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HABITAT III

PREPCOM3
SURABAYA 25-27 JULY 2016

EXHIBITION GUIDE

THE THIRD SESSION OF THE PREPARATORY COMMITTEE FOR
THE UNITED NATIONS CONFERENCE ON
HOUSING AND SUSTAINABLE URBAN DEVELOPMENT

—— **HABITAT III** ——

SURABAYA, INDONESIA
25 TO 27 JULY 2016

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The Exhibition during the Third Preparatory Committee for the United Nations Conference on Housing and Sustainable Development (PrepCom3) will be showcasing projects, innovations, and solutions from member states, stakeholders, and organizations working on housing and sustainable urban development. The Exhibition will run from 25 to 27 July 2016, at the UN Office in Surabaya, Indonesia.

This Exhibition Guide has been created for exhibitors and contains rules and regulations, administrative information, technical and operational information, as well as deadlines that exhibitors have to meet during the assembly, opening, and disassembly of the exhibition in order to avoid interruptions to the programme.

The Habitat III Secretariat expresses its gratitude for your support and participation at the Exhibition.

If you have any questions or recommendations, please contact the Habitat III Secretariat at habitat3secretariat@un.org, copyfurnishing habitat3prepcom3@un.org

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Why exhibit? • • •

The exhibition at PrepCom3 is:

- A meeting of urban experts.
- An opportunity to increase awareness about sustainable urban development among the general public.
- An innovative way of showing urban solutions and innovations.

Who will exhibit? • • •

Member states, stakeholders or organizations involved in sustainable urban development. This includes but is not limited to the following:

- Cities and towns showcasing programmes, initiatives, partnership and solutions to address the challenges of sustainable urbanization.
- Countries presenting programs on cities at the national level.
- United Nations agencies and other international organizations profiling their work on building better cities globally.
- Private companies presenting services, products and innovative solutions to urban problems.
- Non-governmental organizations promoting their roles in urban sustainability.
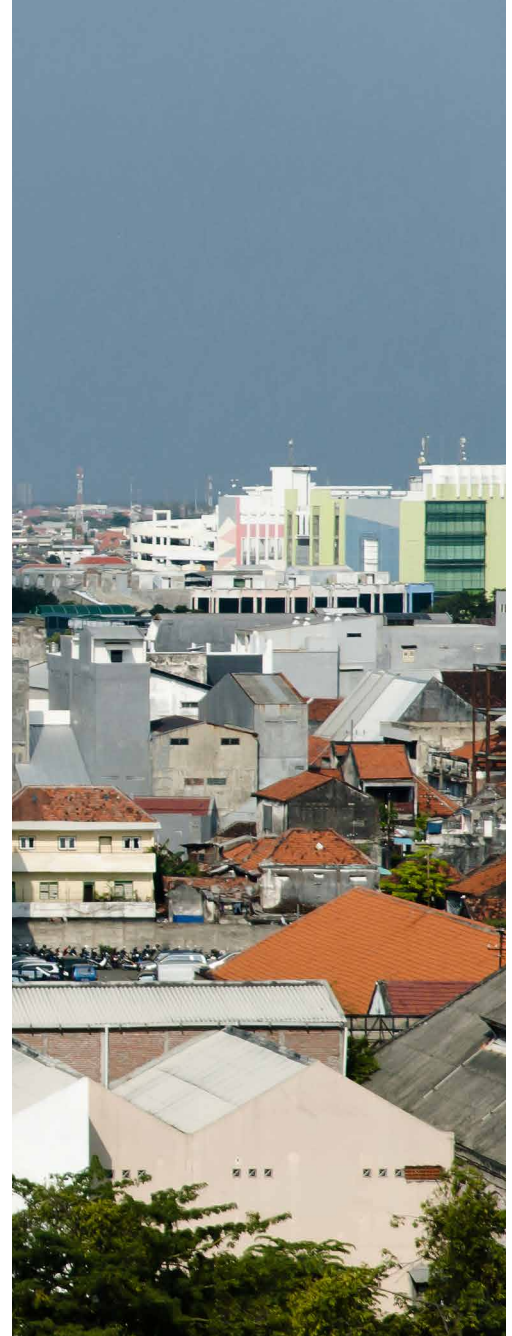- Researchers and publishers presenting the latest information on urban trends.

Exhibition schedule

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The exhibition will run from 25 to 27 July 2016 and will be open daily from 8:30 am to 6:30 pm.

How to take part in the exhibition

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TO EXHIBIT DURING HABITAT III PREPCOM3:

- Fill in your space requirements specifying the booth type and provide a brief summary of your exhibition.
- The Habitat III Secretariat will review your application and inform you whether or not your application has been successful.
- If successful, you will receive a booking confirmation letter.
- Please note that the final location will be confirmed one week before the exhibition opens.
- The deadline for booking space is 15 June 2016.

Standard booth

Size 3m x 3m

Provided free of charge for all exhibitors:

• 2 chairs
• 1 information desk
• 5 long arm lamps
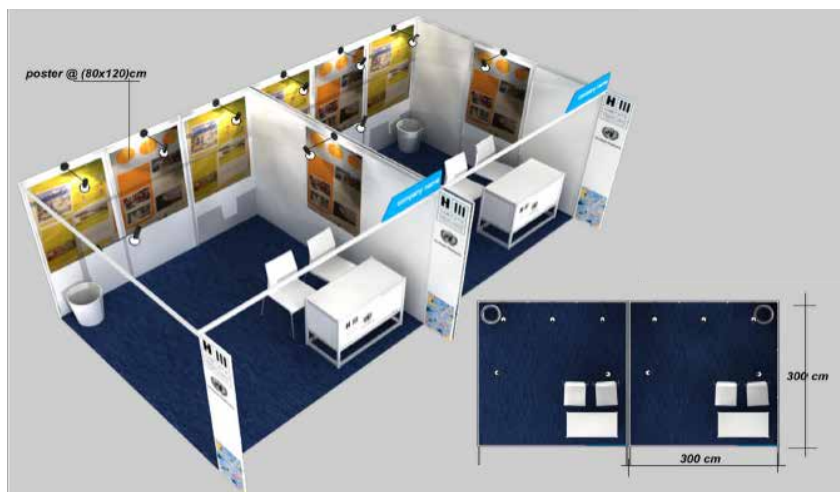• 5 panels (120 x 80 cm)
• 1 trash bin

Setup and dismantling

Exhibitors are scheduled to set up their booths for the Exhibition from 23 to 24 July 2016; and they are require to remove their displays and do a complete egress by 28 July 2016.

Special notice

Exhibits must be consistent with the advocacies and principles of the United Nations and must be non-commercial in nature. No exhibit materials may be offered for sale or have a price tag attached to them. Exhibits considered aesthetically, politically or morally offensive in any way to the Member States of the United Nations will not be approved or may be subject to removal from the Exhibition venue. Exhibition booths must be permanently manned during the events.

Onsite registration

Each exhibitor is requested to come to the venue and to present his/her passport (for international participants) or identification card (for national participants) in order to collect their badge. Prior to this, each exhibitor should register online, including staff that are supporting setting up and removal of the exhibition material.

In order to have access to the main sessions, Members States and accredited partners seeking to exhibit are requested to register as participants. Such delegations are requested to designate one or two members to register as exhibitors to be in charge of their booths during the events.

Shipments

Exhibitors will liaise with the clearing agents for guidance and assistance in clearing, storage and delivery of consignments to the compound. List of clearing agents can be received by request from the Habitat III Secretariat by email habitat3secretariat@un.org, copyfurnishing habitat3prepcom3@un.org

Venue

The third session of the Preparatory Committee of Habitat III - PrepCom3 - will be held in Surabaya, Indonesia, from Monday, 25 July to Wednesday, 27 July 2016 at the Convention and Exhibition Hall Grand City Convex Surabaya, while certain Parallel Events might occur at another location before and after the PrepCom3. Venue of the meeting is located 22 km from the Juanda International Airport. More information about the venue, and exact location, available on the website: www.grandcitysurabaya.com

How to apply?

Please fill out the online form available at the Conference website: www.habitat3.org/prepcom3

Contact us:

For additional information and inquiries about the exhibition space, kindly contact the Habitat III Secretariat by email habitat3secretariat@un.org, copyfurnishing habitat3prepcom3@un.org

Get updated

Sign up for the newsletter to get updates on the Habitat III process www.habitat3.org/h3newsletter

THE URBAN SPEAKER'S CORNER

In parallel to the Exhibition, an Urban Speaker's Corner will be set up at the Exhibition Hall and will welcome speakers throughout the PrepCom3. The Urban Speaker's Corner is a space for creative and dynamic exchange. Governments, civil society organisations, private sector, community representatives, international and national organisations, academia, international and regional finance institutions, and United Nations entities will be given the opportunity to present their projects, programs, publications, and discuss housing and sustainable urban development.

Following each intervention, audience could be invited to react and participate.

HOW TO APPLY

Given the high demand for time slots at the Urban Speaker's Corner, and the limited capacity of the venue, a selection process was put in place, guided by the following criteria:

• 1 One application per organisation
• 2 Joint applications with more co-applicants;
• 3 Assessment of relevance of issues to be discussed at the Corner,and direct link to Habitat III and implementation of the New Urban Agenda;

Habitat III Secretariat will select Speakers ensuring a balanced and equal chance for all applicants.
All proposals will be reviewed against the above-mentioned criteria, and all applicants will be informed on the outcome of the selection process by 5 July.

Organizations and participants wishing to present at the Urban Speaker's Corner during the PrepCom3 are required to submit their proposals online before 30 June 2016. Online application form is available at the Conference website www.habitat3.org/prepcom3

WHEN

Presentations at the Urban Speaker's Corner will be ongoing throughout the day, from 25 to 27 July 2016. Each slot is planned to be 30 minutes that includes time for discussion.

While the Habitat III Secretariat encourages applicants to express their time slot preference in the application, we do not guarantee that each participant will get the exact time slot they requested.

INQUIRIES

For general information, applicants may contact:
habitat3secretariat@un.org with copy to habitat3prepcom3@un.org

For more information please visit
www.habitat3.org/prepcom3

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