



**IAEA**

International Atomic Energy Agency  
Atoms for Peace and Development

## **GUIDELINES FOR EXHIBITIONS ORGANIZED BY MEMBER STATES ON THE MARGINS OF THE GENERAL CONFERENCE**

In light of the increasing number of exhibition requests organized during the General Conference (GC) and given the limited number of exhibition spaces available within the Vienna International Centre (VIC), the present guidelines are intended to streamline submission, processing and approval of exhibition requests received from Member States.

Exhibition requests will be processed taking into account the following:

- a. Relevance to the activities of the Agency; and
  - b. Compatibility with the objectives and functions, aims and purposes of the Agency, in both content and presentation.
1. Exhibition space assignment requests are processed on a first-come, first-served basis and rotational basis, as is the Agency practice. Therefore, no specific spot can be automatically reserved by the same Member State every year.
  2. The maximum space assigned is **12 square meters**.
  3. Exhibitors must respect the height restriction of the booth constructions which is set to **maximum 2.5 meters** (250 cm including all elements).
  4. **Monday, 27 May 2019**, the completed "Exhibition Request Form" needs to be submitted to Conference Services Section (CSS/MTCD).
  5. **Friday, 12 July 2019**, exhibitors will be notified of the location of their exhibit.
  6. To process a request, please ensure all required information in the "Exhibition Request Form" is provided; and is submitted within the given deadline.
  7. The "Greening" initiative will apply to the 63rd General Conference. Exhibitors are expected to take part in this sustainable initiative and choose environment friendly options when planning their participation. More information on the required criteria and compliance will be shared once exhibitions are approved.

Exhibits must have safe and secure display structures, and exhibitors should use standard electrical equipment as well as the services of a professional electrician.

8. **Wednesday, 11 September 2019**, shipments containing exhibition materials delivered by transport companies to arrive at the IAEA receiving area. CSS/MTCD will provide information, via email, on shipment issues and on the removal of packing material from the VIC.
9. **Wednesday, 11 September 2019**, deadline for stand builders and exhibition support staff that require access for the set-up of exhibition booths to be announced to the contact point for GC exhibitions ([GC.Exhibitions@iaea.org](mailto:GC.Exhibitions@iaea.org)).