



GC24
15-19 APRIL 2013
NAIROBI, KENYA

Exhibition Guidelines

The Twenty-fourth Session of the Governing Council of the
United Nations Human Settlements Programme (UN-Habitat)

15 - 19 April 2013

UN-Habitat Headquarters
United Nations Office at Nairobi (UNON)
United Nations Avenue, Gigiri
Nairobi, Kenya

UN HABITAT
FOR A BETTER URBAN FUTURE

ABOUT THE EXHIBITION

The Twenty Fourth Session of UN-Habitat's Governing Council will be held in Nairobi from 15 to 19 April 2013. Concurrently, the agency will hold an exhibition at the UN-Habitat headquarters in Nairobi, Kenya. UN-Habitat would like to invite partners and organizations interested in urban sustainability to showcase innovations and solution to an array of international delegates as well as United Nations staff.

WHO WILL EXHIBIT?

UN-Habitat partners or any organization interested in urban sustainability, particularly those issues related to urban sustainability, including:

- Cities will showcase programs, initiatives, partnership and solutions to address the challenges of sustainability
- Countries will present programs on cities at the national level
- United Nations agencies and other international organizations will profile their work on building better cities globally
- The private sector will present services, products and innovative solutions to urban problems
- Non-governmental organizations will promote their roles in urban sustainability
- Researchers and publishers will present the latest information on urban trends

HOW TO TAKE PART IN THE EXHIBITION

To book exhibition space, please review the guidelines and register on the [Governing Council website](#) and select "**exhibitor**" under the field, "**Your capacity at this meeting**". Fill in your space requirements specifying the booth type and provide a brief summary of your exhibition.

The **deadline** for booking exhibition space is **28 March 2013**.

CONTACT US

For additional information and queries about the exhibition space, kindly contract **Mr. Victor Mgendi**, the exhibition focal point on email or telephone, see contacts below.

E-mail: GCexhibition@unhabitat.org

Tel: **+254 20 762 3397**

Mobile: **+254 722 322388**

Website: www.unhabitat.org/gc24

BOOTH OPTIONS

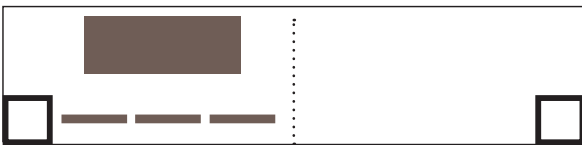
STANDARD BOOTHS

There are two categories of booths as listed below.

TYPE 1: Consists of 6 panels each measuring 1 x 2 meters, one skirted table and two chairs. Additional furniture may be provided upon request as illustrated below.



TYPE 2: Consists of 3 panels each measuring 1 x 2 meters, one skirted table and two chairs.



— Panel — Wall □ Pillar ■ Table

The standard booths have the following specifications,

- Grey “velcro receptive” panels
- A header sign across the top of the middle panel which will be printed in block letters with the exhibitor name
- Two Spot Lights and a power source
- Free wireless internet

Larger booths can be assembled by combining a number of Type 1 booths for exhibitors wishing to secure more space.

CUSTOM BOOTHS

Exhibitors wishing to build custom exhibits may book unfurnished space.

Allocation of custom booths is subject to availability of space. Queries on custom space requests should be sent to the exhibition focal point via email before online registration takes place.

EXHIBITION SCHEDULE

- The exhibition will run from **15 to 19 April 2013** and will be open daily from **9:00 am to 6:00 pm**.
- Exhibitors will set up their booths on **13 to 14 April**.
- Exhibitors will be required to dismantle displays from **4 pm, 19 April to 20 April**.
- Exhibition Booths must be permanently manned during the forum.

EQUIPMENT RENTAL

LCD screens are available in limited numbers for rental during the week of the Governing Council. For information of the costs and availability, please contact Mr. Victor Mgendi on email or telephone.

SHIPMENTS

For exhibitors wishing to ship large exhibits in advance may contact the UN contracted clearing agents, **Urgent Cargo Handling Limited** on telephone **+254-20-7624320**, for advise and help in clearing consignments and storage.

Other logistics companies such as DHL may can also assist with clearing and storage services.

EXHIBITION VENUE

United Nations Office at Nairobi (UNON)
United Nations Avenue, Gigiri, Nairobi
Tel.: +254-20-7621234, Fax: +254-20-7622726

EXHIBITION FOCAL POINT

Mr. Victor Mgendi,
Tel: +254 20 762 3397
Mobile: +254 722 322388
E-mail: GCexhibition@unhabitat.org