

## Information for Organizers of Special Events or Exhibits

**Special Events and Exhibits will be held during the week of 12 -16 June 2000.**

### Delivery of materials

Materials should be clearly labelled indicating the **name of the organization** and the **contact person** responsible for the materials. Delivery as of **Tuesday, 6 June 2000**. Documents or exhibits should be consigned to the:

UNFCCC - Meetings Special Events/Exhibit Maritim Hotel Bonn, Godesberger Allee, 53175 Bonn, Germany <b><u>Contact name for exhibit Organization</u></b>
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### Assembly and Removal of Exhibits

Exhibits may be assembled from **Saturday, 10 June 2000, 15:00** (the Conference facilities will be closed on the Sunday 11 June 2000), and must be removed before the closure of the meetings on **Friday, 16 June 2000**. The removal and disposal of all materials are the responsibility of the exhibitor.

The names of persons responsible for the assembly and removal of the exhibit must be submitted in advance to the secretariat by fax in order that they may have temporary access to the meetings.

### Catering

Catering for special events or receptions can be arranged through Mr. M. Anton or Ms. G. Grimberg of the Maritim Hotel Bonn. All arrangements are the direct responsibility of the organizers although the secretariat needs to be informed.

For lunchtime or evening special events a lunch-buffet or lunch-boxes could be served at the back of the meeting rooms. Organizers will be responsible for the room being cleared of food and drinks **fifteen minutes** before the end of the allocated time of the special event in order that the room is left in a suitable condition for further meetings.

### Exhibitors requesting Internet Access

Exhibitors requesting internet access should ensure that they bring or hire laptops or computers equipped with an RJ45 network connection.

### Rental of Equipment

Organizers needing to rent panels, audio-visual or other technical equipment including computers should contact Mr. M. Anton or Ms. G. Grimberg of the Maritim Hotel.

### Contact Information

**M. Anton:** Tel.: (49-228)810-8880 Fax.: (49-228)810-8811

**G. Grimberg:** Tel.: (49-228)810-8876 Fax.: (49-228)810-8811

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