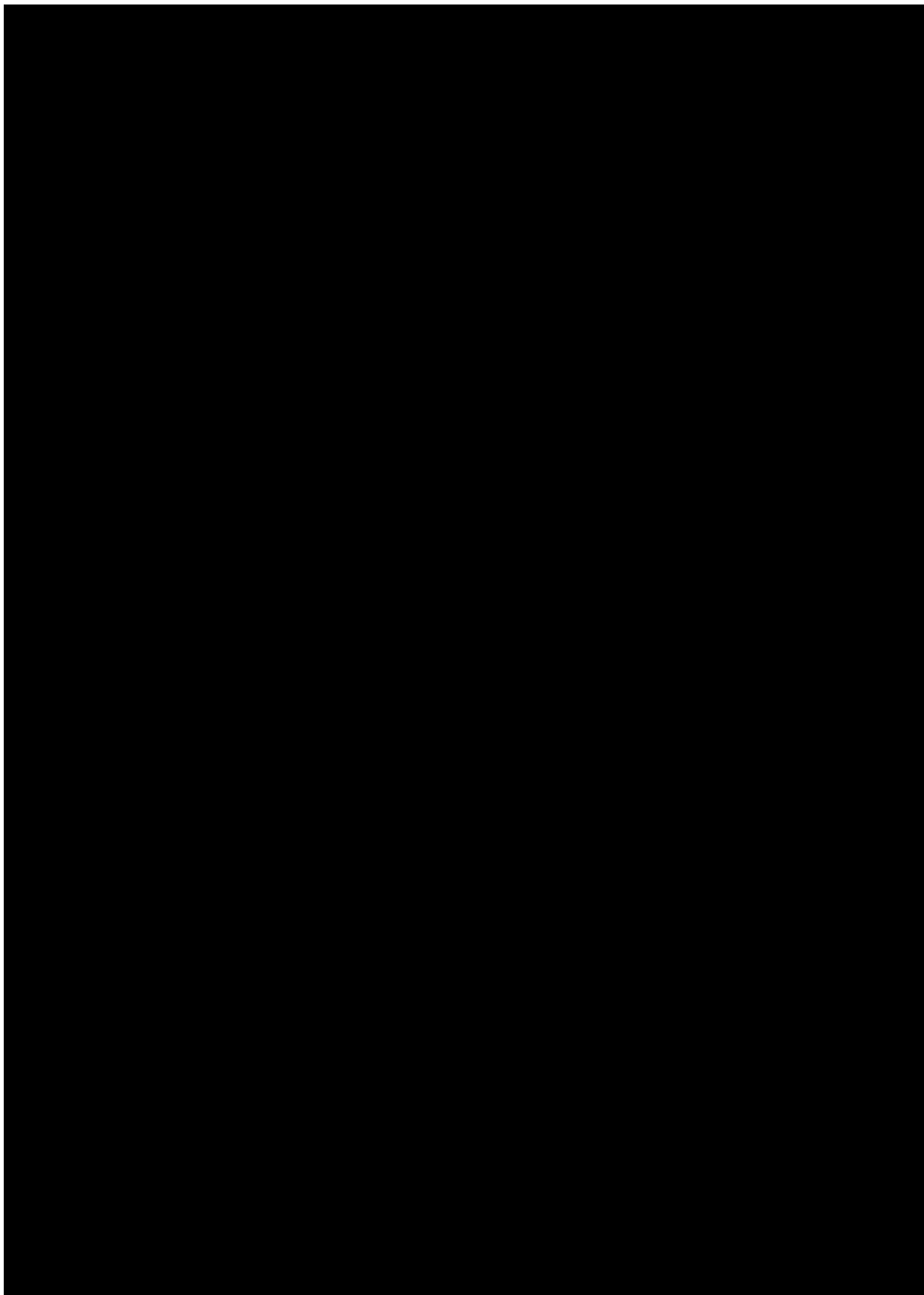
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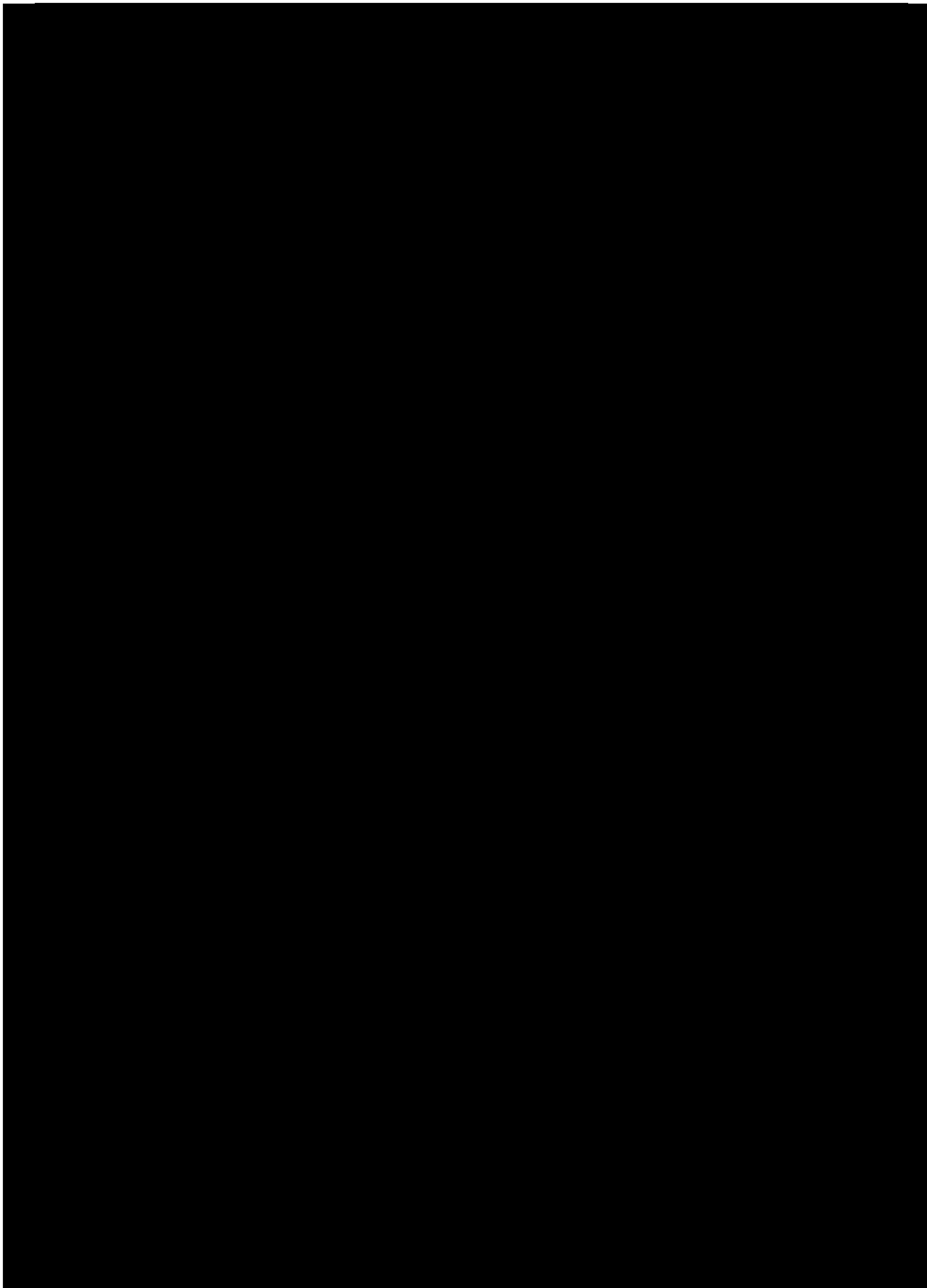
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**Annex B**

**Statement of Work-**

**This Statement of Work is issued under and in accordance with the Order Contract entered into between the parties dated 19/08/2024**

Any schedule attached to this Statement of Work will describe in detail the different types of Services to be provided under that Statement of Work. A schedule attached to this Statement of Work only applies to the relevant project to be delivered under that Statement of Work, and not to any other Statement of Work, or to the provision of the Services as a whole.

1.1 Where a Statement of Work would result in:

- a variation of the Services procured under this Order Contract;
- an increase in the Charges agreed under this Order Contract; or
- a change in the economic balance between the Parties to the detriment of the Client that is not provided for in this Order Contract, the relevant term(s) will be dealt with as a proposed Variation to this Order Contract in accordance with the Variation procedure set out in Clause 24.

<b>Project:</b>	Design and build the UK Space Agency the UK Pavilion at IAC 2024
<b>Project start Date</b> <b>Notice period for cancellation</b>	The contract start date is 19 <sup>th</sup> August 2024 and shall expire on 19 <sup>th</sup> October 2024  Notice period for cancellation is 30 days.
<b>Overarching Brand/Campaign</b>	<p>The International Astronautical Congress (IAC), held annually, is the largest space event in the world and one of the most high profile and prestigious for the space sector. For the UK Space Agency (UKSA), it is among the most strategically important events in the calendar. Annually, it attracts around 9500 delegates and 250 exhibitors.</p> <p>For the UK Space Agency, it is a strategically important occasion where the vast majority of our external stakeholders, from right across the space sector and beyond, are gathered in the same place, at the same time. It offers a unique opportunity to build relationships, strengthen collaboration and promote the Agency and the UK space sector as a whole. It is also an opportunity for our staff to present scientific papers, lectures and participate in panel sessions for a global audience. In short, it is our opportunity to demonstrate to the world, the UK's status as a leading space-faring nation.</p>

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The UK Space Agency is a member of the International Astronautical Federation (IAF) and attends the IAC annually. UKSA are gold sponsors of IAC 2024 and the UK Pavilion Stand will be located in one of the heaviest areas of footfall – next to one of two main entrances/exits to the event – making it one of the first and last stands delegates will see whilst attending the event.

This tender is for the design, build, de-rigging and disposal of the UK Pavilion exhibition stand at this year's IAC 2024, which will take place at the Allianz MiCo - Milano Convention Centre in Milan, Italy.

**The UK Space Agency**

The UK Space Agency is an executive agency of the Department for Science, Innovation and Technology (DSIT) and plays a major role in delivering the UK government's National Space Strategy. We support a thriving space sector in the UK, which generates an annual income of £17.5 billion and employs 48,800 people across the country.

The UK Space Agency's purpose is to boost UK prosperity, understand the Universe and protect our planet and outer space.

Our staff include scientists, engineers, commercial experts, project managers and policy officials and our role is to:

- Catalyse investment by deploying our funding and resources to multiply the value of non-Government contracts and private capital secured by UK space organisations and maximise the space sector's long-term growth.
- Deliver missions and capabilities, independently and with others, that use space science, technology and applications to meet national needs and help humanity to understand our universe.
- Champion space, encouraging other sectors to use space science, technology and applications to deliver better services and tackle the climate emergency, inspire STEM education and lifelong learning, and advocate for sustainable space activities.

To achieve the greatest impact in these three areas, we focus most of our resource behind eight delivery Priorities. These are:

- **Launch:** We will achieve the first small satellite launch from Europe and aim to help the UK become the leading provider of commercial small satellite launch services in Europe by 2030.
- **Earth Observation:** We will grow the UK's Earth Observation capabilities; to provide the data and skills we need to drive prosperity and scientific discovery, and fight climate change.

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**Goods or Services**

- **LEO:** We will maximise the potential of the UK's capabilities in Low Earth Orbit (LEO) and become a global leader in development and use of LEO technology.
- **Sustainability:** We will deliver capabilities to track objects in orbit and reduce or remove debris and lead global regulation and best practice to make space activities more sustainable.
- **Innovation:** We will catalyse investments in the UK space sector by supporting the innovations that help our businesses to build their share of the fastest growing or highest potential commercial space markets.
- **Discovery:** We will maintain the UK's position as a global leader in space science and exploration missions that answer fundamental questions about the universe and open new frontiers for humans to live and work.
- **Levelling Up:** We will help level up the UK space economy, accelerating growth, jobs and value across the country and strengthening the Union.
- **Inspiration:** We will champion the benefits of space products and services, ensure space careers are accessible to all, and inspire and train future generations of entrepreneurs and thinkers

**UK Pavilion Stand - Objectives:**

- To provide a high-impact, visually appealing, prominent physical stand presence within the conference exhibition area, to cohesively promote the UK Space Agency, wider UK government and industry – the stand should feel like one big experience, comprised of its key components.
- Provide a 'UK industry zone,' where 8 UK space companies will be located in pods/plinths with screens that can be connected to laptops or other digital storage devices e.g. USB sticks, so they can engage with stakeholders/customers.
- Serve as a main hub for (any and all) HMG staff to meet/receive/request meetings/network with delegates from across industry, academia and the wider sector, e.g. through an informal networking area with tables and chairs, as well as with a formal in-built meeting room on the stand footprint.

The contractor shall be responsible for:

- The exhibition design concept to be agreed with the UK Space Agency (we would be seeking a design that utilises a large video wall /screen as a centre piece for showing casing content and as a backdrop for announcements.
- PA and any AV system needed.
- Secure on-stand storage.
- The preparation of the agreed final layout/design for the stand (including all stand specifications/requirements - power etc.)



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	<ul style="list-style-type: none"> <li>• The materials and construction of the stand at the IAC, providing a full risk assessment and meeting building regs and health &amp; safety requirements.</li> <li>• Costs for any services needed to produce the stand (e.g. electrical points etc).</li> <li>• The take-down/de-rig of the stand and disposal as necessary.</li> </ul>
<b>Project Plan:</b>	<ul style="list-style-type: none"> <li>• Contract and planning key milestone schedule to be agreed at contract stage</li> <li>• Initial creative designs: Mid -Aug</li> <li>• Sign off creative designs: End-July</li> <li>• Stand build: 12<sup>th</sup>-14<sup>th</sup> October 2024</li> <li>• Exhibition: 14<sup>th</sup> – 18<sup>th</sup> October 2024</li> <li>• Teardown: from the close of exhibition on 18<sup>th</sup> October 2024 – 08:00am on 19<sup>th</sup> October 2024. Please note stand space must be returned to the provider by 8am on 19<sup>th</sup> October 2024</li> </ul>
<b>Contract Charges:</b>	<p>The Client shall pay the Agency the sum of £80,134.50 for delivery of these Services, [REDACTED]</p> <p>[REDACTED] For the avoidance of doubt, the Contract Charges shall be inclusive of all third-party costs</p>
<b>Client Assets:</b>	<p>Details of the materials or information to be provided to the Agency.</p> <ul style="list-style-type: none"> <li>• Logo and branding</li> </ul>
<b>Client Affiliates:</b>	N/A
<b>Special Terms:</b>	[REDACTED]
<b>Key Individuals:</b>	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]

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**Authorised  
Agency Approver:**

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**Authorised Client  
Approver:**

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Signed by: .....

--	--

by (print name

--	--

As Agency Authorised Approver for and on behalf of

[Agency] Identity Events Management Ltd

Date.....28/08/2024.....

Signed by:....

--	--

by (print name):...

--	--

As Client Authorised Approver for and on behalf of

UK Space Agency

Date...03/09/2024.....

## DPS Schedule 6 (Letter of Appointment Template and Order Schedules)

### Letter of Appointment

This Letter of Appointment is issued in accordance with the provisions of the DPS Contract (RM6124) between Crown Commercial Service (CCS) and the Agency, dated 22/08/2024

Capitalised terms and expressions used in this letter have the same meanings as in the Order Incorporated Terms unless the context otherwise requires.

#### ORDER:



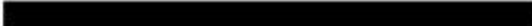



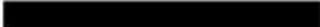




<b>Order Number:</b>	GSS24528 [REDACTED]
<b>From:</b>	UK Space Agency, Electron Building, Fermi Avenue, Harwell, Didcot OX11 0FD
<b>To:</b>	Identity Events Management Ltd, Unit 23-24, Westham Business Park, Eastbourne Road, Westham, East Sussex, BN24 5NP



<b>Order Start Date:</b>	22/08/2024
<b>Order Expiry Date:</b>	19/10/2024
<b>Order Initial Period:</b>	2 months
<b>Order Optional Extension Period:</b>	N/A


<b>Goods or Services required:</b>	Goods or Services required are set out in DPS Schedule 1 of the DPS Agreement and the relevant Brief and are to be delivered in line with the accepted Proposal as detailed at Annex A of this Letter.
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	Subsequent calls for Goods or Services shall be priced and agreed using the Statement of Works form as per Annex B of this Letter of Appointment.
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<b>Key Staff:</b>	<b>For the Client:</b>         <b>For the Agency:</b>     
<b>Guarantor(s)</b>	N/A

<b>Order Contract Charges (including any applicable discount(s), but excluding VAT):</b>	£ 80,134.50
<b>Liability</b>	<b>See Clause 11 of the Core Terms</b> <b>Estimated Year 1 Charges:</b>
<b>Additional Insurance Requirements</b>	N/A
<b>Client billing address for invoicing:</b>	  Queensway House, West Precinct Billingham TS23 2NF United Kingdom

<b>Special Terms</b>	Payment terms – 
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**PROGRESS REPORT FREQUENCY**

Fortnightly

**PROGRESS MEETING FREQUENCY**

Weekly

**KEY SUBCONTRACTOR(S)**

Not applicable

**COMMERCIAL SENSITIVE INFORMATION**

Not applicable

**SOCIAL VALUE COMMITMENT**

The Agency agrees, in providing the Goods or Services and performing its obligations under the Order Contract, that it will comply with the social value commitments in Order Schedule 4 (Order Proposal)

**SERVICE CREDIT CAP**

**Not applicable**

**ORDER INCORPORATED TERMS**

The following documents are incorporated into this Order Contract. Where numbers are missing we are not using those schedules. If the documents conflict, the following order of precedence applies:

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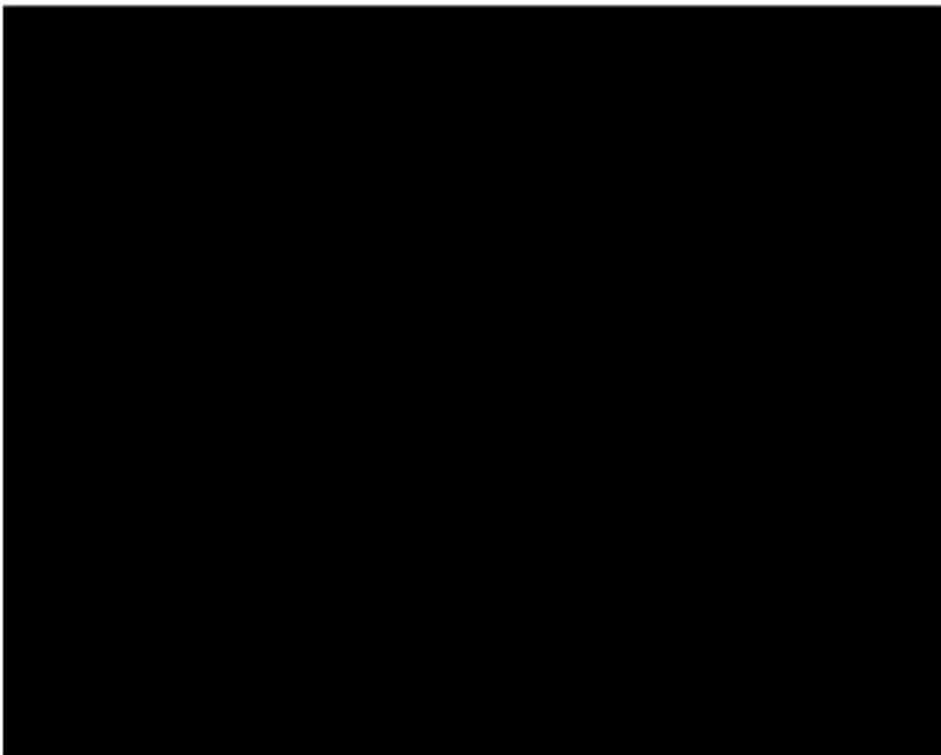
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The Parties hereby acknowledge and agree that they have read this letter and the Order Incorporated Terms. The Parties hereby acknowledge and agree that this Order Contract shall be formed when the Client acknowledges (which may be done by electronic means) the receipt of the signed copy of this letter from the Agency within two (2) Working Days from such receipt.

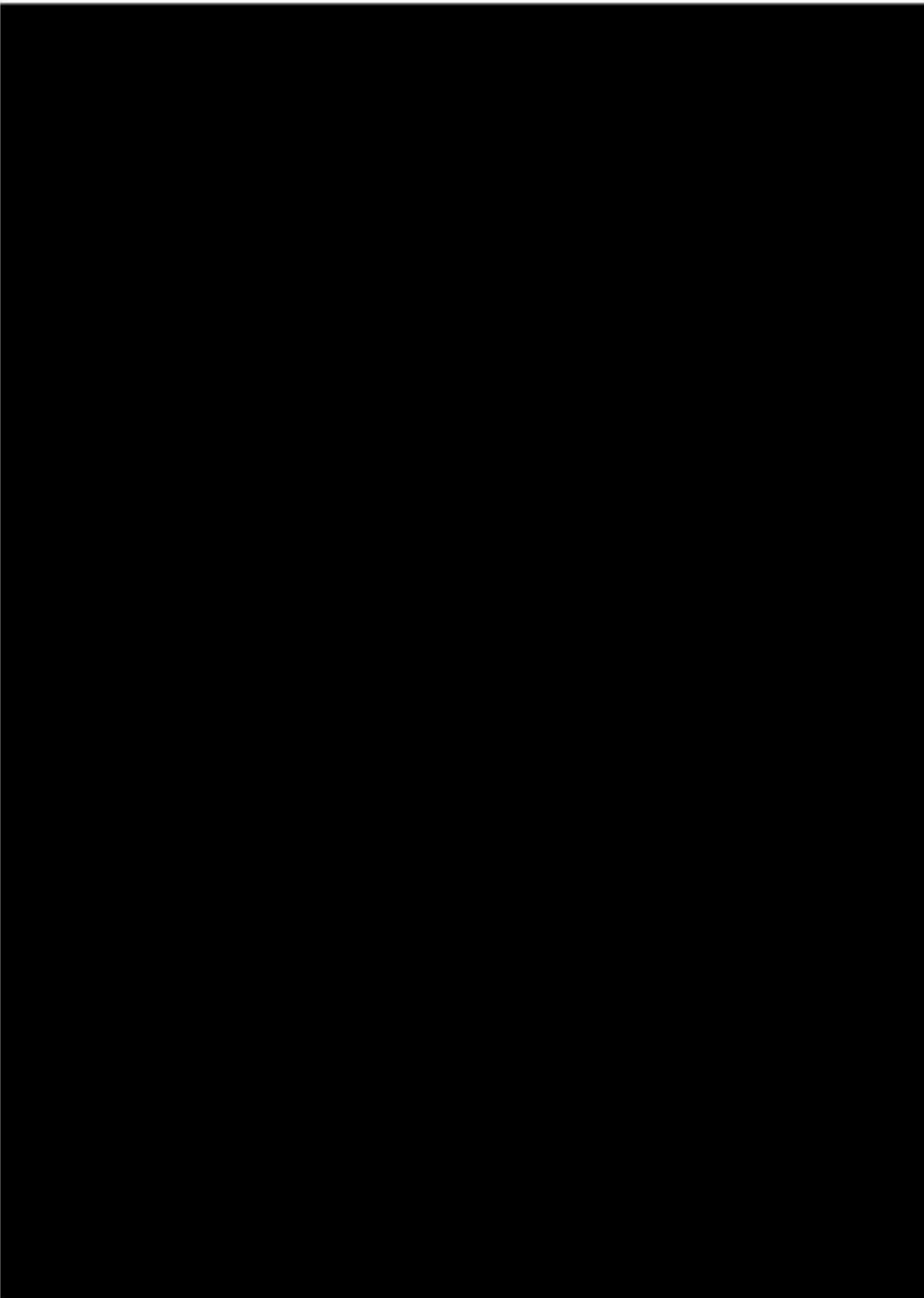
For and on behalf of the Agency:		For and on behalf of the Client:	
Signature:		Signature:	
Name:		Name:	
Role:	Director of Strategic Growth	Role:	Head of International Relations (Interim)
Date:	28/08/2024	Date:	03/09/2024

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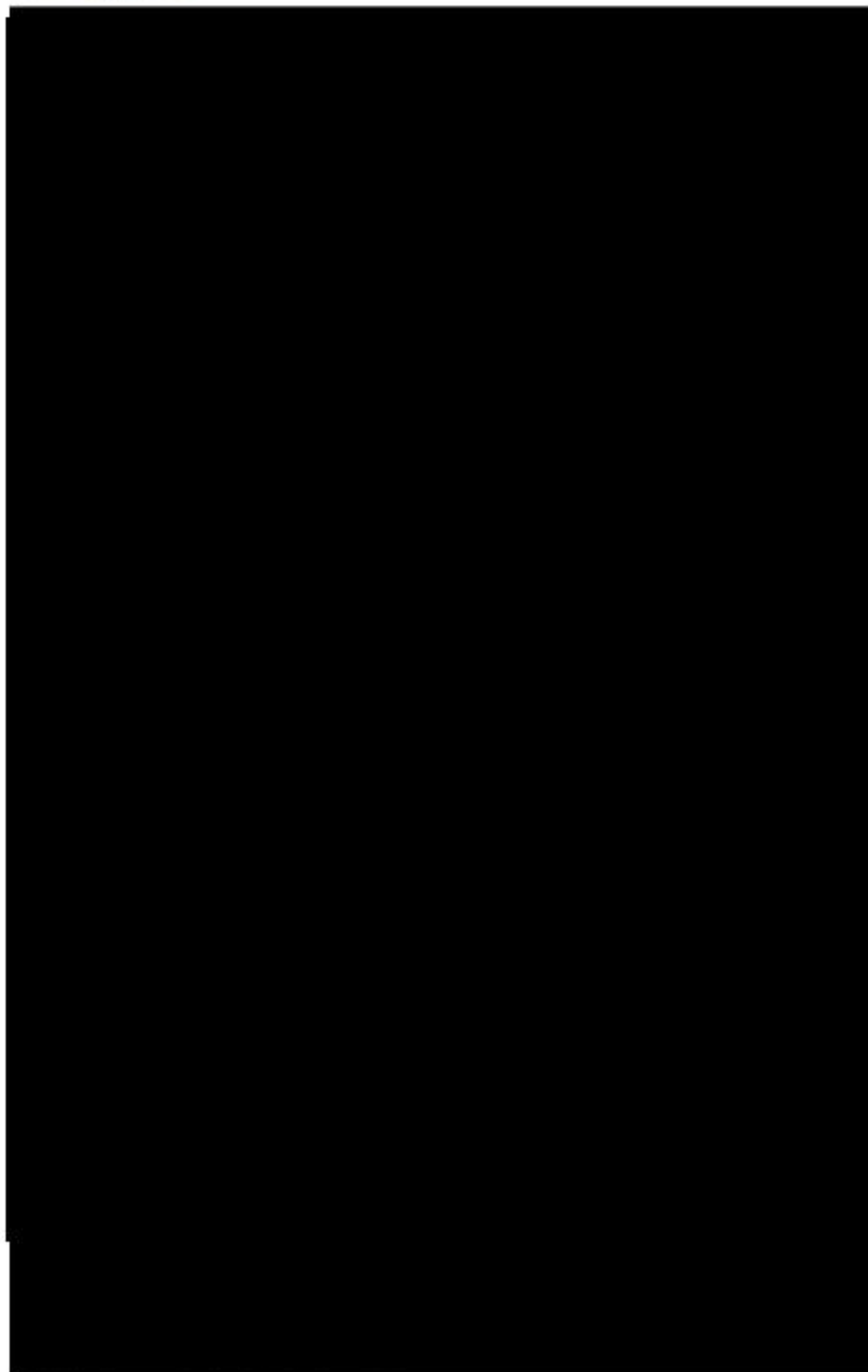




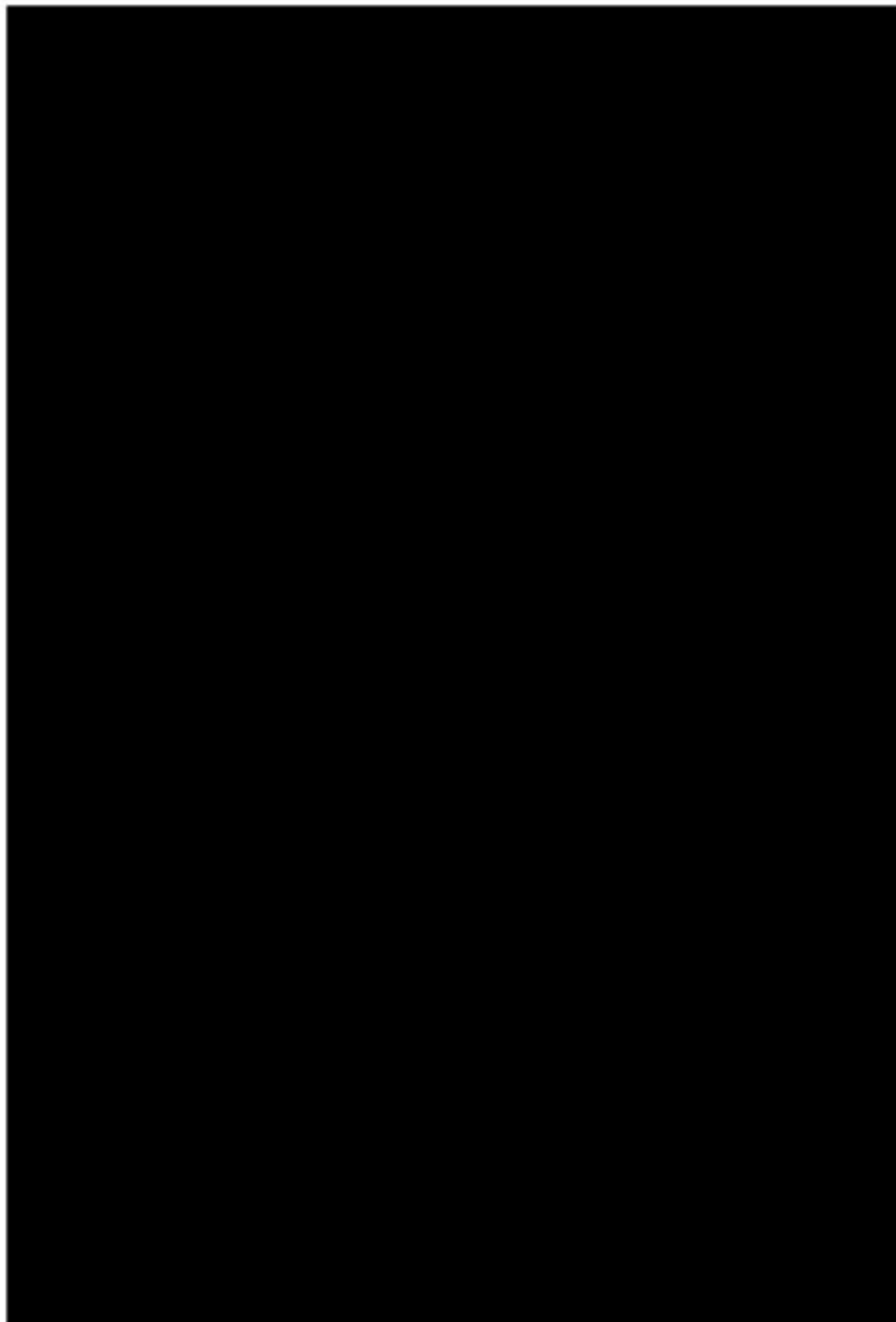
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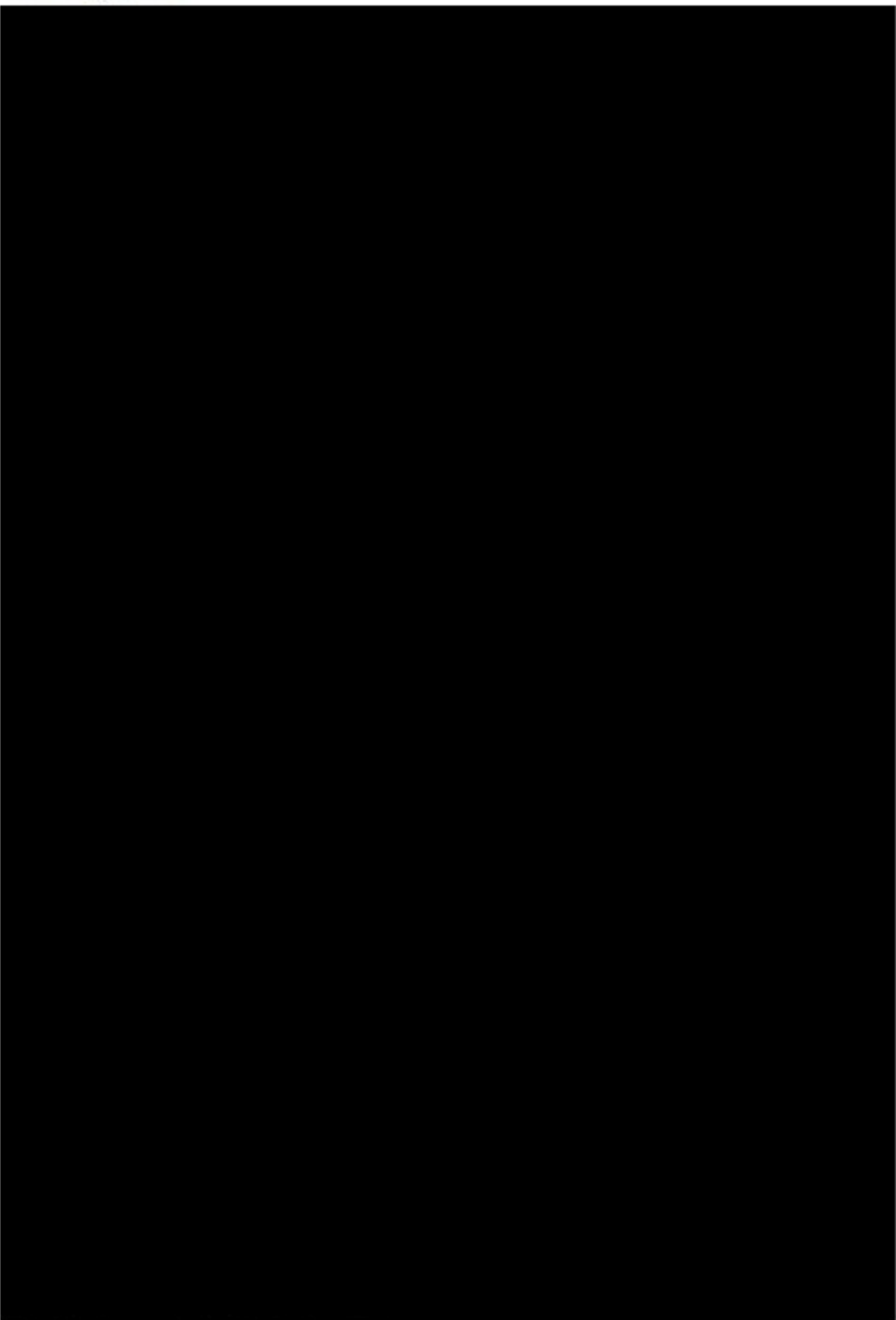
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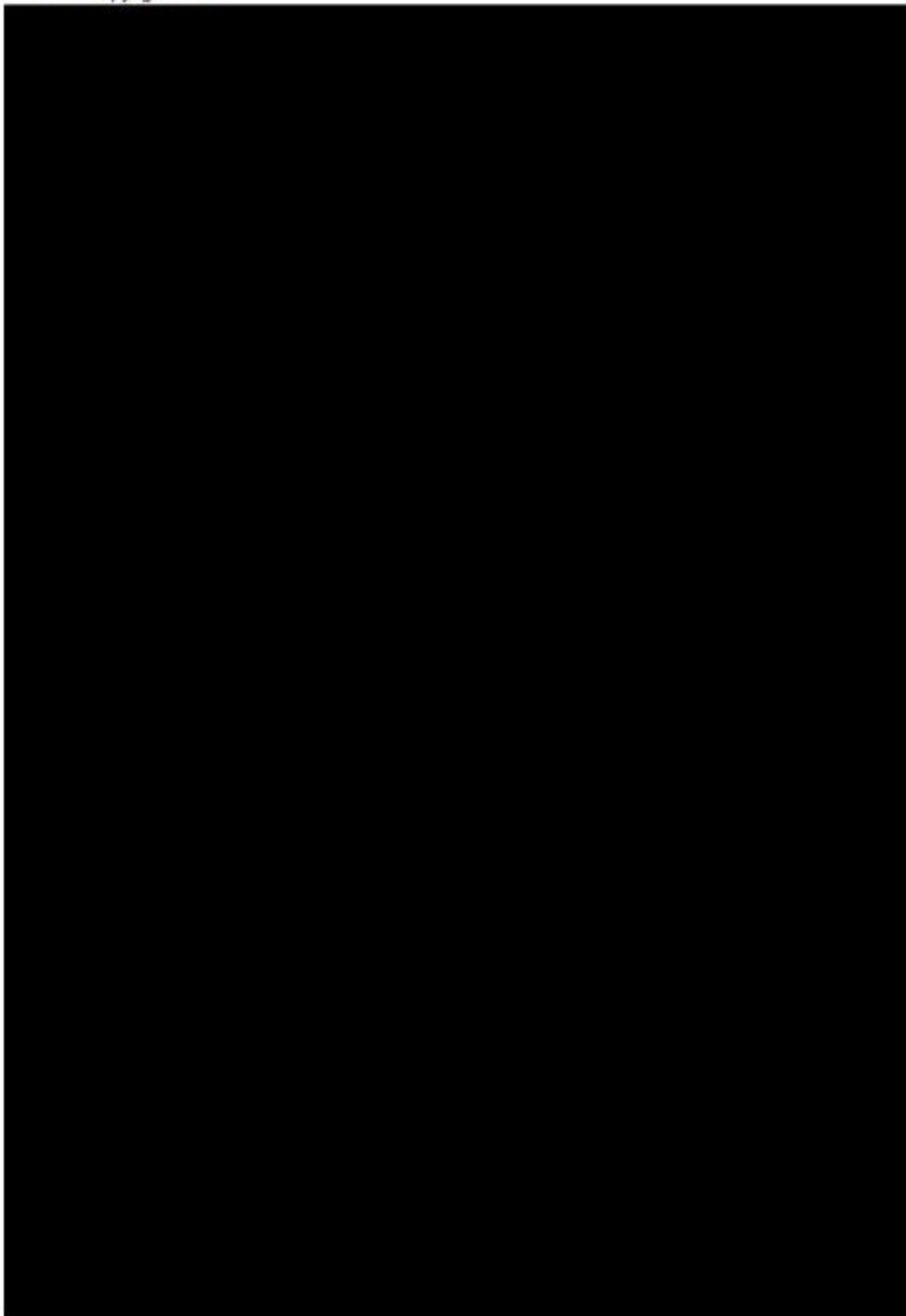
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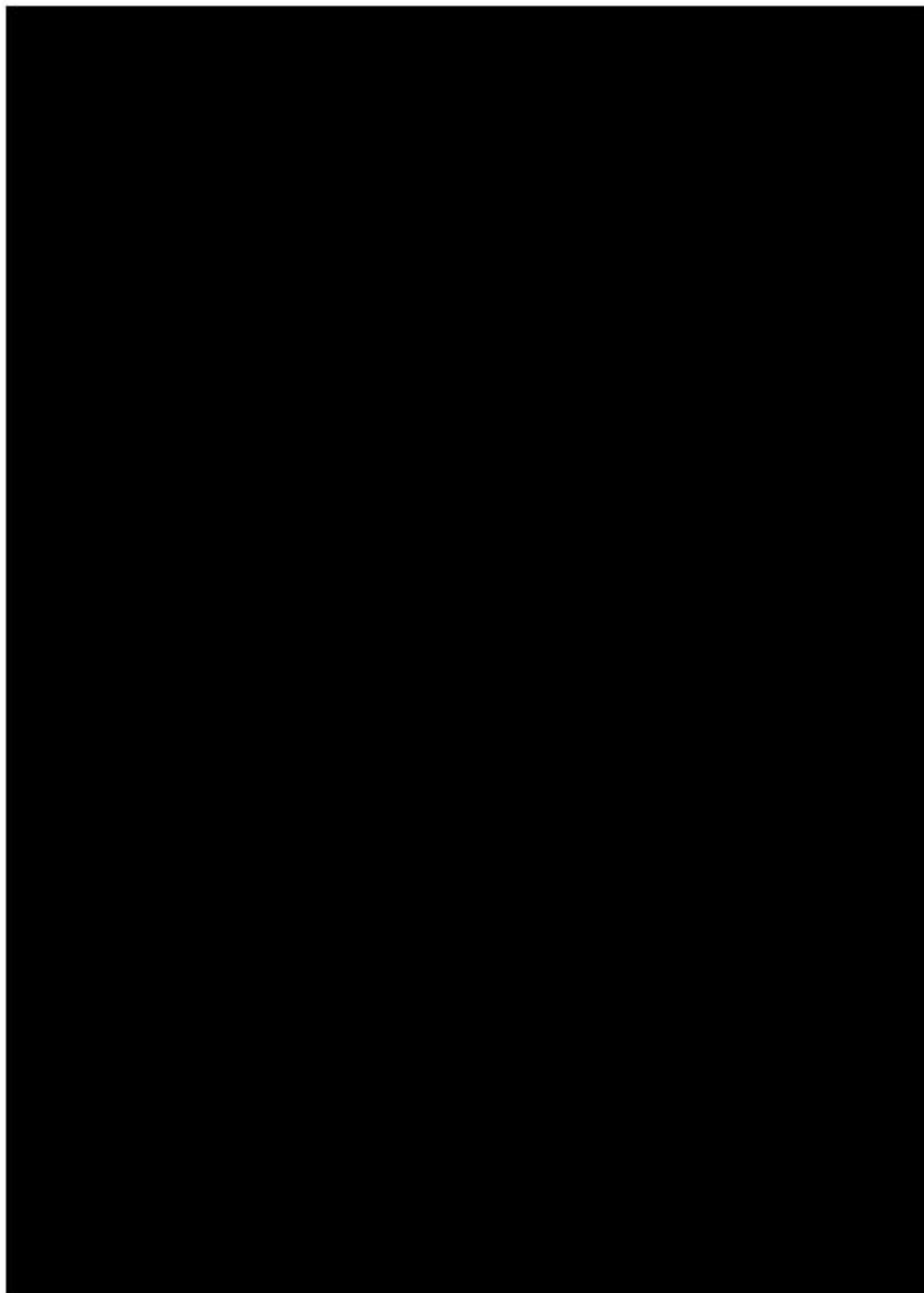
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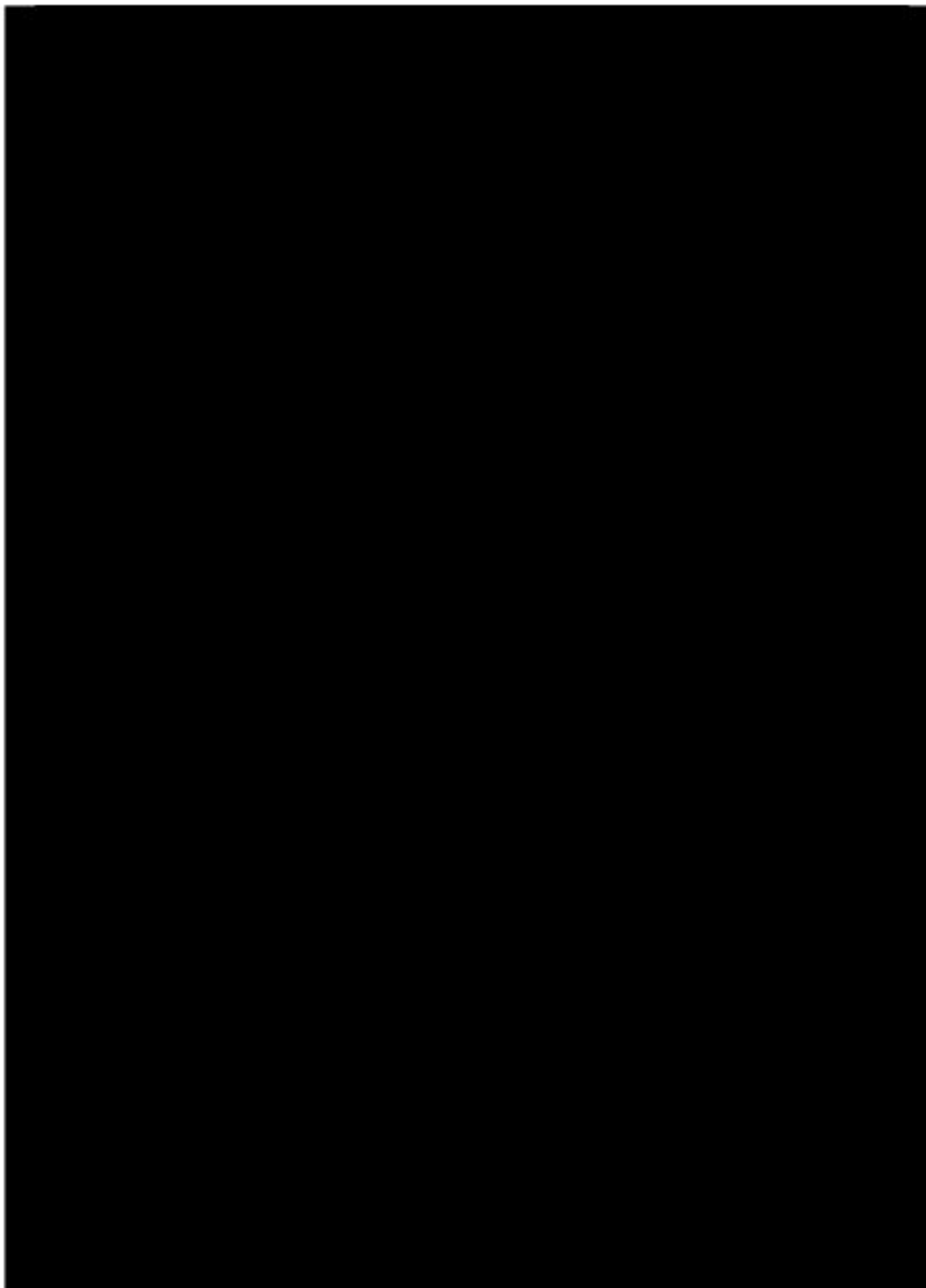
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## Annex B

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<b>Project:</b>	Design and build the UK Space Agency the UK Pavilion at IAC 2024
<b>Project start Date</b>	<p>The contract start date is 19<sup>th</sup> August 2024 and shall expire on 19<sup>th</sup> October 2024</p> <p>Notice period for cancellation is 30 days.</p>
<b>Notice period for cancellation</b>	
<b>Overarching Brand/Campaign</b>	<p>The International Astronautical Congress (IAC), held annually, is the largest space event in the world and one of the most high profile and prestigious for the space sector. For the UK Space Agency (UKSA), it is among the most strategically important events in the calendar. Annually, it attracts around 9500 delegates and 250 exhibitors.</p> <p>For the UK Space Agency, it is a strategically important occasion where the vast majority of our external stakeholders, from right across the space sector and beyond, are gathered in the same place, at the same time. It offers a unique opportunity to build relationships, strengthen collaboration and promote the Agency and the UK space sector as a whole. It is also an opportunity for our staff to present scientific papers, lectures and participate in panel sessions for a global audience. In short, it is our opportunity to demonstrate to the world, the UK's status as a leading space-faring nation.</p>



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- Champion space, encouraging other sectors to use space science, technology and applications to deliver better services and tackle the climate emergency, inspire STEM education and lifelong learning, and advocate for sustainable space activities.

To achieve the greatest impact in these three areas, we focus most of our resource behind eight delivery Priorities. These are:

- **Launch:** We will achieve the first small satellite launch from Europe and aim to help the UK become the leading provider of commercial small satellite launch services in Europe by 2030.
- **Earth Observation:** We will grow the UK's Earth Observation capabilities; to provide the data and skills we need to drive prosperity and scientific discovery, and fight climate change.

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	<ul style="list-style-type: none"> <li>• <b>LEO:</b> We will maximise the potential of the UK's capabilities in Low Earth Orbit (LEO) and become a global leader in development and use of LEO technology.</li> <li>• <b>Sustainability:</b> We will deliver capabilities to track objects in orbit and reduce or remove debris and lead global regulation and best practice to make space activities more sustainable.</li> <li>• <b>Innovation:</b> We will catalyse investments in the UK space sector by supporting the innovations that help our businesses to build their share of the fastest growing or highest potential commercial space markets.</li> <li>• <b>Discovery:</b> We will maintain the UK's position as a global leader in space science and exploration missions that answer fundamental questions about the universe and open new frontiers for humans to live and work.</li> <li>• <b>Levelling Up:</b> We will help level up the UK space economy, accelerating growth, jobs and value across the country and strengthening the Union.</li> <li>• <b>Inspiration:</b> We will champion the benefits of space products and services, ensure space careers are accessible to all, and inspire and train future generations of entrepreneurs and thinkers</li> </ul>
<p><b>Goods or Services</b></p>	<p><b>UK Pavilion Stand - Objectives:</b></p> <ul style="list-style-type: none"> <li>• To provide a high-impact, visually appealing, prominent physical stand presence within the conference exhibition area, to cohesively promote the UK Space Agency, wider UK government and industry – the stand should feel like one big experience, comprised of its key components.</li> <li>• Provide a 'UK industry zone,' where 8 UK space companies will be located in pods/plinths with screens that can be connected to laptops or other digital storage devices e.g. USB sticks, so they can engage with stakeholders/customers.</li> <li>• Serve as a main hub for (any and all) HMG staff to meet/receive/request meetings/network with delegates from across industry, academia and the wider sector, e.g. through an informal networking area with tables and chairs, as well as with a formal in-built meeting room on the stand footprint.</li> </ul> <p>The contractor shall be responsible for:</p> <ul style="list-style-type: none"> <li>• The exhibition design concept to be agreed with the UK Space Agency (we would be seeking a design that utilises a large video wall /screen as a centre piece for showing casing content and as a backdrop for announcements.</li> <li>• PA and any AV system needed.</li> <li>• Secure on-stand storage.</li> <li>• The preparation of the agreed final layout/design for the stand (including all stand specifications/requirements - power etc.)</li> </ul>

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	<ul style="list-style-type: none"> <li>• The materials and construction of the stand at the IAC, providing a full risk assessment and meeting building regs and health &amp; safety requirements.</li> <li>• Costs for any services needed to produce the stand (e.g. electrical points etc).</li> <li>• The take-down/de-rig of the stand and disposal as necessary.</li> </ul>
<b>Project Plan:</b>	<ul style="list-style-type: none"> <li>• Contract and planning key milestone schedule to be agreed at contract stage</li> <li>• Initial creative designs: Mid -Aug</li> <li>• Sign off creative designs: End-July</li> <li>• Stand build: 12<sup>th</sup>-14<sup>th</sup> October 2024</li> <li>• Exhibition: 14<sup>th</sup> – 18<sup>th</sup> October 2024</li> <li>• Teardown: from the close of exhibition on 18<sup>th</sup> October 2024 – 08:00am on 19<sup>th</sup> October 2024. Please note stand space must be returned to the provider by 8am on 19<sup>th</sup> October 2024</li> </ul>
<b>Contract Charges:</b>	<p>The Client shall pay the Agency the sum of £80,134.50 for delivery of these Services, [REDACTED]</p> <p>[REDACTED] For the avoidance of doubt, the Contract Charges shall be inclusive of all third-party costs</p>
<b>Client Assets:</b>	<p>Details of the materials or information to be provided to the Agency.</p> <ul style="list-style-type: none"> <li>• Logo and branding</li> </ul>
<b>Client Affiliates:</b>	N/A
<b>Special Terms:</b>	[REDACTED]
<b>Key Individuals:</b>	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>

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**Authorised  
Agency Approver:**

**Authorised Client  
Approver:**

Signed by: .....

by (print name

As Agency Authorised Approver for and on behalf of

[Agency] Identity Events Management Ltd

Date.....28/08/2024.....

Signed by:...

by (print name):...

As Client Authorised Approver for and on behalf of

UK Space Agency

Date...03/09/2024.....