



# SOLENT

**UK-USA Maritime Nations Forum 2019**

19, 20, 21 NOVEMBER

**Trade Mission Application Form**

**for**

**Washington DC**

**November 2019**

**RESTRICTED – COMMERCIAL**



# SOLENT

PLEASE COMPLETE ALL SECTIONS IN FULL - IDEALLY ELECTRONICALLY

## 1. MISSION REPRESENTATIVE DETAILS

|   |  |
|---|--|
| Full Name<br>(as shown on passport)                                 |  |
| Position in Company   |  |
| Company Name  |  |
| Confirmation that the company is part of the marine/maritime sector | Yes <input type="checkbox"/> No <input type="checkbox"/><br><small>Please tick relevant answer</small> |
| Company address   |  |
| Postcode  |  |
| Telephone   |  |
| Mobile  |  |
| Fax   |  |
| Email   |  |
| Website   |  |
| VAT Registration No   |  |
| Company Registration No   |  |

Please email a JPEG of the Mission Representative separately, passport-sized (must be with a light background)

Please email a JPEG or PNG picture separately of your company logo

### **N.B**

You must take full responsibility for travel insurance and will have to submit confirmation that you have the relevant insurance certificate.

You must obtain the necessary [ESTA](#) and a failure to obtain it will mean that you will be unable to travel and in this event need to reimburse the LEP for costs incurred.



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(Please ensure your summary is tailored to suit the market being visited and refrain from using abbreviations)

Company Background include how long you have been trading\*

Product/Service

The type of introductions you would like to make

\* Your business must have been trading for three years or longer to be eligible.

| <b>Please tick the areas of interest to your business:</b> | <b>Place your tick here</b> |
|--|-----------------------------|
| Marine autonomy  |                             |
| Maritime Defence   |                             |
| Marine and maritime general                                |                             |
| Clean growth   |                             |



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To ensure that you maximise your time in-market, it is essential that you are as well prepared as possible. If you require assistance with this, commercial staff in the British High Commission in Washington DC can help you prepare for your visit by providing market research, identifying potential business contacts, arranging your programme etc. (additional charges may apply).

I WOULD LIKE FURTHER ADVICE ABOUT THE HELP AVAILABLE

I WILL UNDERTAKE MY OWN PREPARATION FOR THE VISIT

## 4. COMPANY INFORMATION (EXPORT ACTIVITY)

Number of Employees  Latest Company turnover £  Year

Do your company's product/services originate from the UK, or have value added in the UK by your company? YES  NO

If originating outside the UK, please give details of supplier/country

Has your Company ever exported to the USA? YES  NO

Is your Company currently exporting to the USA? YES  NO

If yes, what is your turnover in the market? £

Are you represented in this market? YES  NO

If yes, by whom? Please provide addresses.

Are you currently exporting to any other markets? YES  NO

If yes, which markets?

Please list preferred outlets for your product/service:



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## 5. CONTACT FOR MISSION CORRESPONDENCE

If different from the mission representative, please provide details of the person to whom we should send all correspondence relating to this Mission:

Name

Telephone

Mobile

Email

## 6. MISSION OBJECTIVES

Which of the following objectives for attending this Mission would apply to your Company?

|  |     |                          |                      |
|--|-----|--------------------------|----------------------|
| To research a new market(s)  | YES | <input type="checkbox"/> |                      |
| To do business in a new market(s)  | YES | <input type="checkbox"/> |                      |
| To make contacts in a new market(s)  | YES | <input type="checkbox"/> |                      |
| To increase sales in existing market(s)  | YES | <input type="checkbox"/> |                      |
| To visit local agents, distributors or partners  | YES | <input type="checkbox"/> |                      |
| To find new contacts in existing market(s)   | YES | <input type="checkbox"/> |                      |
| Are you a member of any export organisations and, if yes, which?   | YES | <input type="checkbox"/> | <input type="text"/> |
| Please confirm that you will make every effort to attend all official functions in-market?                         | YES | <input type="checkbox"/> |                      |
| Please confirm that you are happy to complete a post visit report within 14 working days of the end of the mission | YES | <input type="checkbox"/> |                      |



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## 7. MARKETING – WEBSITE AND OTHER MEDIA

We would like to promote the Mission and your Company on social media and in the local press both in the UK and in the USA. Please confirm that you are happy for us to include your Company in this activity.

YES

NO

## 8. BOOKING DETAILS

Home Address

Nationality

If you hold any form of flight travel card, please give type and number

## 9. SPECIAL REQUIREMENTS

**These cannot be guaranteed**

Dietary

Other  
(Please specify)

## 10. EMERGENCY CONTACTS

WORK TEL:

Name

HOME TEL:

Name



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## 11. TRADE MISSION CONFIRMATION & FEES

The Solent Local Enterprise Partnership will sponsor your place on the Trade Mission and in doing so will cover the costs of flights, hotel, insurances and transfers; this is an estimated cost of **£2,500**, although this may vary based on the UK exchange rate.

In the event that you do not attend the Trade Mission, you will be required to reimburse the Solent LEP for any costs associated with your place on the trade mission up to a maximum value of **£2,500**.

Your company will have to cover all additional costs, including all required vaccinations, subsistence. You will also need to cover the cost of the Electronic System for Travel Authorization ([ESTA](#)) that currently stands at circa £12.

Please email your completed application form, along with all required information and a copy of your passport to the following email: [trade@solentlep.org.uk](mailto:trade@solentlep.org.uk)

## 11. DECLARATION

I/we hereby confirm that we will participate in the forthcoming trade mission, understand the cost implication and agree to the coordinator of the Mission to make the necessary bookings on our behalf, but we will ultimately be responsible for our own bills and payments.

I/we confirm that our business has been trading for three years or more.

I/we confirm that we will produce a post-trade mission report capturing key information.

I/we confirm that in the event that I do not attend the Trade Mission, I will be required to reimburse the Solent LEP for any costs associated with my place on the trade mission up to a maximum value of **£2,500**.

|          |                      |    |    |      |
|----------|----------------------|----|----|------|
| Signed   | <input type="text"/> | dd | mm | yyyy |
| Position | <input type="text"/> |    |    |      |