



**Special events and exhibits at  
the eighth session of the Conference of the Parties and the seventeenth sessions of the  
Subsidiary Bodies of the United Nations Framework Convention on Climate Change**

Vigyan Bhawan, New Delhi, 23 October – 1 November 2002

**Practical information for organizers**

*Consignments*

**Exhibits may be installed from Tuesday, 22 October 2002. More details regarding installation and consignment will be provided closer to the time of the sessions.**

- No consignment should be sent to the secretariat headquarters.
- Consignments should be clearly labeled for UNFCCC/COP 8 with full contact information for the responsible person (name, organization and telephone or e-mail address) to allow easy identification. Additionally, to facilitate entry into India, all goods should be clearly labeled/identified as non-commercial goods, for education and training purposes only.

*Logistic<sup>1</sup> and Catering<sup>2</sup> requirements*

Organizers of special events or exhibits, needing to rent equipment or supplies beyond those provided by the secretariat or require catering assistance may contact:

Organizers are reminded that any catering during an event requires prior authorization from the secretariat.

Mr. Rajiv Makin  
General Manager  
\*  
Ashok Reservation & Marketing Services  
\*  
Tel.: (91-11) 336-4415, -0607, -0923, Extn. 307  
Fax: (91-11) 3343-167  
E-mail: booking@itdcccop8.org

<sup>1</sup> Please see "Registration forms and conditions for organizers of special events"

<sup>2</sup> Please see "Conditions for organizers of special events"

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