



United Nations
Climate Change Secretariat

Nations Unies
Secrétariat sur les changements climatiques

Exhibitor's Handbook

**United Nations Climate Change Conference
COP 25 / CMP 15 / CMA 2**

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Role of the lead organizer

The lead organizer of the exhibit booths 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 for passing the information on to the co-organizers;
- ⇒ Any request to revise the title, description, and swap the allocated time slots with other organizers, etc. can only be received from the lead organizer;
- ⇒ Only the lead organizer can upload files related to the exhibit to the web schedule.

Location of exhibit area

All exhibits confirmed by the secretariat will take place on the premises of **Feria de Madrid, IFEMA** in **Av. del Partenón, Nº 5, 28042 Madrid, Spain** More information on the venue is available [here](#).

The exhibits will be located in Hall 4. The exact location will be indicated on site. The number of your booth is indicated in the [exhibits list](#).

Registration of speakers and participants

Since the exhibit booths will be located within the UNFCCC Conference venue, **all representatives involved in the set-up, dismantling and/or staffing your exhibit must be in possession of a conference badge for COP 25**, i.e. duly registered with the UNFCCC secretariat as representative of a Party or observer organization, in order to access exhibit area. Additional registration is not necessary.

The above also applies to any staff required to access the venue to support your exhibit.



IMPORTANT! - Do you have a badge?

All representatives involved in the set-up, dismantling and/or staffing your exhibit must be in possession of a conference badge for COP 25 in order to be granted access to the conference venue.

Conference badges must be collected before registration closes for the day. **The confirmation of your exhibit does not entitle applicants to any quota increase or any extension of registration office hours.**

List of exhibits

The list of organizers and the exhibition period can be consulted on [the UNFCCC web schedule](#). The list of exhibits will also be posted on a display board in the venue.

If you wish to change the week of your exhibit, you may approach other exhibitors directly and agree upon a joint request for a swap of dates. Please inform the secretariat of the agreed details via your respective SEORS accounts. You will be thereafter informed via SEORS whether your joint request has been accepted.



New two-day rotating exhibition slots.

As of 2019, The Secretariat is introducing a new and dynamic exhibit format. The new approach will result in each selected organization receiving a **two-day slot** to display their exhibits. The secretariat is seeking to encourage focused utilization of exhibit spaces and increase capacity through the allocation of rotating two-day exhibition slots per organization.

The organization of exhibits will be divided into 5 periods (see figure as below). The booth number and period (dates) can be viewed on the [public schedule](#).

Figure 1: Exhibit Slots



Set-up

02/03 December exhibitors must set-up between **8 and 10 a.m** on the morning of Monday 02 December. All other exhibitors must set up **on the evening prior to the exhibit period from 7p.m to 9 p.m.**

Dismantling

All exhibitors are asked to clear their booth **on day two of their exhibit by 5 p.m.**

No-show

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

- ⇒ Exhibit booths that have not been occupied **by 10 a.m. on the first day of the assigned exhibit period** without prior notice, will **automatically be reclaimed by the secretariat.**



Your exhibit booth

To facilitate the periodic rotation of the new exhibit format and to enhance the sustainability of exhibitions, exhibitors are kindly requested to refrain from attaching and displaying posters and printed materials to the exhibit booths. Exhibitors are kindly requested to keep the use of all such printed materials to a minimum. Each exhibit booth will include a 55-inch digital screen enabling exhibitors to present and display digital materials. Exhibitors may display one roll-up banner in front of the allocated exhibit booth.

The exhibit booth will be a similar build and configuration to booths at previous COP meetings. However, the digital screen will be a larger size of 55-inches.

Exhibit booths are provided free of charge. Exhibitors are 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.

Sustainability

In order to reduce the climate footprint of the exhibits, exhibitors are strongly encouraged to:

- ⇒ avoid distribution of printed publications;
- ⇒ increase electronic distribution.



Please keep your exhibit booth tidy. **Catering is not permitted at exhibits.**

Your materials are your responsibility

Participants are personally responsible for the safety of all materials brought within the conference premises.

The United Nations Climate Change Secretariat disclaims all liability and responsibility for the loss, damage or theft of any such materials.



Cancellation and re-allocation

If for any reason you wish to cancel your exhibit, kindly inform the secretariat through your SEORS account at your very earliest convenience so that your slot can be transferred to an applicant from the waiting list.



Sustainability and publications

Dissemination of publications

The Secretariat asks for exhibit organizers' cooperation in observing a zero-paper policy. The secretariat will instead provide an improved digital screen while allowing the use of roll up banners. Exhibitors are strongly encouraged to disseminate all materials in electronic format only.

Any publications left behind in the exhibit booth or at the consignment counter will be disposed of. It is the responsibility of the exhibitor to arrange for return shipment of materials. The secretariat encourages organizers to use the upload facility within the SEORS personal account to upload information and electronic publications to the UNFCCC website.

Uploading of electronic publications

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 under the following [link](#).

Climate Change Resources Corner (CCRC)

Since 2016, the CCRC has been 100% paperless. On its two screens, the CCRC 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/audio 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 the CCRC, please send an electronic copy of your materials to the Side Events and Exhibits coordination team at see@unfccc.int.

Consignments

Please refer to the [information for participants webpage](#) for further information on consignments.

Communicating with the secretariat

Please use the "Communicate with the secretariat" function in the "Action" column of your SEORS account to communicate any issues regarding your exhibit. A communication log will be kept in your personal account for your reference. Due to the high number of exhibits, the communication log serves as an ideal channel to keep all information in one place.



Conference policies

Kindly be reminded of our Conference policies, which are available via these links:

- ⇒ [Guidelines for the participation of NGO representatives;](#)
- ⇒ [Guidelines on the use of cameras and audio/video recording devices;](#)
- ⇒ [Code of Conduct to address harassment at UNFCCC conferences, meetings and events;](#)
- ⇒ [UN security guidelines.](#)

In case of emergency

In case of any security-related or medical emergency on-site, please approach one of the security officers who will be present in the Conference venue.

Disclaimer

Participants are strongly advised 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.

Additionally, 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).

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.