

The 23rd session of the Conference of the Parties (COP), the 13th session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP) and the 2nd part of the 1st session of the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA)

6-17 November 2017  
Bonn, Germany



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**COP23 | FIJI**

UN CLIMATE CHANGE CONFERENCE

**BONN 2017**

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**EXHIBITOR HANDBOOK**

UNFCCC secretariat

Version 1– 29.09.2017

# 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](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 our waiting list.

## Location

All exhibits confirmed by the secretariat will take place in “Bonn zone”. **The exact location of your exhibit booth will be available on the website near to conference time and indicated on site as well.** More information on the venue is available in the following link:

[http://unfccc.int/parties\\_and\\_observers/observer\\_organizations/items/10383.php#gc\\_1](http://unfccc.int/parties_and_observers/observer_organizations/items/10383.php#gc_1)

## 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=COP23](https://seors.unfccc.int/seors/reports/exhibits_list.html?session_id=COP23)

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 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.

The exhibits are set-up in exhibit islands, 3 per island (see illustration below). Each exhibit booth has one backwall. Posters or banners can be attached to the back of the exhibit booth.

Each booth is **equipped with** a high table, two highchairs and a screen. Information can be uploaded on the screen via HDMI connection (HDMI cable is not provided) or via a USB connection (USB stick is not provided). The types of files that can be uploaded via USB stick are MP4 and JPEG; via HDMI connection—all types of files supported by your laptop.

Please keep your exhibit booth tidy. Catering is not allowed at the exhibit booths.

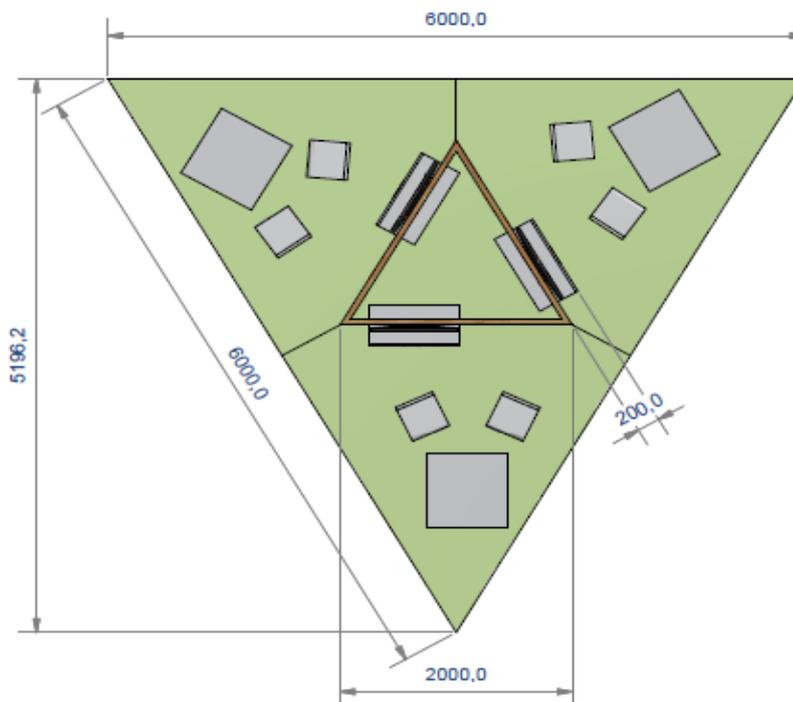
## 100 % Sustainable

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

Please check the Sustainability guidelines for exhibitors at COP23 [https://seors.unfccc.int/seors/seors/pdf/sustainability\\_guidelines\\_COP\\_23\\_170718.pdf](https://seors.unfccc.int/seors/seors/pdf/sustainability_guidelines_COP_23_170718.pdf)



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**" - a lot of 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. The dimensions of the walls are exact. The signs with exhibitor(s) name and the booth number are provided. There is no lockable storage at the exhibit booths.

## Consignments and shipment allowance

Official **consignment label** enabling you to ship your exhibit materials to the Conference venue will be available in the following link : [https://unfccc.int/meetings/bonn\\_nov\\_2017/items/10068.php#gc\\_17](https://unfccc.int/meetings/bonn_nov_2017/items/10068.php#gc_17)

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 **150 kg** per Party and observer organization. Any weight in excess of the allowance shall give rise to an extra charge.

Sizes of materials that could be brought into the conference venue for exhibits are limited to the size of the X-ray machine. Maximum Object size: 615 x 415 mm (WxH)

More details can be found in the Shipping Guide available in the above mentioned link.



## Set-up

1st week exhibitors and exhibitors who have been allocated a booth for both weeks will be granted access to the venue only on **Saturday, 4 November 2017, from 1 p.m. to 5 p.m. for set-up only**. Access is limited to **3** participants per exhibit booth.

### **The venue is closed on Sunday, 5 November 2017**

2nd week exhibitors may set-up their exhibit booth on **Sunday, 12 November 2017, from 9 am to 12 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, 6 November 2017 at 6:00 p.m. without prior notice, will **automatically be given to another applicant** on the waiting list.

2nd week exhibits that have not been set up by Monday, 13 November 2017, 1:00 p.m. without prior notice, will automatically be given to one of the applicants on the waiting list.

## Dismantling

1st week exhibitors are asked to clear their booth by **Saturday, 11 November 2017, 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 **Friday, 17 November 2017, 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, however, limited to 4 MB.
  - You can reduce the size of individual files by converting them into a PDF format.
  - Bigger presentations can be split into multiple documents.
- ⇒ Links cannot be directly uploaded. We would advise 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 going 100% paperless. On its two screens, it will feature visual electronic materials (videos, slideshows, images, etc.) about climate action by Parties and observers.

No sound system is provided, so the content of your video or slideshow should be understandable without an oral narrative.

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.

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](mailto: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/coc\\_guide.pdf](http://unfccc.int/files/parties_and_observers/ngo/application/pdf/coc_guide.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](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](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 - November 2017:

[https://unfccc.int/meetings/bonn\\_nov\\_2017/meeting/10084.php](https://unfccc.int/meetings/bonn_nov_2017/meeting/10084.php)

One-stop side events and exhibits page:

[https://unfccc.int/meetings/bonn\\_nov\\_2017/items/10288.php](https://unfccc.int/meetings/bonn_nov_2017/items/10288.php)



We wish you every success in your exhibit!

