

GUIDELINES FOR EXHIBITIONS ORGANIZED BY MEMBER STATES FOR THE 61st IAEA GENERAL CONFERENCE

Background:

In light of the increasing number of exhibition requests organized in the framework of the General Conference, and given the limited number of exhibition spaces available within the Vienna International Centre (VIC), it has become necessary to review the guidelines to streamline submission and processing of exhibition requests received from Member States.

1. 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
2. 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.
3. The maximum space assigned is 12 square metres.
4. Exhibitors must respect the height restriction of the booth constructions which is set to **maximum 2.5 meters** (250 cm including all elements).
5. The completed “Exhibition Request Form” needs to be submitted to the Infrastructure Committee (IC), with a copy to Conference Services Section (CSS/MTCD) before **Wednesday, 31 May 2017**.
6. Exhibitors will be notified of the location of their exhibit by **Friday, 30 June 2017** at the latest.
7. To process a request, please ensure all of the required information in the “Exhibition Request Form” is provided; and it is submitted within the given deadline.
8. The “Greening” initiative will apply to the 61st General Conference. Exhibitors are expected take part in this sustainable initiative and choose environment friendly options when planning their participation.
9. Exhibits must have safe and secure display structures.
10. Exhibitors are required to use standard electrical equipment or use the services of a professional electrician.
11. Shipments containing exhibition materials delivered by transport companies must arrive at the IAEA Receiving Area latest by **Wednesday, 13 September 2017**. Additional information regarding shipments will be provided via email in due course.
12. Stand builders and exhibition support staff that require access for the set-up of exhibition booths must be announced latest by **Wednesday, 13 September 2017** to the contact point for GC exhibitions: GC.Exhibitions@iaea.org