IUCN Stand Booking Guidelines

Thank you for your interest hosting an exhibition stand at the IUCN Congress, taking place in Marseille (France) from 11 to 19 June 2020.

Listed below are the steps to follow to book your stand. Please note that the booking process differs between small and medium/large stands.

Exhibition stand packages including technical specifications are available on the Exhibition booking system.

Who can apply?

Any organisation or company that shares IUCN’s mission and the Congress objectives can apply to purchase an Exhibition stand. All Exhibition applications are subject to IUCN review and approval to ensure that minimum eligibility criteria are met before confirmation of the booking.

1. How to book a small exhibition stand?

IUCN has limited each application to a maximum of two stands per organisation or company. IUCN aims to accommodate as many IUCN Members, National and Regional Committees and Partners as possible, but also wants to ensure the optimum diversity of the Exhibition as a whole. Please note that until 30 November 2019, IUCN Members, National, and Regional Committees will be given first priority for small stand bookings.

- Familiarise yourself with the Exhibition floor plan and check the spaces available to showcase your organisation or company.
- Submit your Exhibition application form via the online Exhibition booking system. The IUCN Congress team will review it and get back to you within a few days.
- If your application is approved, access the Exhibition floor plan and select your preferred stand location from the available remaining spaces.
- Confirm and complete the online booking process by submitting your stand booking. Before doing so, please read the terms and conditions including Exhibitor obligations,
payment terms and cancellation policy. Once you have submitted the booking, you will receive a confirmation email and your invoice.

- Payment for Exhibition stands is by credit card or wire transfer. Credit card payments can be made during the online booking process. Payment by wire transfer must be processed within 30 days of receipt of the invoice.
- Once Congrex receives the payment, the Exhibitor information such as organisation logo, name, description, website, postal address and email address will be displayed on the floor plan when the stand location is clicked.

2. **How to book a medium and large exhibition stand?**

- Familiarise yourself with the Exhibition floor plan and check the available spaces to showcase your organisation or company.
- Contact congresspartnerships@iucn.org and the IUCN Congress team will review your request and follow up with you.
- If your request is approved, your preferred stand location will be highlighted in orange on the floor plan, showing that the stand is pre-booked.
- You will receive a contract for signature, and an invoice.
- Payment must be processed within 30 days of receipt of the invoice.
- After receipt of the signed contract and payment, your preferred stand location will be highlighted in red on the interactive floor plan, showing that this stand is booked and Exhibitor information, such as organisation logo, name, description, website, postal address and email address will be displayed on the floor plan when the stand location is clicked.