

Please fill in all fields and submit the duly completed form along with any relevant attachments to the:

Infrastructure Committee (IC) IC.Exhibits@unov.org
with a copy to Conference Services Section (CSS/MTCD) GC-Exhibitions@iaea.org

Full title of exhibition:						
Brief Description (100-200 words)						
Content of planned exhibition (relevant for approval by the IC)						
Name of requesting Member State or Organization (in full)						
Requester's Name						
E-mail address						
Mobile number						
Deadlines	To process your request, please ensure: (i) that all of the required information is provided; and (ii) that requests are submitted not later than Wednesday, 31 May 2017					
	Upon approval of the proposed exhibition by the IC, exhibitors will receive an email from CSS/MTCD, notifying on the location of their exhibit and providing detailed logistical information. The communication will be sent by not later than Friday, 30 June 2017					
Space assignments	(i) Exhibition space assignment requests are processed on a first-come, first-served basis. (ii) The maximum exhibition space assigned will be 12 square meters.					
Dimensions (select only ONE box!)	3 m x 2 m	<input type="checkbox"/>	6 m x 2 m	<input type="checkbox"/>	4 m x 3 m	<input type="checkbox"/>
Opening ceremony	Kindly indicate below of your intention to hold an opening ceremony at your exhibition stand					
	Please note that only one (1) opening ceremony can take place at any given time					
	Scheduling is done on a first-come, first-served basis and a reserved time slot will be confirmed to you					
Opening ceremony date and time (choose THREE potential dates and times)	1st choice	select a time slot		select a date		
	2nd choice	select a time slot		select a date		
	3rd choice	select a time slot		select a date		
Equipment	The Agency does not provide technical equipment for opening ceremonies. We advise to rent lectern, loudspeakers and microphones from an outside vendor. CSS/MTCD will request, closer to the time, to provide the name of the technician(s), licence plate number to enter via Gate Four and the expected arrival time to the VIC.					

Hospitalities

Due to safety restrictions, only a maximum of 50 guests are approved by the UN Department of Safety and Security (UNDSS) at the Vienna International Centre (VIC). No additional tables for catering can be provided at the exhibition spots; therefore, exhibitors are strongly advised to schedule exhibitions involving catering only in the designated catering facility areas.

When contacting the VIC catering company, EUREST: cateringVIC@eurest.at, please send a copy to CSS/MTCD GC-Exhibitions@iaea.org

IMPORTANT INFORMATION**Exhibitors should**

- Ensure not to adhere promotional material (i.e., posters, photos, signs, etc.) to doors and walls of VIC meeting facilities or in any other area designated for GC activities
- Abstain from distributing any information, promotional material or invitations to delegations' desks inside the plenary hall in M building