

UNCCD Technology Fair and Exhibitor Guidelines
UNCCD secretariat

The UNCCD secretariat invites partners to participate in its COP 14 Technology Fair and Exhibition which will showcase experiences, innovation and technology in sustainable land management. The following criteria will be applied:

1. Exhibitions should be relevant to the topics of the United Nations Convention to Combat Desertification. (<https://www.unccd.int/>)
2. Participants in the Technology Fair will also be given the opportunity to present their technology/innovations at the “Technology Fair Spot” in the exhibition space area.
3. All exhibitors (incl. participants at the Technology Fair) will be responsible for the customs clearance of their exhibition material in accordance with the customs regulations of the Republic of India.
4. The secretariat is responsible only for the allocation of exhibition space. All exhibitors will be responsible for the setting –up and maintenance of their own booths.
5. Participants wishing to participate as exhibitors and/or participate in the Technology Fair are kindly requested to fill in and send the application form by 15 June. For all details, please check the concept note, invitation letter and application form available also on line.

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. 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 8 July 2019.

Your exhibition booth

Your exhibition booth and the equipment listed below 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 14 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 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



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.

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 COP14: New Delhi, India

<https://www.unccd.int/conventionconference-parties-cop/unccd-cop14-new-delhi-india>

We wish you every success in your exhibit!

UNCCD Technology Fair and Exhibition Team