Call for Exhibit Proposals

Guidelines and Requirements

Invitation to Submit Proposals

- NGOs who are formally associated with the Department of Public Information (DPI) are invited to sponsor exhibits and/or partner with other entities to propose exhibits for the Conference.

Exhibit Format

- Mounted posters and/or artwork on foam board or similar light material to be hung along the corridor from a track rod. The preferred measurements for the panels should be 36x26 inches. Please see below:

- Table displays, including videos on laptops, and conference topic-appropriate information materials
- Innovative demonstrations including virtual reality (VR) experiences, video games and photo booths (Presenters must provide with their own equipment, including headsets and/or screens)

Cost

- There will be an approximated fee of USD 100- 600, exact fee will be estimated based on your exhibit. The fee is to cover the use of built-in professional display materials, UN Security Service and technical service.

Please Note the Following

- Proposals must be submitted in English.
- Submissions will be reviewed and approved as they are received by UN DPI and the Exhibits Sub-committee.
- Depending on the number of applications received, the Exhibit Sub-committee may accept proposals for exhibits requiring multiple displays.
- Exhibitors are responsible for setting up their own displays and all displays must be set up on Monday 20 August, when materials can be brought into the UN and staff will be on hand to open the available exhibit spaces. On Tuesday, 21 August 2018, the United Nations Headquarters will be closed in observance of Eid-al-Adha.
- Volunteers from the Exhibits Sub-committee will be on hand to assist.
- All exhibiting NGOs are responsible for their own shipping and delivery arrangements. Please note that it is not possible to ship items directly to the UN.
- All proposals must be submitted by Thursday, 5 July 2018. If/when your Proposal is approved by the Exhibits Sub-committee, we will contact you with details regarding payment.

Conference Concept Note

Please address any questions/comments to - exhibits67th@gmail.com

APPLY HERE

Visit outreach.un.org/ngorelations for more information