



INFORMATION NOTE FOR EXHIBITORS

General description

Exhibition space is available at the first meeting of the Conference of the Parties to the Minamata Convention on Mercury (COP1) to relay relevant information to participants in support of implementing the Convention. The exhibition runs from Sunday, 24 September to Friday 29 September 2017 at the Geneva International Conference Centre (CICG) (Address: 17 rue de Varembé, 1211 Geneva 20, Switzerland).

The exhibition space - “*The Minamata Journey*” - is designed to step participants through a journey of the life-cycle of mercury and the Minamata Convention. The space will be set up to provide practical insights on a number of key aspects of mercury, namely:

- a. *Where does mercury come from?*
- b. *How is mercury used?*
- c. *What happens to mercury after use?*
- d. *Why do we need to act on mercury?*

Exhibition space will be available for countries and organizations to showcase their work within the framework of these questions.

Preference will be given to displays with a strong visual presence, and interactive, easily accessible content. Interactive displays are specifically welcomed, as are models, examples of equipment and other such relevant materials.

The exhibitors will be grouped to address these questions, to the extent possible, in relation to the specific articles of the Convention.

Should exhibitors want to use the opportunity of the meeting of the Conference of the Parties to bring more in-depth understanding to a specific exhibit item as relevant to the implementation of the convention, please contact the interim secretariat as a small number of slots of the **Knowledge Lab** are available. The Knowledge Labs are 45-minute slots that will be held in an area close to the exhibits that allow deeper presentation on a specific item as relevant to the implementation of the Minamata Convention through interactive participation.

Timeline

- Exhibition: Sunday 24 to Friday 29 September 2017
 - Set-up: Saturday 23 September, from 12 p.m. to 6 p.m. and Sunday 24 September, from 9 a.m. to 1 p.m. Exhibition booths should be fully set up by 2 p.m. on Sunday 24 September 2017
 - Take down: Friday 29 September from 3 p.m. until 6 p.m. on Saturday 30 September 2017
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Overall exhibition contact person

Ms. Lina Fortelius
E-mail: lina.fortelius@un.org

Additional Information

1. United Nations rules with regard to the marketing activities by private companies in a United Nations conference centre

- Private companies can exhibit only what is pertinent to the conference they have been invited for and must not at any time solicit, transact nor market their services.
- The exhibition is of information purposes only for the benefit of the participants to the conference.

2. Security at CIGG

- United Nations security will be present at night but best to take away smaller and removable equipment such as laptops. Such equipment is also best secured if the booth is left unattended during the day.

3. Insurance & security arrangements for equipment at CIGG

- Security would be provided by United Nations security.
- Insurance of equipment would be a private arrangement between exhibitor and insurance agency.

4. Shipment of materials for the purpose of the exhibition

- Any Government or organization wishing to ship materials for the purpose of the exhibition should inform us (lina.fortelius@unep.org), and provide a description of the content of the packages.
- Packages should be sent to:
Geneva International Conference Centre (CIGG)
17 rue de Varembe
Case postale 13
1211 Geneva 20
Switzerland
- All shipments should have a label clearly indicating they are intended for the “first meeting of the Conference of the Parties to the Minamata Convention on Mercury (COP1), 24 to 29 September 2017”. Kindly, also include the name of the contact person within your organization responsible for its remittance and withdrawal at the end of the conference.
- Please read the “CIGG Exhibitor Check list” for further information. We would like to draw your attention in particular to the fact that any delivery fee incurred, including VAT and customs fees, must be covered by the sender upfront. Failure to do so might result in your delivery being sent back by CIGG.



5. Equipment provided to each exhibitor

- Each exhibitor will be provided free of charge with one table (1,50 x 0,75 meter) equipped with power supply, 2 chairs and one pin-up board (1,90 x 1,60 meter). Individual exhibitors are responsible for any additional equipment that they may require for their booth.

