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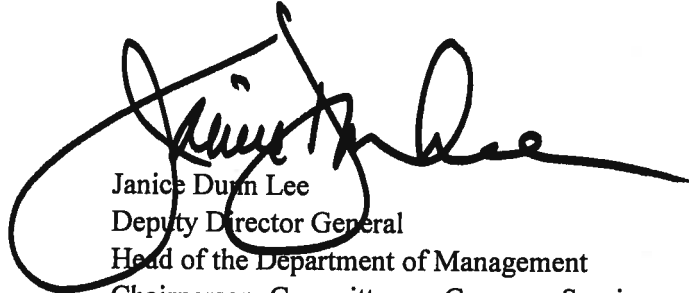
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2013-04-29

Sir/Madam,

I have the honour to attach herewith the *Guidelines for Exhibitions at the Vienna International Centre (VIC)*, which have recently been approved by the Committee on Common Services at the VIC. As is stated in the preamble to the *Guidelines*, they have been produced to facilitate the organization and holding of exhibits at the VIC.

Accept, Sir/Madam, the assurances of my highest consideration.



Janice Dunn Lee  
Deputy Director General  
Head of the Department of Management  
Chairperson, Committee on Common Services

Enclosure

Cc: Committee on Common Services Members

## **Guidelines for Exhibitions in the Vienna International Centre (VIC)**

The Committee on Common Services (CCS) on behalf of the Vienna Based Organizations (VBOs)<sup>1</sup>, for the purpose of facilitating the organization and holding of exhibits in publicly accessible areas at the VIC<sup>2</sup>, hereby issue the following Guidelines:

1. The Infrastructure Committee (IC), which is a standing body established<sup>3</sup> by the CCS of the VBOs, shall review and authorize exhibits proposed for display in publicly accessible areas at the VIC. The IC may invite, as required, additional officials of the respective VBOs with relevant experience to facilitate the conduct of its work, as well as other experts as it deems appropriate. Decisions of the IC with regard to the authorization of exhibits shall be taken by consensus. Exhibits proposed for display within the catering area will first be reviewed by the Organization responsible for managing the Catering Services.

2. Proposals for exhibits may be submitted by: (i) a VBO; (ii) an organization of the United Nations system; and (iii) a Member State(s) of a VBO(s). Any proposal for an exhibit originating from other international governmental or non-governmental organizations must be accompanied by a written communication from a VBO, an organization of the United Nations system or a Member State(s) of a VBO formally expressing support for the proposal.

3. The IC shall consider the relevance and value of all proposals submitted by organizers, as per point 2 above, for exhibits as well as their conformity with the relevant rules and procedures governing the use of the VIC premises. While doing so, the IC shall be guided by the following criteria, which shall apply to all proposals:

- All exhibits to be displayed must be compatible with the objectives and functions, aims, and purposes of a VBO, in both content and presentation. They shall not be of a profit generating nature, it being understood that the display of technology within the mandate of the VBOs and/or of fundraising activities for VBO-supported charitable activities may be authorized;
- Themes of exhibits must be specific to the activities and work of a VBO(s) and be international or universal in character. Exhibit proposals focusing only on a specific individual or country (except those related to the activities of the Governing Bodies of the VBOs), or non-VBO entity or organization, religion, or originating from a single artist shall not be authorized; and
- Priority shall be given to exhibit proposals relating to commemorations or observances established by the Governing Bodies of the VBOs.

4. Should the IC conclude that the proposal for an exhibit does not meet the requirements set out in point 3 above, the IC may reject a proposal for an exhibit in part or in its entirety, or

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<sup>1</sup> The IAEA, CTBTO, UNIDO and UNOV

<sup>2</sup> These guidelines do not apply to exhibits displayed in areas at the VIC that are not publicly accessible.

<sup>3</sup> Pursuant to the Memorandum of Understanding of 31 March 1977 concerning the allocation of Common Services at Donaupark Centre in Vienna, the Terms of Reference of the CCS of 24 October 2006 and the decision of the CCS of 25 April 2007. The terms of reference of the IC were approved by the CCS on 10 December 2007 and entered into effect on 1 January 2008.

require the elimination or alteration of any part thereof. Exhibits must be displayed as approved by the IC. Should any displayed exhibit not conform to the originally authorized proposal, the IC may require it to be removed, the exhibit to be adjusted or removed, or parts thereof, as appropriate.

5. In light of the above provisions and with consideration to the availability of exhibit space, the following schedule must be adhered to:

- All proposals for an exhibit must be submitted to the IC at least two (2) months in advance of the proposed exhibit date (proposals for an exhibit that are not submitted two (2) months in advance will be considered by the IC only in exceptional circumstances), providing that space is available;
- In the event that a proposal for an exhibit requires an accompanying letter of support, such proposal will not be considered until the letter of support has been submitted to the IC; and
- The proposal must include full details of the proposed exhibit in an electronic format, including title, theme, purpose, information on the artists, architects, designers medium (photos, sculpture, etc.), and the number of pieces and scalability of the project as well as a portfolio with all art/illustrations/photographs and any text/captions, as well as a drawing (to scale) displaying the proposed set-up.

6. The respective VBO, organization of the United Nations system, or a Member State(s) of a VBO(s) that has submitted/provided formal support for a proposal for an exhibit shall be responsible for the content of the exhibit.

7. Proposals for exhibits shall be sent to the IC:

Infrastructure Committee  
c/o Staff Assistant  
Office of the Chief  
Security and Safety Service  
Division for Management  
United Nations Office at Vienna  
Tel: (+43-1) 26060-3901  
Fax: (+43-1) 26060-5834  
e-mail: [christina.kulur@unvienna.org](mailto:christina.kulur@unvienna.org)

8 Arrangements for exhibits shall be as follows:

- The IC will notify the organizer of the decision of the IC;
- All exhibits authorized by the IC must be coordinated with the United Nations Security and Safety Service (UNSSS) and the Buildings Management Service (BMS). Contact details will be provided to the organizers in writing;
- Adjustments to the proposed exhibits requested by the IC must be re-submitted to the IC at least one (1) month prior to the exhibit date;

- The IC may change, under special circumstances, the dates and/or location of an authorized exhibit when necessary, it being understood that, under such circumstances, the IC will give as much advance notice as possible;
  - The text of ancillary material, such as invitations, brochures and promotional material, must be submitted to the IC for review and approval before display or distribution;
  - All costs related to the exhibit, including setting up and dismantling, shall be borne by the organizer of the exhibit;
  - The organizer of an exhibit are responsible for delivering, insuring, storing, installing, maintaining, dismantling, crating and shipping their exhibits, for storage of shipping and packing cases during the exhibit, as well as for all related costs, as well as making adequate arrangements with UNSSS and BMS;
  - Exhibits must have safe and secure display structures. All display materials shall meet 'non-flammable' classification;
  - Due to the open nature of the exhibition area and given the large traffic through the area, exhibitors must ensure that their display structures and models are stable and do not hinder the passage of people. In particular, display structures and models of a certain size should be weighted at the base to prevent them being accidentally tipped over and/or should be mounted on appropriate bases to ensure stability. A limited number of bases and cordons are available from UNSSS and BMS. Customized bases for models may be constructed for a fee;
  - The assembly of complex structures that require significant time and man-power is to be carried out during non-working hours and will require the presence of staff from BMS and UNSSS to monitor that work is carried out in accordance with the UNSSS 'Technical Information and Guidelines for Contributors of Exhibitions'. Such presence will require a fee to be paid to UNSSS and BMS for their staff. A representative from the exhibitor may be required to oversee the assembly/disassembly of structures;
  - Organizers and/or exhibition focal points shall contact the UNSSS Safety Unit during the event's planning stage and, from this point onwards until the removal of all items/installations, shall be advised on safety issues. The contact details of the UNSSS Safety Unit are: UNOV VIC SECURITY SAFETY INSPECTOR (UNOV) - [VICSecuritySafetyInspector@unvienna.org](mailto:VICSecuritySafetyInspector@unvienna.org). Final UNSSS approval of an exhibit will be given by the Safety Unit and is required prior to delivery of exhibition material; and
  - The IC will not accept liability for theft of or damage to exhibits.
9. These Guidelines supersede the Terms Reference of the 'VIC Arts and Exhibits Committee' of May 2002.

28 February 2013