Exhibitor Manual
Version 2

IUCN World Conservation Congress 2020

Exhibition dates: 08 - 13 January 2021

www.iucncongress2020.org
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My green exhibit
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Important information - health and safety precautions

The Government of France and IUCN, together with local authorities are working on a variety of health and safety precautions for the Congress including in the exhibition. This plan will include changes to the event layout and/or timetables to ensure adequate physical distancing and/or physical barriers where necessary, as well as an updated cleaning and disinfection protocol for cleaning and housekeeping contractors. The venue will have hand washing and hand sanitizer at all critical locations. Our objective is to make sure that participants, exhibitors, visitors and all staff/contractors attending the Congress can enjoy a safe event.

The exhibitor shall comply with any sanitary and security measures imposed by the national or local authorities including but not limited to physical distancing, disinfection and participant flow, an adjustment of the stand floorplan, capacity and / or the exhibition hall opening hours as may be required. It will be the exhibitor’s responsibility to ensure that its stand personnel or contracted staff are provided with sufficient equipment (masks, disinfectant gel, etc.) in line with the official recommendation applicable at the Congress, if any.

In response to the constantly evolving nature of the pandemic, the content of the Exhibitor Manual may be updated in the coming months, to take into account the situation at that time.

Rest assured that we will keep you updated as these health and safety measures develop, and we will do our best to make the exhibition a success in this uncertain time.
Introduction

Congrex Switzerland has been appointed by IUCN as the Professional Exhibition Organiser for the IUCN World Conservation Congress 2020. Congrex will act as your logistical support in the preparation of your exhibition stand, as well as provide onsite support at the venue.

The Exhibitor Manual answers all major questions that may arise during the planning of your participation in the exhibition at the IUCN World Conservation Congress 2020 (the Congress) in Marseille, France.

Apart from basic information and regulations referring to stand packages, you will find order details of services provided by exclusive suppliers as well as information on other major contractors that are at your disposal for any requests.

The Exhibitor Tool-kit provides you with a list of all the services you will most likely need for your stand. Please check your stand package first in order to avoid any duplicate orders. Stand construction, furniture, carpet and lighting are included. Any additional services have to be ordered separately in the Exhibitor Tool-kit. The deadline for orders is 27 November 2020. Kindly note that you cannot place orders after this date. There is no possibility for onsite orders during the Congress.

Catering orders can be placed separately. More information will be sent to exhibitors by mid-July 2020.

In order to avoid misunderstandings and delays, please ensure that orders are completed within the given period.

Questions?
For any questions linked to the logistics of your Exhibition stand, do not hesitate to contact us. Should you have questions about the Congress in general, please refer to www.iucncongress2020.org or sign up to the Congress newsletter via https://www.iucncongress2020.org/newsroom/newsletter

IUCN will continuously update plans for the Congress on the website – please check the Exhibitors page regularly. This page also features a useful FAQ section.

Exhibitor assistance onsite
Should you have any questions or require any assistance onsite, please continue to email iucn@congrex.com. You may also visit the Congrex Service Desk, which will be located in the Exhibition Hall behind the Community Dialogues Hub.
Important addresses

LOGISTICAL & TECHNICAL EXHIBITION SUPPORT / EXHIBITOR TOOL-KIT
Congrex Switzerland Ltd.
IUCN 2020 Exhibition Organiser
Reinacherstrasse 131
4053 Basel / Switzerland
T +41 (0)61 686 77 96
E iucn@congrex.com
W www.iucncongress2020.org

REGISTRATION
GL Events
59, quai Rambaud - CS 80059
69285 Lyon cedex 02 / France
T +33 (0)4 781 762 96
E iucn@gl-events.com
Make sure to specify that you are an exhibitor.

STAND BUILDER / STAND DESIGN / GRAPHICS
MCO Congrès Marseille
Villa Gaby
285 Corniche JF Kennedy
13007 Marseille / France
T +33 (0)4 95 09 38 00
E iucn@mcocongres.com
W www.mcocongres.com

ACCOMMODATION
GL Events
59, quai Rambaud - CS 80059
69285 Lyon cedex 02 / France
T +33 (0)4 781 761 71
E iucn.housing@gl-events.com
Make sure to specify that you are an exhibitor.

IUCN
28 rue Mauverney
1196 Gland / Switzerland
T +41 (0)22 999 02 32
E CongressForum@iucn.org
(questions related to programming stand events for medium and large stands)
E CongressPartnerships@iucn.org
(questions related to Sponsorship)
E CongressLogistics@iucn.org
(questions related to Logistics)
W www.iucn.org

VENUE
Marseille Chanot
Exhibition and convention centre
13266 Marseille Cedex 08 / France
T +33 (0)4 91 76 90 60
W www.marseille-chanot.com
Key dates

IUCN Congress schedule

CONGRESS SCHEDULE
07-15 JANUARY 2021

[Chart depicting the schedule for the IUCN Congress from 07-15 January 2021, showing various sessions and events throughout the day.]
Exhibition schedule

EXHIBITION SCHEDULE
08-13 JANUARY 2021*

08
09
10
11
12
13

OPEN TO GENERAL PUBLIC
OPEN TO REGISTERED CONGRESS PARTICIPANTS
EXHIBITION EVENTS
PREMIUM CENTRAL STAGE EVENTS
SOCIAL / CULTURAL EVENTS

LUNCH

* For more information, please visit the conference website.
Exhibition opening dates

**Move-in and stand acceptance**

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday</td>
<td>06 January 2021</td>
<td>10:00 – 18:00</td>
</tr>
<tr>
<td>Thursday</td>
<td>07 January 2021</td>
<td>08:00 – 15:00</td>
</tr>
</tbody>
</table>

**Exhibition hours**

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday</td>
<td>08 January 2021</td>
<td>09:30 – 21:00</td>
</tr>
<tr>
<td>Saturday</td>
<td>09 January 2021</td>
<td>09:30 – 21:00</td>
</tr>
<tr>
<td>Sunday</td>
<td>10 January 2021</td>
<td>09:30 – 21:00</td>
</tr>
<tr>
<td>Monday</td>
<td>11 January 2021</td>
<td>09:30 – 21:00</td>
</tr>
<tr>
<td>Tuesday</td>
<td>12 January 2021</td>
<td>09:30 – 21:00</td>
</tr>
<tr>
<td>Wednesday</td>
<td>13 January 2021</td>
<td>09:30 – 21:00</td>
</tr>
<tr>
<td>Thursday</td>
<td>14 January 2021</td>
<td>09:30 – 17:30 (Zone 2 only)</td>
</tr>
<tr>
<td>Friday</td>
<td>15 January 2021</td>
<td>09:30 – 14:00 (Zone 2 only)</td>
</tr>
</tbody>
</table>

**Move-out**

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday</td>
<td>13 January 2021</td>
<td>21:00 – 22:00 (Zone 1 only)</td>
</tr>
<tr>
<td>Thursday</td>
<td>14 January 2021</td>
<td>08:00 – 10:00 (Zone 1 only – noisy activities allowed)</td>
</tr>
<tr>
<td>Thursday</td>
<td>14 January 2021</td>
<td>10:00 – 18:00 (Zone 1 only – noisy activities NOT allowed)</td>
</tr>
<tr>
<td>Thursday</td>
<td>14 January 2021</td>
<td>18:00 – 21:00 (Zone 1 only – noisy activities allowed)</td>
</tr>
<tr>
<td>Friday</td>
<td>15 January 2021</td>
<td>14:00 – 17:00 (Zone 2 only)</td>
</tr>
</tbody>
</table>

* The exhibitor should remove his/her belongings and any material that he/she brought, or that a third party sub-contracted by him/her brought for the exhibition stand.

All hours are subject to possible changes.

For more information on Zone 1 and Zone 2, please see Section [Opening dates](#) with the Opening dates and times.
Key deadlines

15 July 2020  
Deadline to share additional information to showcase your stand on the Congress website and / or mobile app (see here)

Mid-July 2020  
Exhibitors will be provided access to a dedicated platform offering various catering services (see here)

31 July 2020  
Exhibition stands showcased on Congress website (see here)

04 August 2020  
Deadline to submit name of stand Events Focal Point to congressforum@iucn.org (see the Guidelines for Exhibitors)*

07 October 2020  
Deadline for Stand Events Focal Points to finalise titles only of all stand events in the online platform (see the Guidelines for Exhibitors)*

07 October 2020  
Deadline for registering to Congress at the early bird fee (see here)

16 October 2020  
Deadline to submit requirements for design, colour requests and visuals to MCO (see here for small stands and here for medium and large stands)

27 November 2020  
Deadline to order extra-equipment and services through the Exhibitor Tool-Kit (see here)

30 November 2020  
Deadline to submit details on the type and amount of waste and shipment (see here)

07 December 2020  
Deadline for registering to Congress at the standard fee (see here)

15 December 2020  
Deadline to order complimentary exhibitor and stand personnel badges (see here)

*Relevant to medium and large stand exhibitors only
The venue – Marseille Chanot

Situated in the heart of Marseille, Marseille Chanot exhibition and Convention Centre welcomes a variety of national and international events each year. Easily accessible by Metro from the city centre, the venue covers 17 hectares and boasts 60,000m² of comfortable and modular space.

The IUCN Congress 2020 will use seven of these halls, creating a spacious, dynamic and engaging environment for the event.
The exhibition hall - hall 3 (Palais Phocéen)

The exhibition hall, located in hall 3 of Parc Chanot will be open from 08 to 13 January 2021. It is designed to be a dynamic, prestigious, open and impactful area of 14,000 m$^2$, offering visitors a full immersion in the Congress themes through thematic villages and events. The exhibition will be open to both registered Congress participants and the general public (free of charge / no registration required), allowing exhibitors to showcase their research, innovations and other work to a broad audience.

**Opening dates**
The exhibition hall will accommodate a mix of small, medium and large stands and will be open from 08 to 13 January 2021.

Please note that on 14 and 15 January, the stands, hereinafter referred to as **Zone 2**, will remain open as agreed with the Host Country (as opposed to **Zone 1**, which will remain open from 08 to 13 January 2021).

As of 14 January, it is planned to partition the two parts of the hall in order to avoid any disturbance during the move-out of Zone 1.
Opening times
From 08 to 13 January 2021, the exhibition hall will be open from 09:30 to 21:00. The General Public will have access to the exhibition hall from 10:00 to 17:30 for free (no registration required). The exhibition hall will open 30 minutes before, and will close 30 minutes after the official exhibition Opening Hours. The stand should be ready at least 10 minutes prior to the exhibition opening hours. From 17:30 to 21:00, the exhibition will be restricted to registered congress participants only.

Extra opening opportunities for exhibitors
IUCN is offering the following opportunity to all exhibitors who wish to open early. Note that there is no obligation from exhibitors to be present at their stand during these extra opening hours.

Inauguration of hall 3
There will be a short ceremonial inauguration of the exhibition hall on the evening of 07 January 2021. Should you wish to take this opportunity, you are welcome to open your stand on this evening. Further information and exact timing will be shared in due course.

Night Openings
In view of the season during which the Congress will take place, there will no longer be any night openings.

Exhibition floor plan
The exhibition hall will accommodate a mix of small (6 m²), medium (60 m²) and large (150 m²) stands and four central stages.
For the most up-to-date list of exhibitors, please consult the interactive floor plan in the exhibition booking system, which is updated regularly.
Description of stand packages

The official and exclusive stand designer and stand builder for the exhibition at the IUCN World Conservation Congress 2020 is MCO Congrès Marseille.

If you have any technical requests regarding your stand package, please contact iucn@mcocongres.com.

Small stands package (6 m$^2$ / 12 m$^2$)
This basic package offers an attractive wooden structure with a white back wall.

6 m$^2$ stand design

![6 m² stand design](image1)

12 m$^2$ stand design

![12 m² stand design](image2)
## Equipment included in the small stands

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<tr>
<th>Technical descriptions</th>
<th>6 m²</th>
<th>12 m²</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Technical description of the small stand</strong> (6m²)</td>
<td></td>
<td><strong>Technical description of the small stand</strong> (12m²)</td>
</tr>
<tr>
<td><strong>Stand</strong></td>
<td>Production, set-up and dismantling of stand</td>
<td></td>
</tr>
<tr>
<td><strong>Surface</strong></td>
<td>3m length x 2m depth with 2.5m high white-coloured metric modular partition walls</td>
<td>6m length x 2m depth with 2.5m high white-coloured metric modular partition walls</td>
</tr>
<tr>
<td><strong>Signage</strong></td>
<td>White fascia board (for the name of the organisation) along the open stand front</td>
<td>2x white fascia boards (for the name of the organisation) along the open stand fronts</td>
</tr>
<tr>
<td><strong>Lighting</strong></td>
<td>LED Bar 40W</td>
<td>2x LED Bar 40W</td>
</tr>
</tbody>
</table>
| **Cleaning** | | - Cleaning after build-up included  
- Daily cleaning not included |
| **Electricity** | Electricity (and consumption) to cover the equipment provided in the stand included. | |
| **Furniture** | - 1 rectangular table (L.120 x W.70 x H.74 cm)  
- 3 stackable wooden chairs (L.40 x W.42 x H.45 cm) | - 2 rectangular tables (L.120 x W.70 x H.74 cm)  
- 6 stackable wooden chairs (L.40 x W.42 x H.45 cm) |
| **Badges (nominative and non-transferrable)** | - 1 exhibitor badge with full access to the Congress and access to the exhibition hall for move-in and move-out.  
- 3 stand personnel badges with access to the exhibition hall for move-in, operation and move-out. | - 2 exhibitor badges with full access to the Congress and access to the exhibition hall for move-in and move-out.  
- 6 stand personnel badges with access to the exhibition hall for move-in, operation and move-out. |

### Useful Information
- Click [here](#) to view the updated Terms and Conditions for small stands.
- Additional equipment or services such as a screen (without audio), lockable cabinet(s), display stands, cleaning, etc. can be ordered through the [Exhibitor Tool-kit](#) by 27 November 2020. The list of equipment may evolve over time to include necessary cleaning and sanitary items; all exhibitors will be informed accordingly.

- The use of the microphones and loud speakers are not allowed on the small stands.
Customisation of small stands
To increase stand visibility, small stand exhibitors have the possibility to add a graphic back wall, as shown below.

The graphic back wall can be ordered through the Exhibitor Tool-Kit by 16 October 2020 at a cost of EUR 495 excl. VAT.

The picture/illustration should be regionally diverse, and gender inclusive and must not be offensive in any way. For exhibitors located in a thematic village, IUCN strongly recommends aligning the visual with those of the thematic village in which the stand is located.

The pictures/illustrations are to be provided to MCO at iucn@mcocongres.com by 16 October 2020 according to the dimensions set out below. IUCN reserves the right to reject any picture/illustration that does not comply with the above guidelines.

Fascia board
The fascia board will show your stand number (which appears in your invoice) and your organisation/company name as entered in the online exhibition booking system.

If you wish to change your organisation/company stand name, contact Congrex.

Fascia board dimension: 60cm wide x 30cm high.
Medium stands package (60 m²)

Medium stand with Presentation design

Medium stand with Networking design

Equipment included in the medium stand

<table>
<thead>
<tr>
<th></th>
<th>Networking Design</th>
<th>Presentation Design</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Technical descriptions</strong></td>
<td>Technical description of the medium stand (Networking design)</td>
<td>Technical description of the medium stand (Presentation design)</td>
</tr>
<tr>
<td><strong>Stand</strong></td>
<td>Production, set-up and dismantling of stand</td>
<td></td>
</tr>
<tr>
<td><strong>Surface</strong></td>
<td>10m length x 6m depth with 3.5m high wooden modular partitions walls</td>
<td>110m length x 6m depth with 3.5m high wooden modular partitions walls</td>
</tr>
<tr>
<td><strong>Presentation area</strong></td>
<td>N/A</td>
<td>For 24 participants</td>
</tr>
<tr>
<td>----------------------</td>
<td>-----</td>
<td>---------------------</td>
</tr>
<tr>
<td><strong>Storage space</strong></td>
<td>2 lockable storage rooms (3 m² in total)</td>
<td>2 lockable storage rooms (3 m² in total)</td>
</tr>
<tr>
<td><strong>Stand customisation</strong></td>
<td>• Approx. 47 m² of digital printing visuals &lt;br&gt;• Fabric on stand walls / Colour customisable &lt;br&gt;• For more information on stand customisation, please refer to section “Customisation of medium and large stands”</td>
<td></td>
</tr>
<tr>
<td><strong>Structure</strong></td>
<td>• Poster area with 5 Claustros (posters not included)</td>
<td></td>
</tr>
<tr>
<td><strong>Lighting</strong></td>
<td>• 10x LED Bars 20W</td>
<td></td>
</tr>
<tr>
<td><strong>Plants</strong></td>
<td>• 8 floral suspensions &lt;br&gt;• 3 Planters</td>
<td></td>
</tr>
<tr>
<td><strong>Cleaning</strong></td>
<td>• Cleaning after build-up included &lt;br&gt;• Daily cleaning not included</td>
<td></td>
</tr>
<tr>
<td><strong>Electricity</strong></td>
<td>Electricity (and consumption) to cover the equipment provided in the stand included.</td>
<td></td>
</tr>
<tr>
<td><strong>Furniture</strong></td>
<td>4 round tables &lt;br&gt;8 white stackable chairs &lt;br&gt;2 white stand up tables &lt;br&gt;6 high stools &lt;br&gt;4 grey low armless chairs &lt;br&gt;6 grey round ottomans &lt;br&gt;2 low round table &lt;br&gt;1 steel shelf &lt;br&gt;1 white coat-hanger</td>
<td>2 stand up tables &lt;br&gt;24 white stackable chairs &lt;br&gt;6 high stools &lt;br&gt;4 grey low armless chairs &lt;br&gt;6 grey round ottomans &lt;br&gt;2 low round table &lt;br&gt;1 steel shelf &lt;br&gt;1 white coat-hanger</td>
</tr>
<tr>
<td><strong>AV IT Equipment</strong></td>
<td>TV LED 55” Full HD – HDMI on totem</td>
<td>- TV LED 55” Full HD – HDMI on totem &lt;br&gt;- 15” Laptop with Windows 10 &lt;br&gt;- Silent sound system with 24 headsets</td>
</tr>
<tr>
<td><strong>Badges (nomi-native and non-transferrable)</strong></td>
<td>• 5 exhibitor badges with full access to the Congress and access to the exhibition hall for move-in and move-out &lt;br&gt;• 10 stand personnel badges with access to the exhibition hall for move-in, operation and move-out</td>
<td></td>
</tr>
</tbody>
</table>

**Useful information**

- Additional equipment or services such as extra AV IT Equipment, display stands, cleaning, support staff, screen, etc. can be ordered through the Exhibitor Tool-Kit by **27 November 2020**. The list of equipment may evolve over time to include necessary cleaning and sanitary items; all exhibitors will be informed accordingly.
Large stands package (150 m²)

Large stand with Open design

Large stand with Classic design
## Equipment included in the large stands

<table>
<thead>
<tr>
<th></th>
<th>Open Design</th>
<th>Classic Design</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Technical descriptions</strong></td>
<td>Technical description of the large stand (Open design)</td>
<td>Technical description of the large stand (Classic design)</td>
</tr>
<tr>
<td><strong>Stand</strong></td>
<td>Production, set-up and dismantling of stand</td>
<td></td>
</tr>
<tr>
<td><strong>Surface</strong></td>
<td>15m length x 10m depth with 3.7m high wooden modular partitions walls</td>
<td>15m length x 10m depth with 3.7m high wooden modular partitions walls</td>
</tr>
<tr>
<td><strong>Presentation area</strong></td>
<td>50 participants</td>
<td></td>
</tr>
<tr>
<td><strong>Meeting room</strong></td>
<td>8 people</td>
<td></td>
</tr>
<tr>
<td><strong>Storage space</strong></td>
<td>1 lockable storage room (3.75 m²)</td>
<td>2 lockable storage rooms (4.5 m² in total)</td>
</tr>
<tr>
<td><strong>Stand customisation</strong></td>
<td>• Approx. 70 m² of digital printing visuals</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Fabric on stand walls / Colour customisable</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Adhesive text on the welcome desk (850mm x 150mm)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• For more information on stand customisation, please refer to section “Customisation of medium and large stands”</td>
<td></td>
</tr>
<tr>
<td><strong>Structure</strong></td>
<td>Poster area with 8 Claustras (posters not included)</td>
<td>Poster area not included</td>
</tr>
<tr>
<td><strong>Lighting</strong></td>
<td>• 20x LED Bars 20W</td>
<td></td>
</tr>
<tr>
<td><strong>Plants</strong></td>
<td>• 6 floral suspensions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 2 Planters</td>
<td></td>
</tr>
<tr>
<td><strong>Cleaning</strong></td>
<td>• Cleaning after build-up included</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Daily cleaning not included</td>
<td></td>
</tr>
<tr>
<td><strong>Electricity</strong></td>
<td>Electricity (and consumption) to cover the equipment provided in the stand included.</td>
<td></td>
</tr>
<tr>
<td><strong>Furniture</strong></td>
<td>1 manufactured welcome desk</td>
<td>1 manufactured welcome desk</td>
</tr>
<tr>
<td></td>
<td>1 white conference table</td>
<td>1 white conference table</td>
</tr>
<tr>
<td></td>
<td>3 stand-up tables</td>
<td>3 stand-up tables</td>
</tr>
<tr>
<td></td>
<td>65 white stackable chairs</td>
<td>65 white stackable chairs</td>
</tr>
<tr>
<td></td>
<td>6 high stools</td>
<td>6 high stools</td>
</tr>
<tr>
<td></td>
<td>4 black low armless chairs</td>
<td>4 black low armless chairs</td>
</tr>
<tr>
<td></td>
<td>6 grey round ottomans</td>
<td>6 grey round ottomans</td>
</tr>
<tr>
<td></td>
<td>2 coffee tables</td>
<td>2 coffee tables</td>
</tr>
<tr>
<td></td>
<td>2 steel shelves</td>
<td>2 steel shelves</td>
</tr>
<tr>
<td></td>
<td>2 white coat-hangers</td>
<td>2 white coat-hangers</td>
</tr>
</tbody>
</table>
### AV IT Equipment
- TV LED 75” Full HD – HDMI on totem
- 15” Laptop with Windows 10
- Silent sound system with 50 headsets

### Badges (nominative and non-transferrable)
- 15 exhibitor badges with full access to the Congress and access to the exhibition hall for move-in and move-out
- 20 stand personnel badges with access to the exhibition hall for move-in, operation and move-out

### Useful information
- Additional equipment or services such as extra AV / IT equipment, display stands, cleaning, support staff, screens, etc. can be ordered through the [Exhibitor Tool-Kit by 27 November 2020](#). The list of equipment may evolve over time to include necessary cleaning and sanitary items; all exhibitors will be informed accordingly.
Customisation of medium and large stands

**Stand layout**

MCO Congrès Marseille is the official and exclusive stand designer and stand builder for the exhibition hall - hall 3 at Marseille Chanot. Medium and large stands exhibitors have the possibility to change the interior configuration of the stand. Exterior walls and wooden claustras are modular and can be interchangeable. Please contact MCO directly at iucn@mcocongres.com, should you wish to make any changes. MCO will inform you if the requested changes require any additional cost.

**Wall visuals**

Exterior walls will be customisable with pictures or illustrations related to Biodiversity / Sustainability as per the guidelines below. Exterior walls may not feature any company / organisation logos. Interior walls can include logos of sponsors/partners.

The pictures/illustrations should be regionally diverse and gender inclusive, and must not be offensive in any way. For exhibitors located in a thematic village, IUCN strongly recommends aligning the visuals with those of the thematic village in which the stand is located.

IUCN reserves the right to reject any picture/illustration that does not comply with the above guidelines.

The pictures/illustrations are to be provided to MCO according to the dimensions set out in the technical plan of your stand.

Please send your pictures/illustrations for the walls, your choice of fabric colour and the exhibitor/stand logo to MCO at iucn@mcocongres.com by 16 October 2020 at the latest, respecting the specifications for the visuals.

The following information will be added on top of one of the exterior walls by MCO:

- The Congress logo
- The name of the stand (as indicated to Congrex)
- The logo of the exhibitor/stand

The logos and the name of the stand will be printed in black or in white depending on the picture chosen as background.

**Medium and large stand name**

Your stand name will be published in the official Programme, in the IUCN Congress mobile app, on the outside walls of your stand, on the Congress website to promote the exhibition.

UPDATE: following developments made with the mobile app, a shorter name of the stand is no longer needed. If you have provided one, the full stand name will be used. Please contact Congrex should you wish to update your stand name.

Your stand number appears in your invoice.
Events on medium and large stands

Exhibitors of medium (presentation design only) and large stands are allowed to host events (such as presentations, publication launches, or social / cultural events) using the equipment included in the stand package.

Please refer to Annex II (Guidelines for exhibitors) of your exhibitor contract for details on designing stand events. This Annex includes guidelines on the types of events that can be organised in the exhibition, the process of programming events on stands, as well as important dates and deadlines.

By default, the medium (presentation design only) or large stand packages include a silent sound system with headsets, which gives exhibitors the opportunity to host events throughout the day, as per the schedule of opening hours. The exhibition hall will feature an estimated 50 events running in parallel at any given time, with significant traffic from both the general public and Congress participants. The Silent Sound System is therefore the perfect way to enhance the quality of stand events with no external noise from nearby exhibitors hampering the delivery of presentations.

The number of headsets included in the package is dependent on the size of each stand i.e. 24 headsets for medium stands (Presentation design) and 50 headsets for large stands.

Please contact Congrex at iucn@congrex.com should you wish to have a standard audio system instead of the silent sound system (switching to a standard audio system comes at no additional cost). Please note that stands with a standard audio system will be limited to scheduling events according to the official timeslots below.

### Official timeslots for events

<table>
<thead>
<tr>
<th>Days</th>
<th>Timeslots</th>
<th>Target audience</th>
</tr>
</thead>
<tbody>
<tr>
<td>08 - 13 January</td>
<td>10:30 - 12:30</td>
<td>Registered Congress participants and general public</td>
</tr>
<tr>
<td>08 - 13 January</td>
<td>14:00 - 17:00</td>
<td>General public</td>
</tr>
<tr>
<td>08 - 11 January</td>
<td>18:30 - 20:30</td>
<td>Registered Congress participants</td>
</tr>
</tbody>
</table>

### Inclusion in the official programme

Irrespective of the type of sound system on your stand, only events scheduled during the official time slots above will be included in the official Congress Programme. (See Annex II - Guidelines for exhibitors for details on the process of programming events on stands) Sessions outside of these time slots will not be included in the official Congress Programme.

If you have any questions related to this, please contact the Forum team at congressforum@iucn.org
Promoting your exhibition stand

New Congress dates and logo
IUCN will promote the new Congress dates in all of its communications but will not change the logo or name of the event. This will help the Congress maintain its brand recognition and consistency, and will preserve the authority and clarity that comes with this Congress’s place in the history of the Union and global conservation movement. Therefore, please always refer to the IUCN World Conservation Congress 2020, taking place from 07 to 15 January 2021 in Marseille, when you promote your involvement in the event.

Communications kit for exhibitors
To assist you in your marketing efforts, IUCN has created a communications kit for exhibitors that you may access here.

This kit is available in English, French and Spanish, and includes:
- Congress logos and how to use them
- IUCN Congress brand guidelines
- Naming conventions for the Congress

This communications kit will be updated on a regular basis with the latest promotional messages and tools so please be sure to consult it from time to time.

Social Media
Join the global discussion about the largest conservation event in the world using:

#IUCNcongress

Follow Us

You will find images and texts you can use in your tweets/posts on the Congress website, here. We will update this page regularly in the lead up to the #IUCNcongress 2020. Please keep checking back for new assets.
Showcase your stand on the Congress website & mobile app

As an exhibitor, you will be featured on the Congress website and in Congress mobile app, so that participants and visitors can get further information about your organisation / company and its activities and easily locate your space in the exhibition hall.

During the booking process, Congrex gathered the following information from you. This information will be featured on the Congress website as of 31 July 2020 and on the Congress mobile app once available.

- Your stand name
- Complete address of your organisation / company (for the mobile app only)
- The logo of your stand/organisation (for medium and large stands only)

To enhance the visibility of your stand, you can provide the following additional information:

- A brief introductory text about your stand - maximum 400 characters including spaces
- A paragraph to explain your organisation’s / company’s work, and what you aim to showcase at the stand during the Congress - maximum 700 characters including spaces
- Contact person(s)
- A link to additional information
- Links to social media (Twitter, LinkedIn, Facebook, Instagram)
- A PDF document of maximum 1Mb (medium and large stands only)

For medium and large stands, this information will be included on the Congress website and on the Congress mobile app. For small stands, this information will appear on the Congress mobile app, which will be ready for download in early December 2020.

We kindly request you to send any missing information for the website to congresslogistics@iucn.org, copying iucn@congrex.com, by 15 July 2020 at the latest for publication on the website on 31 July.

If you submit this information later, be aware that IUCN will update the list of exhibitors twice until the opening of the Exhibition. You will be notified in due course of the deadline for submitting any missing/ additional information.

Note:

- The organisation/company name will be used should your stand name be missing
- The longer your stand name is, the less legible it may be on the mobile app
- Please share all information in one of the IUCN official languages (i.e. English, French, or Spanish). Please note that the text provided will not be translated and will be displayed on the website and / or the mobile app in the language provided. Thus, we highly recommend you to provide the text translated in at least one other official IUCN official language (and ideally in all three languages).
The exhibition hall

**Exhibition hall flooring**

In line with the sustainability policy for the Congress, reusable carpet tiles will be laid on the exhibition hall floor. The type of carpet flooring is therefore not customisable. Exhibitors are requested to avoid any damages to, and dirt on the carpet.

In order to enhance the appearance of your medium and large stand, make sure the selected fabric colour matches with the colour of the zone / thematic village in which you stand will be located.

**Carpet tiles – colours per zone**

IUCN reserves the right to change the colour of the carpet in case of limited availability.

![Neutral zone: Light grey](image)

![Ocean Thematic Village: blue](image)

![Landscapes Thematic Village: green](image)

![Economics & Finance Thematic Village: purple](image)

![Climate Change Thematic Village: orange](image)

![Governance & Rights Thematic Village: red](image)

![Freshwater Thematic Village: azure](image)

**Food & Beverage**

Two restauration areas will be available to all exhibitors and visitors in the exhibition hall at the participant’s own cost. The location of these catering areas is shown on the floor plan in the Section Exhibition opening dates. The restauration areas will be open from 08 to 13 January 2021 inclusive. The restauration area in Zone 2 will remain open on 14 and 15 January 2021. Opening hours will be published on the Congress website. Additional restauration areas will be available in the outside area of the venue.

Water fountains will be available free of charge at various locations within the venue.

**Helpdesks**

There will be two Helpdesks in the exhibition hall to assist the visitors and registered Congress participants with any questions they may have. The Helpdesk in Zone 1 will be open from 08 to 13 January 2021. The Helpdesk in Zone 2 will remain open on 14 and 15 January 2021.

**Luggage storage**

A secure luggage storage area will be available onsite for all registered Congress participants, however participants are kindly asked to leave their luggage at the hotel as much as possible as space will be limited. The luggage storage area will be located close to the registration area in front of hall 1 – Palais des Événements. There will be no cloakroom available to keep coats/jackets. If you wish to have a coat hanger at your stand, you can order this via the Exhibitor Tool-kit.
Additional equipment & services

Should you be interested, Congrex will make the following equipment and services from the Exhibitor Tool-Kit available, at an additional cost to the individual exhibitor:

- AV / IT Equipment
- Furniture
- Supplies
- Plants
- Lead Retrieval Service
- Stand cleaning
- Support staff
- Additional electrical requirements

To access the Tool-kit:

- Please log in with your e-mail address and password created for booking.congrex.com.
- If you do not know your password, please enter your e-mail address on that page and then click on “Forgot password?” A password will be sent to your email address immediately. You can change the password in the next step (note: the password you created on the exhibition system website is not the same one that you use for the IUCN Congress website and IUCN portals).
- If you do not have an account yet please contact: iucn@congrex.com

Once your order is placed, it will be checked and you will receive a confirmation and invoice. (All prices are exclusive of any VAT that may apply.)

If a preferred item is not available, please contact Congrex at iucn@congrex.com for further information. Please pay the total amount (either by credit card or by bank transfer), within 10 days of placing the order, to guarantee successful delivery.

Additional Equipment & Services must be ordered by 27 November 2020 at the latest. No orders can be placed after this date and onsite orders will not be possible. Note that orders are subject to availability and the later you place your order, the higher the risk that items may no longer be available.

Please make sure to carefully read through the payment and cancellations terms before placing your order.

AV and IT Equipment

For all stand sizes, extra screens can be ordered through the Tool-kit and will be on a stand. Please confirm the preferred location of your screen(s) to MCO at iucn@mcocongres.com by 30 November 2020 at the latest, as the placement of the screens cannot be altered at a later point, due to the wiring. Once the placement of the additional screens has been determined and agreed with the exhibitor, MCO will place them on the technical plan of your stand and they will remain in the same place for the duration of the exhibition.

As a reminder, the use of audio (e.g. microphones and loud speakers) is not allowed on small stands.

Furniture

We highly recommend you to check the furniture included in your stand package before ordering any extra furniture from the Exhibitor Tool-kit. This will ensure that:

- You do not order any furniture that is already included in your stand package
- You do not order too much extra furniture
- There is a good match between the furniture provided in the stand package and the furniture you wish to order

Please note:

- Each stand package comes with a predetermined seating capacity. This number gives the best ratio of comfort-to-reception capacity while respecting the safety regulations
- If you are not sure whether you have sufficient space for a certain type of furniture, please contact MCO for advice. Note that any additional furniture order needs to comply with the safety and security regulations
- Storage space is not available in the exhibition hall. All furniture ordered will have to be placed on the stand

For small stands which do not have storage space, we highly recommend you order a lockable cabinet through the Exhibitor Tool-kit.
**Catering services**  
Medium and large stand exhibitors wishing to order catering for a reception or event on their stand can do so through the food and beverage services provided by the official catering company for Congress - La Truffe Noire.

As of mid-July 2020, exhibitors of medium and large stands will have access to a dedicated platform offering various catering services provided by La Truffe Noire, such as: snacks, lunch boxes, finger foods, soft drinks and hot beverages such as coffee, tea as well as beer or wine.

Alcohol such as beer, cider and wine will be served in the restauration areas and can be ordered through the catering services ahead of the Congress. As of 18:00, other types of alcohol may be ordered.

**Cleaning services**
Cleaning services will be provided for the common areas in the exhibition hall (restauration areas, aisles, rest rooms).

It is your responsibility to maintain your exhibition stand in a clean condition at all times. If you need additional cleaning services in your stand (vacuuming, wiping of furniture etc.), you must order this through the Exhibitor Tool-kit.

The list of cleaning equipment and services may evolve over time to include necessary cleaning and sanitary measures and equipment; all exhibitors will be informed accordingly.

**Support staff**
Bilingual and trilingual host/hostess services can be ordered via the Exhibitor Tool-kit.

The registration for support staff will be managed by the registration and housing provider, GL Events. The process to register the support staff will be communicated in due course.

**Electricity**
The electrical boxes will include the French plugs and outlets.

We kindly ask you to visit this website [https://world-power-plugs.com/france](https://world-power-plugs.com/france) to check if you need adaptors for your devices. Adaptors may be ordered via the Exhibitor Tool-kit.

The spare sockets in your stand can be used free of charge with standard AV / IT equipment such as laptops/phone chargers; any related electricity consumption is free of charge.

If you are planning to use equipment that requires more power, please order an additional electrical box in the Exhibitor Tool-kit. The related consumption will be at your charge.

**Internet access**
There will be **free** Wi-Fi available throughout the exhibition hall. However if you require a consistent, reliable and secure connection for professional use, we strongly recommend ordering a hardwired internet connection through the Exhibitor Tool-kit.

Three packages are available in the Exhibitor Tool-kit:
- Basic: 2 Mb/s wired internet access for 1 device (switch not included)
- Medium: 10 Mb/s wired internet access for 1 device (switch not included)
- Premium: 100 Mb/s wired internet access for 1 device (switch not included)

If you need a switch to connect additional laptops, please order it through the Exhibitor Tool-kit, and send your technical plan indicating the location of the internet point to Congrex no later than **27 November 2020**.

Please note:
- The speed mentioned in the packages is not...
guaranteed

- Configuration and testing will take place before the opening of the exhibition stand
- Dedicated Wi-Fi will not be available
- You are not allowed to use a mobile Hotspot, nor activate the phone hotspot in the Exhibition, as this may cause harmful interference with other IT / AV equipment running in the hall.

**Lead Retrieval System**

Two different types of Lead Retrieval Systems can be ordered through the Exhibitor Tool-kit:

- Classic wireless reader scanners
- Mobile license for scanning with exhibitors’ phones

The exhibitor warrants that all personal data received through the Lead Retrieval System will be stored and secured in compliance with GDPR regulation.

**Classic wireless reader scanners**

- OPTICON’s OPN2001 is a mini barcode scanner with 512KB of memory that can store up to 10,000 time stamped barcodes. The reading is triggered by the upper button, and in the case of an error, the lower button allows you to delete the codes from the memory by simply re-reading them. The data is transferred via a USB port, which also charges the internal battery. This scanner is very small (30 x 62 x 16 mm) and very light (28g).
- A protected Excel file - compliant with GDPR requirements – with your scans will be sent to you within 7-14 days after the end of the event. Only participants who have authorised the dissemination of their data at the time of their subscription through the accreditation platform (valid for all attendees’ data sharing) will be included in this file.
- Please pick up your scanner(s) before the opening of the exhibition at the onsite helpdesk. Onsite assistance will be provided throughout the exhibition. We recommend you return the scanner(s) at the closing of the exhibition every evening, for overnight battery charging
- The exhibitor will be invoiced EUR 115 for every lost or unreturned scanner.

**Mobile license for scanning with exhibitors’ phones:**

The exhibitor's device (phone / tablet) must be compatible with Apple iOS11+ & Google Android 4.4+. The license is only valid for one device; it is not possible to use the licence on multiple devices.

- The license code and instructions will be sent to you via email ahead of the Congress. With this code, you will have to log in to an online portal where you can download your license to be installed on the device
- An excel list with scans will be available for download in real time
Registration as an exhibitor

The Congress registration process is handled by the registration and housing company – Live by GL events. The registration service can be reached via iucn@gl-events.com.

Registration process
Once your stand booking is confirmed and the payment has been received, GL Events will create a group registration for your organisation/company, in which they will include the number of exhibitor passes and full access passes you are entitled to, as per your stand contract.

GL Events will then get in touch with your main contact person via email to provide him/her with his/her group coordinator credentials. The registration process for your stand personnel should be completed by 15 December 2020 at the latest.

Stand personnel badges will allow exhibitors and their personnel to enter the exhibition hall throughout the move-in, operation and move-out periods. Individuals in possession of a stand personnel badge will have access to the exhibition hall (as per the dates and times outlined in the section key dates) as well as any areas accessible to the general public.

Individuals in possession of a full access badge will have access to:

- Forum sessions (from 07 to 11 January 2021)
- Congress opening ceremony (on 07 January 2021 from 17:00 to 21:00)
- Congress closing ceremony (on 15 January 2021 from 14:00 to 15:45)
- Exhibition hall (as per dates and times outlined in the section key dates)
- Members’ Assembly as an observer (from –12 to 15 January 2021).
- Public areas

Please note that all badges are nominative, non-refundable and non-transferable. Splitting days or transferring registration from one person to another person over the course of the Congress days will not be permitted.

The individual collecting badges for stand personnel will be required to provide details through the online registration system, including full name, date of birth, place of birth, nationality, photo identification and other information, ahead of the opening of the Congress. Exhibitors will be able to collect badges and lanyards at the registration desk, from 05 January 2021 at 13:00. The daily opening hours of the registration desk for the period 05 to 15 January 2021, will be published on the Congress website in due course.

For security reasons, exhibitors and stand personnel will be required to display their badges visibly at all times whilst in the exhibition hall and when accessing other areas of the Congress.

Additional badges
It is the responsibility of the exhibitor to ensure that any speaker / presenter / client or other guest of the exhibitor wishing to access the Congress venue, apart from the areas accessible to the general public (including the exhibition hall) during opening hours, is registered as a Congress participant and in possession of the appropriate badge according to the relevant registration category.
General rules & regulations

Handover of stands
The exhibitor will have access to the exhibition stand from 06 January 2021 at 10:00. The exhibitor can start the set-up (“move-in”) on 06 January 2021 at 10:00. Move-in will need to be completed by 07 January 2021 at 15:00.

Exhibitors will be contacted by MCO for a final stand approval. If the exhibitor wants to move-in before the approval has happened, he / she must contact the stand builder immediately to report any issues with the stand.

Additional material allowed on the stand
Exhibitors will be allowed to bring the following items into their exhibition stands, provided they are sustainable and aligned with “My Green Exhibit”:
• Lightweight / easily carried items
• Reusable items or items that will be donated after the event
• Items that do not require any rigging / installation
• Signage, displays and standard company/organisation roll-up banners that can be reused after the event
• Reusable giveaways
• Publications to be displayed (handouts are not allowed)

Any material or equipment that is too heavy to carry by hand will only be allowed on the stand, if it is considered as value-added to the Exhibition, and will require prior approval from IUCN.

Visuals and copyrighted material
The exhibitor is responsible for obtaining all necessary licenses and permits to use visuals or other copyrighted material. The exhibitor is liable and indemnifies IUCN and its affiliates and their respective directors, officers, agents and employees, against all loss, cost, claims, causes of action, suits, damages, liability, expenses and costs, including reasonable attorney’s fees, arising from or out of any violation or infringement (or claimed violation or infringement) by the exhibitor, exhibitor’s agent or employees of any patent, image copyright, trademark or trade secret rights or privileges, whether during the exhibition, or supplied to IUCN for inclusion in the website, in the mobile app or other online or related print material.

Rules of conduct for events on medium and large stands
Exhibition events must not block aisles or obstruct and/or interfere with the movement of people on the exhibition floor / in the exhibition hall, and must not impair the safety and security procedures and/or the flow of participants at any point. Exhibition events should be conducted with respect for neighbouring stands, ensuring that noise is kept to a minimum.

The exhibitor is responsible for obtaining all necessary licenses and permits to use music (live or other), photographs, videos or other copyrighted material in its stand. No exhibitor is permitted to play, broadcast or have a performance of any live music, or use any other copyrighted material, such as photographs or other artistic works, without the appropriate license or permit.

French labour law
The exhibitor shall comply with the French Labour Law for all personnel working at the stand during Congress – this applies but is not limited to, the exhibitor’s own staff and contracted temporary personnel and/or volunteers.

Safety and security
The exhibitor is responsible for taking all appropriate and necessary measures to safeguard their goods, materials, equipment and displays at all times. Valuables (including valuables rented via the Exhibitor Tool-kit) must not be left unattended in the exhibition hall at any time.

Perimeter security service will be provided by the Host Country for the Congress period. However, IUCN, the Host country, the Professional Exhibition Organiser (Congrex), Marseille Chanot, and the perimeter security service shall not be responsible for any loss or damage of items or valuables under
any circumstances.

The exhibitor shall observe the fire regulations to ensure the safety of all Congress participants. Fire regulations require that all display materials be flame-proof. Electrical signs and equipment must be wired to meet the specifications of Underwriters Laboratories. Demonstration of charcoal, wood, paper, or liquid fuel burning equipment is prohibited. The exhibitor shall comply with the applicable laws, ordinances and regulations pertaining to health, fire, prevention, and public safety (while participating in the Congress. Information on items that will be prohibited at the Congress premises will be published on the Congress website.

**Insurance**

Exhibition goods and packaging material should be insured at the expense of the exhibitor. Neither the Congress venue, nor Congrex Switzerland Ltd., nor IUCN will accept any responsibility for damage, loss, theft, disappearance or injury of anything or anyone for any reason.

**Sharing the stand**

Exhibitors are not allowed to assign, sublet, or share the exhibition stand with a third party without the Congrex prior written approval. In the case of an exhibitor wishing to share the stand, IUCN will be happy to authorise this provided the partners are well aligned with IUCN’s mission and the Congress themes.

Exhibitors wishing to share their stand are kindly requested to send an email to iucn@congrex.com with the list of partners they wish to involve in the stand (including organisation name, type, website etc.).

If sharing of a stand involves the presentation of a common project, exhibitors are requested to also provide information on that project.

Once approval is given, it will be the responsibility of the exhibitor to ensure the following:

- For all partners where the exhibitor plans to display the logos on the graphic walls of the stand, the exhibitor will need to obtain appropriate authorisation from the partners, and ensure that such displays are compliant with the obligations in the exhibitor requirements. The display of such logos is only allowed on the interior walls of the stand;
- For all partners that will be physically present at the stand as either stand personnel or exhibitors, the exhibitor must ensure that he/she has the authorisation of the partners to transmit their personal data to IUCN and its subcontractors, and that the partners are complying with all obligations for exhibitors as outlined in the exhibitor contract.

It is the sole responsibility of the exhibitor to ensure compliance with the above.

**Languages**

The official languages of the IUCN World Conservation Congress 2020 are English, French and Spanish.

**Payment**

Full payment for the stand is required in advance, as indicated in all Congrex Switzerland Ltd. invoices. If invoices are not paid in full within the prescribed time, build-up of the stand and/or delivery of any ordered equipment or services will be denied without any compensation.

**Damages**

The exhibition stand must be kept clean and in good order. No part of the exhibition stand or signs relating thereto, may be posted, nailed or otherwise attached to columns, walls, floors or other parts of the facility, in any way. Should any material installed, or activities held by the exhibitor damage the Marseille Chanot, the cost for repairing the damage will be invoiced to the exhibitor.
Rules of conduct
Smoking and vaping are **not permitted at any time** within the exhibition hall nor in any other part of the venue which is not specifically designated as a smoking area.

IUCN strives to provide a professional, respectful and harassment-free event experience for everyone. The Congress will celebrate the diversity of all participants, exhibitors and staff, and IUCN expects every participant and exhibitor to conduct her/himself in a professional, respectful and responsible manner at all times and to comply with the IUCN Anti-harassment Policy, including bullying and sexual harassment, for IUCN events which can be found [here](#).

Exhibition floor plan
IUCN, the Congress venue and the Congrex each reserves all rights to make changes to the layout and the exhibition space for organisational, health, safety and / or security reasons, without incurring any responsibility nor being liable for compensation to the exhibitors. Any change to the exhibition space will be communicated to the exhibitor in writing and via the Congress website.
My green exhibit

The exhibitor is expected to focus exhibition activities on the sustainability or biodiversity aspect(s) of his/her work and to follow the guiding principles of “My Green Exhibit” below.

My green congress

IUCN and the Host Country are dedicated to leading by example, which is why organising a sustainable event is at the core of IUCN Congress preparations. The Congress will follow the ISO 20121 Event Sustainability Management System and involve local stakeholders, resources and initiatives as much as possible. More information on the sustainability policy and related actions is available [here](#).

My green exhibit

The exhibition is one of the main elements of the IUCN Congress and is open to registered Congress participants and the general public. To inspire more sustainable behaviour among participants, IUCN requests that all exhibitors adhere to this policy.

The main principles of the Congress Green Policy apply to the exhibition and include:

No single-use plastic - Minimal waste – Paperlow

The guiding principles below apply to all exhibitors, with no exception. Exhibitors are strongly encouraged to ensure that exhibition stands adhere to these guidelines.

The green guidelines comply with the four challenges of the [sustainability policy](#) that the Congress intends to address:

- Environmental commitment
- Economic and social commitment
- Legacy commitment
- Inclusion commitment

Transportation

Various local authorities in Marseille and the surrounding areas will facilitate local transportation for Congress participants by offering [special fares](#). You are encouraged to use ground and public transportation - where possible - for travel to and around Marseille. If you are planning to drive to Marseille Chanot, please refer to the list of public car parks in Marseille. Please note: there is no parking available at Parc Chanot.

Getting to Marseille

To minimise your carbon footprint we highly recommend you to:

- Use public transport
  - You can get to Marseille Saint Charles train station by high-speed train. The train station is located in the heart of the city. [Train tickets](#) can be booked 3 months in advance from most countries.
  - Consider [train pooling](#)
  - You can get to Marseille by [ferry](#) from Corsica, Algeria, Tunisia and Sardinia
  - If flying to Marseille:
    - Consider taking the shortest route and nonstop flights if these are an option

Getting around in Marseille

To minimise your carbon footprint we highly recommend you to:

- Use public transport to the venue
  - The closest metro station is rond-point du Prado Station (the venue entrance Gate A is located just next the metro station)
  - Depending where you are coming from, you have various options to get to the venue by public transport. The best options are listed [here](#).
- If using a personal vehicle is a must:
  - Consider carpooling with fellow exhibitors
  - If you rent a car, opt for an economy or hybrid car
  - Take the shortest route to get to the venue
Accommodation
The Congress housing process is handled by the registration and housing company *Live by GL events*. They offer a variety of hotels in different categories, locations and prices at negotiated rates.

Exhibitors also have the possibility to book rooms in environmentally-friendly hotels. When booking accommodation, ask for the hotel’s environmental principles and programmes, and check if these closely adhere to those established by the Congress. Hotels that offer a sustainability programme are indicated by a *My Green Congress logo* on the registration platform.

More information on how to book accommodation can be found [here](#) or by directly contacting the housing agency via email at [iucn.housing@gl-events.com](mailto:iucn.housing@gl-events.com).

IUCN highly recommends reserving rooms as soon as possible once the hotel booking system has reopened at the end of July 2020.

Communications and event material
IUCN is aiming for a paper-low congress. To help minimise paper and to provide Congress participants with easy access to information, the Congress programme as well as the list of exhibitors will be available through the Congress website and the IUCN Congress mobile app. This will allows visitors to identify the location of exhibitors on the floor plan and to find information on the exhibitor organisations / companies.

Exhibitors are expected to:
- Make use of the Congress website and mobile app by providing descriptions and links to their own website with key information (see section “Promoting your exhibition stand”)
- Limit the number of publications, using “display” copies only and/or rental screens (Handouts/brochures/flyers/booklets etc. are not allowed in the exhibition stands.)
- Provide more information digitally; fulfil requests via email and website referrals, including QR (quick response) codes on the stand and display publications, and upload information on the exhibition section of the mobile app.
- Use a local sustainable print shop and choose FSC, SFI or PEFC certified paper or paper that contains at least 65% post-consumer recycled content and is totally chlorine-free (TCF), where printing is an absolute necessity
- Reuse and bring existing signage, displays and standard company/organisation roll-up banners instead of creating single-use Congress branded banners. In the event that an exhibitor does not have a standard banner, signage or displays, exhibitors are strongly encouraged to produce such materials locally using a sustainable company. Where possible, exhibitors should avoid referring to the Congress venue or date to ensure the signs can be reused at future events/meetings.
- Donate material that cannot be reused at future conferences, to local organisations

For a list of local businesses and organisations which can reuse or recycle conference material, please contact IUCN at [congress@iucn.org](mailto:congress@iucn.org).

Giveaways and the sale of items
As per article 3.10 of the exhibition contract, exhibitors are not allowed to sell any products or services on the exhibition stand.

For sustainability reasons, no promotional bags will be provided to participants.

If exhibitors choose to give out gifts or promotional material, IUCN encourages exhibitors to offer useful items such as travel mugs, reusable metal straws, jute totes, bookmarks, etc. and any other items that can be reused. Exhibitors should consider gifts/products that convey a green and/or socially responsible message, are reusable and have been produced ethically, using environmentally friendly materials such as organic unbleached natural fibres, recycled, nontoxic or biodegradable materials. For further information, see table of material to be used and avoided in Annex I below.

Any leftover giveaways that cannot be recycled, composted or taken back home should be donated to a local charity or institution. For more details on
Energy consumption
Exhibitors are kindly requested to turn off the lights, equipment and multi-plug sockets when not in use. Exhibitors should only use essential lighting and electrical equipment for the specific stand and for what is electronically vital.

Household electrical appliances (incl. coffee machines, kettles, fridges etc.) and water connections are not allowed at the stands for sustainability reasons. However, exhibitors will have the possibility to order coffee breaks via the food and beverage reservation system, which will be available as of mid-July 2020.

Sustainable waste management
The best waste is that which we do not produce. All participants are invited to keep in mind the basic principles of Avoid, Reduce, and Recycle.

Exhibitors are required to only use local, recyclable, compostable or reusable items and to monitor their environmental impact (shipment, type of giveaways, etc.).

For waste generated at the stand, recycling stations for organics, glass, metal, paper, wood, etc. will be installed in the exhibition hall by the Host Country. Further information about waste management will be provided onsite.

Recycling and composting stations will also be available throughout the venue.

Exhibitors are responsible for bringing their waste to the recycling stations. No individual bins are allowed in the stands. All exhibitors are required to support the efforts of minimising and separating waste correctly.

Please submit all information about the type(s) and number of shipments and waste generated to congress@iucn.org by 30 November 2020 at the latest.

Shipment and consignment
Avoid shipping materials to the venue that can be acquired locally. Further information about shipping and storage will be communicated in due course.

The IUCN Congress 2020 is:
Paper-low: No paper handouts. Please bring only display copies of publications. IUCN will offer a mobile app instead of a printed programme.

No single use plastic: no “single-use” plastic items will be distributed or sold in the venue. Do not bring/use plastic items that are intended to be used only once and then discarded such as plastic bags, plastic cups, straws, and plastic packaging, etc…

Water fountains will be available for free throughout the venue and participants are encouraged to use a refillable bottle/cup.

Take up the challenge and see if you can live without plastic, at least during the Congress!

Minimal waste: minimise residual and unavoidable waste. Think what you brought to your last exhibit and limit what you bring this time to the true essentials. Replace any unsustainable products with reusable, recyclable or compostable alternatives. (See Annex I below for further details on materials to be used and avoided.)

All materials used for the exhibition, including carpets tiles and furniture follow this regulation. Residual waste will be limited to a minimum.

IUCN, the Host Country, the contractors and the venue are committed to producing an Exhibition in the most environmentally friendly way possible. All contracted providers, including the official Congress catering company, are working in accordance with the “IUCN Congress Green Policy”.

Thank you
Thank you for your leadership and commitment to rising to the challenge of making the IUCN Congress a Green Congress!

Participants will appreciate your efforts, so be creative and tell them the stories behind your Green Congress efforts.
Annex I – Table of authorised material and material to be avoided

Authorised Material
- Sustainable Fiber
- Recycled polyester (rPET)
- Certified organic cotton
- Fair Trade cotton
- Better Cotton Initiative cotton
- Upcycled materials
- Hemp
- Tencel
- Soy
- Coconut

Sustainable Materials (for structure, giveaways, etc.)
- Recycled glass, metal, cardboard
- Reclaimed, repurposed or reusable items
- Reclaimed wood
- Third party certified wood or
- FSC or PEFC certified wood or
- FSC or PEFC certified wood
- BPAfree

Material to be avoided
- Any Styrofoam
- Any single-use Plastic
  - #1 polyethylene (PET) plastic,
  - #2 high density polyethylene (HDPE),
  - #5 polypropylene (PP)
  - Single-use Plastic containers,
  - Plastic film
  - Plastic bags,
  - Plastic food service products (plates, bowls, cups, utensils, etc.)