IUCN Stand Booking Guidelines

Thank you for your interest hosting an exhibition stand at the IUCN Congress, taking place in Marseille (France) from 08 to 13 January 2021.

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.

Sharing of stand / Consortium

Right after submitting your application, we kindly ask any exhibitors wishing to share their stand to send an e-mail to iucn@congrex.com with the list of the partners you plan to involve in your stand (organisation name, website, organisation type) in order to give you written approval. If sharing of a stand involves the presentation of a common project, please provide information on that project.

Please note that Exhibitors are not allowed to assign, sublet, or share the exhibition stand with a third party without the Professional Exhibition Organiser's 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.

Once approvals on your application and on the stand sharing partner(s) are given, it will be your responsibility as an Exhibitor to ensure the following:

- For all partners where you plan to display the logos on the graphic walls of your stand, you will need to obtain appropriate authorisation from your 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, ensure that you have their authorisation to transmit their personal data to IUCN and its subcontractors and that the partners are complying with all obligations.

It will be your responsibility as Exhibitor to ensure compliance with the above.

1. **How to book a small exhibition stand?**

IUCN has limited each application to a **maximum of two stands per organisation/company**.

- Familiarise yourself with the Exhibition floor plan and check the spaces available to showcase your organisation/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/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.