



UNCCD Exhibitor Guidelines

The fifteenth session of the Conference of the Parties (COP 15) to the United Nations Convention to Combat Desertification (UNCCD) will be held from 9 to 20 May 2022 in Abidjan, Côte d'Ivoire.

The conference will take place at: Sofitel Abidjan Hotel Ivoire, Boulevard Hassan II, 08 Bp 01 Abidjan, 08 Abidjan, Cote d'Ivoire; Tel: (+225)2722482626; E-mail: H8844@SOFITEL.COM

The UNCCD secretariat invites partners to participate in its exhibition. As space is limited, we encourage you to apply now. UNCCD will apply the following criteria:

1. Exhibitions should be relevant to the objectives of UNCCD and related Sustainable Development Goals (www.unccd.int)
2. Applicants will be allotted a maximum of 9 m² of exhibition space, which will be assigned based on an equitable geographical distribution basis incl. a table, two chairs, power outlet and WiFi for free.
3. All exhibitors will be responsible for the customs clearance of their exhibition material in accordance with the customs regulations of the Republic of Cote d'Ivoire. The secretariat may however provide assistance where possible.
4. The secretariat is responsible only for the allocation of exhibition space.
5. Additional arrangements can be made through the secretariat depending on availability and on a first-come, first-served basis. All exhibitors will be responsible for the setting – up and maintenance of their own booths.
6. Information will be regularly updated on the UNCCD COP15 webpage: (<https://www.unccd.int/cop15>)
7. Participants wishing to participate as exhibitors are kindly requested to fill in and send the application form to Email: exhibition@unccd.int by 14 March 2022
8. Intergovernmental and Civil Society Organizations willing to organize an exhibition will need to be accredited to the Conference of the Parties. The list of accredited organizations is available here. More information about the accreditation process can be found here .
9. The invitation letter and application form are available online: <https://www.unccd.int/cop15>
10. Applicants will be notified of the secretariat's decision on their application by 7 April 2022.
11. After confirmation of the exhibit, all details from the application forms will be sent to the logistics company for getting in contact with exhibitors requesting extra equipment.

What criteria will UNCCD use for selecting exhibits?

UNCCD is striving to organize the exhibit program that as far as possible supports and enhances the key priorities of the COP 15 as well as a number of thematic focus areas:

1. Land restoration and Land Degradation Neutrality
2. Drought resilience and recovery
3. Land tenure
4. Gender and land



5. Youth and land
6. Great Green Wall
7. Sustainable consumption and production

In prioritizing the exhibits, UNCCD will consider:

1. How well the exhibit contributes to one or several of the above priorities, thematic areas, and goals.
2. Any innovative or interesting formats/elements/ that can contribute to making the exhibit more interesting for the audience.
3. A third set of general priorities are the [17 Sustainable Development Goals](#)

IMPORTANT! - Do you have a badge?

All persons involved in the set-up, dismantling and/or organization of your exhibit must be duly registered through a Party or an observer organization and in possession of a conference badge in order to be granted access to the conference venue.

Registration opening hours and other relevant information can be found in the information for participants document available on this web page: <https://www.unccd.int/cop15>

Conference badges have to be picked up before registration closes for the day. Please ensure that delegates manning your stand are aware of these arrangements

List of exhibits and location

The list and duration of exhibits can be consulted on the UNCCD website after [27 April 2022](#). The exact location of your exhibit booth will be available on the website and indicated on site as well. More information on the venue is available in the following link: <https://www.unccd.int/cop15>

Your exhibition booth

Your exhibition booth and the standard equipment listed are provided free of charge. Exhibitors are held liable for any damage to the exhibit booth and to the equipment. Exhibitors are requested to use the booth the way it is provided and refrain from dismantling it in any form.

Promotional material, posters, displays or decorative items can only be fastened to stand walls (panels) using the following items: NYLON THREAD and/or DOUBLE-SIDED ADHESIVE TAPE. Nails, bolts, glue or any other type of material that might damage the panels or their structure cannot be used.

Standard booth description

Each exhibitor will be provided with 9 sq.m space, a table, two chairs, WiFi and power outlet for free.

Requests for additional equipment must be ordered through the designated logistical company. We clarify that such additional elements are considered COMPLEMENTARY SERVICES and will generate ADDITIONAL COSTS, apart from those concerning the stand itself.

Any additional equipment will be provided against payment by the company authorized as COP 15 official service provider. Please check the [Information for participants](#) for the person you need to contact.



UNCCD will submit the exhibitors' requirements as received in the application forms to the service provider who will contact each exhibitor for the equipment details and the payment.

100 % Sustainable

In order to reduce the carbon footprint of the exhibits, exhibitors are strongly encouraged to minimize and refrain from distribution of printed publications and increase electronic distribution.

Description of the basic shell scheme stand provided to each exhibitor. One standard fascia board containing the exhibitor organization/ company name. A **9sq.m shell scheme stand will be furnished with a table, two chairs, power outlet, WiFi.** See a basic example structure.



Stand/booth operations

The stand must be permanently occupied by a competent person during the opening hours. Person in charge must arrive 1 hour before the EXHIBITION'S opening time. Stands will not be allowed to end their activities before the EXHIBITION'S closing time, not even on the last day. Please keep your exhibit booth tidy. Catering is not allowed at the exhibit booths.

Consignments and shipment allowance

Arranging your shipments and exhibit materials to the Conference venue, please consult our **Information for participants document** here: <https://www.unccd.int/cop15>

Booth set-up and Dismantling

Details will be provided by mail

Your materials are your responsibility

It is the responsibility of the exhibitor to arrange for return shipment of materials. The participants are personally responsible for the safety of any and all materials brought by them within the conference premises. The United Nations and the UNCCD secretariat disclaim all liability and responsibility for the loss, destruction or theft of any such material(s).

Information at a click:

UNCCD COP15: Abidjan, Côte d'Ivoire <https://www.unccd.int/cop15>

We wish you every success in your exhibit!

UNCCD Exhibition Team