



**United Nations**  
Climate Change Secretariat

**Nations Unies**  
Secrétariat sur les changements climatiques

## **Exhibitor's Handbook**

### **United Nations Climate Change Conference COP 24 / CMP 14 / CMA 1.3**



**COP24 · KATOWICE 2018**  
UNITED NATIONS CLIMATE CHANGE CONFERENCE

**02-14 December 2018 – Katowice, Poland**





## **Contents**

|  |   |
|--|---|
| Role of the lead organizer.....                | 3 |
| Location of exhibit area.....                  | 3 |
| Registration of speakers and participants..... | 3 |
| List of exhibits.....                          | 3 |
| Your exhibit booth.....                        | 4 |
| Set-up.....                                    | 5 |
| Dismantling.....                               | 5 |
| No-show.....                                   | 5 |
| Cancellation and re-allocation.....            | 5 |
| Sustainability and publications.....           | 6 |
| Consignments.....                              | 6 |
| Communicating with the secretariat.....        | 7 |
| Conference policies.....                       | 7 |
| In case of emergency.....                      | 7 |
| Disclaimer.....                                | 7 |



## Role of the lead organizer

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

- ⇒ After confirmation of the event, 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 side event to the web schedule.

## Location of exhibit area

All exhibits confirmed by the secretariat will take place at the **International Congress Centre (PL: MCK), Plac Ślawika i Antalla 1, 40-163 Katowice, Poland**. More information on the venue is available [here](#). You may consult the venue map at this [link](#).

The exhibits will be placed in the Spodek Arena. 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 24**, i.e. duly registered with the UNFCCC secretariat as representative of a Party or observer organization, in order to access side event rooms. Additional registration to attend a side event is not necessary.

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



### **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 24 in order to be granted access to the conference venue.

The **COP 24 pilot Daily Badge System** allows flexible participation for observers attending COP. More information [here](#). You may apply for Daily Badges only between **6 November 2018 – 22 November 2018**.

Conference badges have to be picked up 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**. Please ensure that your panellists are aware of these arrangements.

## 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.

## 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.**

The exhibits are set-up in blocks of 2 to 5 booths and arranged on two rows facing each other. Each exhibit booth has a 0.95m x 0.9m (W x H) counter and is equipped with one 32-inch display monitor, a small round table and two armchairs, one bar stool and one extension cable with three European power outlets. Information can be uploaded on the screen via 1 x USB connection (USB stick not provided) or 2 x HDMI cable (HDMI cable 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.



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.

## 100 % Sustainable

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

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







Posters or banners can be attached to the wall only by using self-adhesive double-sided strips that can be removed without trace.

The secretariat will record each side event's sustainability level in accordance with the following traffic light criteria:

- Green** ⇒ electronic dissemination only;
- Orange** ⇒ limited number of printed materials combined with electronic dissemination;
- Red** ⇒ numerous leftover printed materials.

## Set-up

First week and both weeks' exhibitors who have been allocated a booth will be granted access to the venue as of **Saturday, 01 December 2018, from 2 p.m. to 6 p.m. for set-up only.**

Second week exhibitors will be granted access to the venue as of **Saturday, 08 December 2018, 2:00 p.m. for set-up only.**

## Dismantling

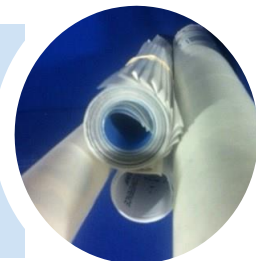
First week exhibitors are asked to clear their booth by **Saturday, 08 December 2018, 11:30 a.m.**

Second week and both weeks' exhibitors are asked to clear their exhibit booth by **Friday, 14 December 2018, 3:00 p.m.**

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

## **Your materials are your responsibility**

Participants are personally responsible for the safety of all materials brought by them within the conference premises. The United Nations Climate Change Secretariat disclaims all liability and responsibility for the loss, damage or theft of any such material(s).



## No-show

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

- ⇒ First week and both weeks exhibits that have not been set up by **Monday, 03 December 2018 at 1:00 p.m.** without prior notice, will **automatically be transferred to another applicant** from the waiting list;
- ⇒ Second week exhibits that have not been set up by **Monday, 10 December 2018, 1:00 p.m.** without prior notice, will **automatically be transferred to another applicant** from the waiting list.

## Cancellation and re-allocation

If for any reason you wish to cancel your event, 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

Exhibitors are strongly encouraged to limit the number of printed materials brought to the conference to the bare minimum, and 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 will take these factors into consideration as a selection criterion for side event applications for future sessions. 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.

### 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](#).

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 (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](mailto:see@unfccc.int).

## Consignments

SECRETARIAT OF THE UNITED NATIONS | Katowice Conference on Climate Change  
COP 24  
UN Climate Change Conference – Katowice 2018

DELEGATION PAVILION | DELEGATION PAVILION

ADDRESS: | ADDRESS:  
Miejsce Spotkań Centrum Kongresowe (MCK) | Miejsce Spotkań | Al. 11-go  
49 108 Katowice, Poland | 49 108 Katowice, Poland  
Tel: +48 32 256 10 00 | Tel: +48 32 256 10 00

Vehicle contact: | Vehicle contact:

Consignment recipient at venue: | Name: | |  
Organization: | ORG: | |  
Telephone/Mob. No.: | TEL: | |  
E-mail: | MAIL: | |  
Reference: | REF: | |  
Airway Bill: | AWB: | |  
Box No.: | BOX: | |

Total of UNFCCC boxes: |

Non-commercial goods for education and training purposes only!

In order to reduce the climate 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/observer organization.

The side event consignment label enabling organizers to ship materials to Katowice, Poland, will be sent to all side event organizers through their respective SEORS communication logs. Please refer to [our website](#) for more details.



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## Communicating with the secretariat

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

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## Conference policies

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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.](#)

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## In case of emergency

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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.

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## Disclaimer

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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.