The **Governing Council Exhibition** will offer member states, organizations and institutions, civil society, and the private sector an avenue to showcase proposals and commitments to the implementation of the New Urban Agenda, Agenda 2030 and their work on sustainable urban development.

It will provide space for informal discussions, networking and presentation of urban innovations.

The exhibition will be aligned with the overall theme of the conference and will be approximately **1,000 delegates** and **over 3,000 UN staff** working in Nairobi from **8 to 12 April 2016**.

This Exhibition Guide contains technical and operational information, as well as deadlines that exhibitors have to meet during the set-up, opening, and closing of the exhibition.

Should you have any questions or recommendations, please contact the Exhibition Coordinator on **GCexhibition@unhabitat.org**.

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**How To Participate:**

1. **Read this Exhibition Guide carefully**
2. **Reserve an exhibition booth using the Online Exhibition Application Form: [www.unhabitat.org/gc26-registration](http://www.unhabitat.org/gc26-registration)**
   - Fill all exhibition-related details such as the type of booth, size and provide a clear summary of what you will exhibit and its relevance to the event
3. **Deadline for applications is 12 April 2017**
   - UN-Habitat will review all applications and will revert with confirmation of whether your application has been approved

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Why Exhibit?

The Exhibition offers:
• A space to display proposals and partnerships of implementation of the New Urban Agenda and commitments towards the SDGs
• An opportunity to increase the network of contacts and partners in sustainable urban development
• A way to showcase innovative urban solutions and innovations
• An opportunity to promote your initiatives on sustainable urban development among high level delegations from 58 Member States

The Venue

The exhibition will take place in Nairobi, Kenya at the United Nations Office in Nairobi (UNON), United Nations Avenue, off Limuru Road.

Exhibition Schedule

The exhibition will be open from 9:00 a.m. to 6:00 p.m. daily from 8 to 12 May 2017.
• Exhibitors will set up their booths on 6 and 7 May 2017.
• Exhibition Booths must be permanently manned during the events.
• Exhibitors will be required to remove their displays on 12 May 2017 after 4:00 pm.

If approved, you will receive the booking confirmation, an invoice and information on the next steps to complete the process

UN-Habitat will send you information regarding the location of your booth. Please note that the final location will be confirmed one week before the exhibition opens

In order to confirm your reservation, payment must be completed by 21 April 2017, accompanied by proof of payment (bank transfer slip) sent to GCexhibition@unhabitat.org

For more information, please contact the Exhibition Coordinator on GCexhibition@unhabitat.org
Booking Options

**Standard booth**
- Dimensions of the booth
  220 cm (Height) by 300 cm (Width) by 100 cm (Depth)
- White Octanorm panels measuring 100 cm wide by 220 cm high
- Table with 2 chairs
- Two Spot Lights and a power source
- Wireless internet
- **Cost:** $370

**Modular booth**
- Exhibitors can combine 2 or more standard booths (the number of booths an exhibitor can reserve will depend on availability)
- **Cost:** $370 x number of standard booths reserved
Payment

Booth rental payments must be made by **21 April 2017**. If payment is not made by the deadline, the application will be disqualified and removed from the shortlist.

Shipment

For exhibitors wishing to ship large exhibits in advance may contact the UN contracted clearing agents for guidance and help in clearing and storage of consignments.

**AGS Frasers International Removals**
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Contact Us

For additional information and enquiries about the exhibition space, kindly contact the Exhibition Coordinator on:
E-mail: GCexhibition@un habitat.org
Tel: +254 20 762 3397 or +254 20 7624532