

The forty-eighth sessions of the Subsidiary Body for Implementation (SBI 48) and Subsidiary Body for Scientific and Technological Advice (SBSTA 48) as well as the fifth part of the first session of the Ad Hoc Working Group on the Paris Agreement (APA 1-5)

30 April - 10 May 2018

Bonn, Germany

UNFCCC SB 48

EXHIBITOR HANDBOOK



UNFCCC secretariat



The lead organizer

For exhibits jointly organized by more than one organization or Party, **the role of the lead organizer** is very important.

The lead organizer acts as the focal point for the joint exhibit toward the secretariat:

- ⇒ After confirmation of the exhibit, **all communication from the secretariat** is sent to the lead organizer only, who is responsible to pass the information on to the co-organizers.
- ⇒ Any request to revise the exhibit theme can only be received from the lead organizer.
- ⇒ Only the lead organizer can upload files related to the exhibit to the web.



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 notification for participants available on this web page:

http://unfccc.int/parties_and_observers/notifications/items/3153.php

Conference badges have to be picked up before registration closes for the day. It will not be possible to issue badges after the closure of the registration desk. Please ensure that delegates manning your stand are aware of these arrangements.

Receiving an exhibit does not entitle your organization to any quota increase. If current quota of your organization and your exhibit partners is not sufficient to organize your exhibit, kindly inform the secretariat through SEORS so that your booth can be transferred to an applicant from the waiting list.

Location

All exhibits confirmed by the secretariat will take place within the official Conference venue, at the World Conference Centre Bonn (WCCB).

The side event and exhibit area is located at **Rhine Level**, in the underground passage between the old and new WCCB buildings (from the main entrance, take the stairs down).

The exact location of your exhibit booth will be indicated on site.

List of exhibits

The list and duration of exhibits can be consulted on the UNFCCC website:

https://seors.unfccc.int/seors/reports/exhibits_list.html?session_id=SB48

The list of exhibits will also be posted on a display board at the venue.

If you wish to change the week of your exhibit, please approach other exhibit organizers directly and inform us of the agreed details within your respective SEORS accounts. The secretariat will thereafter let you know through SEORS whether your joint request for date changes has been accepted.



Your exhibit booth

Your exhibit booth is provided free of charge. Exhibitors are held liable for any damage to the exhibit booth and are requested to use the booth the way it is provided and refrain from dismantling it in any form. Please keep your exhibit booth tidy. Catering is not permitted at exhibits.

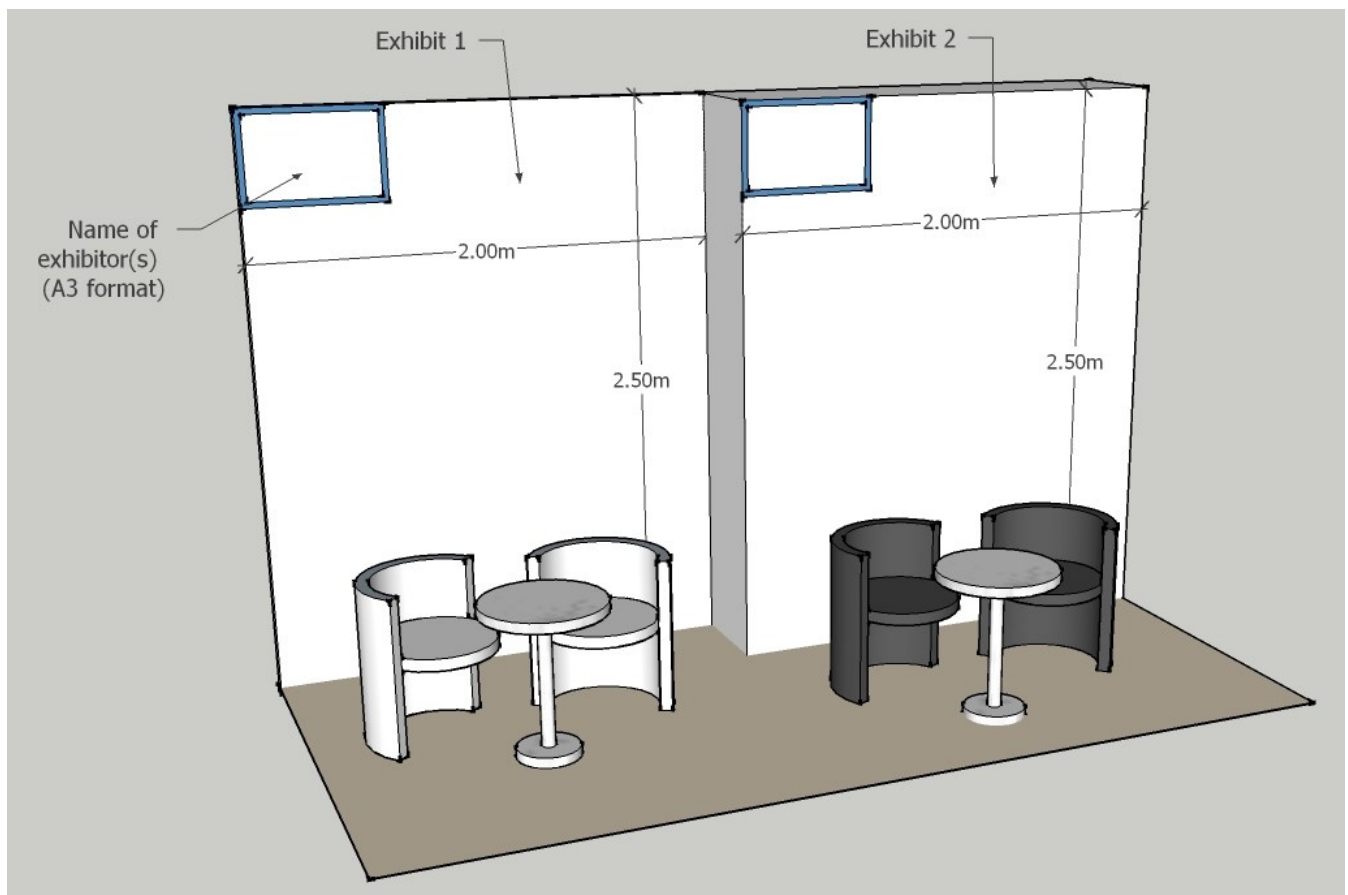
Each exhibit booth has one wall, a small table and two armchairs. There is no lockable storage at the exhibit booth. Posters or banners can be attached to the wall only by using self-adhesive double-sided strips that can be removed without trace.

100 % Sustainable

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





The secretariat will take note of each exhibit's sustainability level ("**green**" - electronic dissemination only / "**orange**" - very limited number of printed materials combined with electronic dissemination / "**red**" - many printed materials) and will take this into account as a selection criterion for exhibit applications for future sessions.



The illustration is not contractual. It is meant to provide a general idea of the envisaged layout of an exhibit booth (two booths are represented on the picture). The dimensions of the wall are approximate and will be confirmed at a later stage. The sign with exhibitor(s)' name and the booth number will be provided by the secretariat.



Consignments and shipment allowance


 Bonn Climate Change Conference
 44th Session of the Subsidiary Bodies (SB) and SBSTA
 and the first session of the APA
 16 May – 26 May 2016
 

EXHIBITION	ADDRESS:	WORLD CONFERENCE CENTER BONN Stags-Entrance (247) Karl-Carsten-Straße 53113 Bonn I Coordinates: 50.718230°N 7.122259°E	EXHIBITION
	Consignee/recipient at venue:	Name/Attn: _____ Organization: _____ Telephone/Mob. No.: _____ E-mail: _____ Reference: _____ Airway bill: _____ Box no.: _____ Total of _____ boxes	

Non-commercial goods for education and training purposes only!

Official **consignment label** enabling you to ship your exhibit materials to the Conference venue will be sent to your SEORS account in due time.

Exhibitors, just like other organizations, will be subject to a **shipment allowance**. In order to reduce the carbon footprint of the conference, and due to logistical considerations such as storage, the secretariat will not be in a position to receive shipments in excess of a cumulative total weight of **100 kg** per Party and observer organization. Any weight in excess of the allowance shall give rise to an extra charge.

More details can be found in the Shipping Guide available on this web page: http://unfccc.int/meetings/bonn_apr_2018/meeting/10552/php/view_logistics.php#c

Set-up

1st week exhibitors and exhibitors who have been allocated a booth for both weeks will be granted access to the venue as of **Sunday, 29 April 2018, from 2 p.m. to 6 p.m. for set-up only**.

2nd week exhibitors may set-up their exhibit booth as of **Saturday, 05 May 2018, 2:00 p.m.**

No-show

In order to maximize the use of the exhibit space available, the secretariat will apply a no-show policy.

1st week exhibits and exhibits throughout the conference period that have not been set up by Monday, 01 May 2018 at 6:00 p.m. without prior notice, will **automatically be transferred to another applicant** on the waiting list.

2nd week exhibits that have not been set up by Monday, 07 May 2018, 1:00 p.m. without prior notice, will automatically be transferred to one of the applicants on the waiting list.

Dismantling

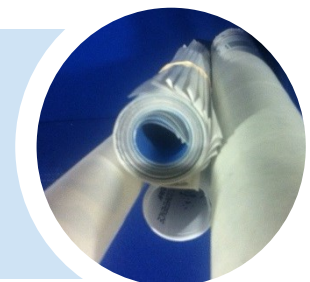
1st week exhibitors are asked to clear their booth by **Saturday, 05 May 2018, 11:30 a.m.**

2nd week exhibitors and exhibitors having been allocated a booth for both conference weeks are asked to clear their exhibit booth by **Thursday, 10 May 2018, 3:00 p.m.**

It is the responsibility of the exhibitor to arrange for return shipment of materials.

Your materials are your responsibility

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 Convention secretariat disclaim all liability and responsibility for the loss, destruction or theft of any such material(s).





Upload of electronic publications to the UNFCCC website

The secretariat encourages you to use the upload facility in your personal SEORS account to upload information and electronic publications to the UNFCCC website. This is a key tool in reducing your paper consumption.

The materials that are uploaded this way become publicly available for viewing on the UNFCCC website.

- ⇒ To access the upload facility, log in to your SEORS account and click under 'Attachment'.
- ⇒ There is no limit to the number of files that can be uploaded.
- ⇒ The size of each attachment is limited to 4 MB.
 - File size can be reduced by converting files into PDF format.
 - Larger presentations can be split into multiple documents.
- ⇒ Links cannot be directly uploaded. We would advise exhibitors to save the link in a document, which then can be uploaded.
- ⇒ All uploads are linked to the web schedule and may be publicly viewed, thus giving exhibit visibility both before and after the session.
- ⇒ Changes can be made by replacing or deleting the existing files up to four weeks after the sessions. Once the web schedule has been closed, no further changes will be possible.

The files will still remain visible on the UNFCCC website's side events and exhibits archive, available on the SEORS webpage.

Please be aware that the track record of exhibit organizers in uploading presentations and relevant documents onto their own SEORS account is one of the **selection and allocation criteria** that are taken into consideration for the selection of side events and exhibits **in future sessions**.

Climate Change Resources Corner

The Climate Change Resources Corner (CCRC) is 100% paperless. On its two screens, it will feature visual electronic materials (videos, slideshows, images, etc.) about climate action by Parties and observers. The CCRC is located within the official exhibit area. Parties and observers are welcome to submit their visual electronic materials for display on the CCRC monitors.

Guidelines for usage of CCRC:

- Materials should be in MP4, WMV or JPEG format
- No sound system is provided, so the content of your video or slideshow should be understandable without an oral narrative.
- The video/slideshow should not exceed 15 min, in order to accommodate as many as possible .

If you wish to make use of this option, please send an electronic copy of your materials to the Side Events and Exhibits coordination team at see@unfccc.int.





Conference policies

Kindly be reminded of participation guidelines and policies, which are available via these links:

Guidelines for the participation of NGO representatives:

http://unfccc.int/files/parties_and_observers/ngo/application/pdf/guidelines_for_the_participation_of_ngos.pdf

Guidelines on the use of cameras and audio/video recording devices:

http://unfccc.int/files/parties_and_observers/ngo/application/pdf/recording_at_unfccc_sessions.pdf

UN security guidelines:

http://unfccc.int/files/parties_and_observers/ngo/application/pdf/un_security_guidelines.pdf

Disclaimer

Participants are strongly recommended to obtain comprehensive international medical insurance and other insurances, as necessary, for the period of participation. The United Nations and the Convention secretariat disclaim all responsibility for medical, accident and travel insurance, for compensation for death or disability, for loss of or damage to personal property and for any other costs or losses that may be incurred/suffered during travel or the period of participation, both within and outside the conference premises.

In the interest of the security and safety of all participants and the smooth running of the sessions, the Convention secretariat reserves the right to deny and/or restrict access to the conference premises, or to request registered participants to leave the premises. The Convention secretariat shall not be responsible for any or all expenses incurred by nominated participants who are requested to leave the premises, or refused registration or access to the sessions for which they have been nominated and/or registered as participants.

Information at a click

Bonn Climate Change Conference– May 2018:

http://unfccc.int/meetings/bonn_apr_2018/meeting/10552.php

One-stop side events and exhibits page:

http://unfccc.int/meetings/bonn_apr_2018/items/10572.php



We wish you every success in your exhibit!