

INFORMATION NOTE FOR EXHIBITORS

Fifth meeting of the Conference of the Parties to the Minamata Convention on Mercury



30 October – 3 November 2023

Geneva International Conference Centre (CICG)

Geneva, Switzerland



GENERAL INFORMATION

An exhibition will be organized at the fifth meeting of the Conference of the Parties to the Minamata Convention on Mercury (COP-5), which will take place from Sunday 29 October to Friday, 3 November 2023 at the Geneva International Conference Centre (CICG) (Address: 17 rue de Varembe, 1211 Geneva 20, Switzerland).

The exhibition intends to relay relevant information and showcase the efforts of governments, intergovernmental and non-governmental organizations, private sector and academia towards the implementation of the Minamata Convention, in such areas as government policies, technologies, research, awareness raising or partnership.

The exhibition space will be located on the ground floor of the Conference Centre, Participants can visit the exhibition after their registration and come back at their convenience throughout the week of the meeting.

Any Party or organization wishing to organize an exhibition are invited to submit a proposal to the Secretariat by 30 August 2023, using the format in the annex to the present note. After the deadline, the Secretariat will select the successful proposals and allocate exhibition spaces. The Secretariat may propose merging multiple proposals to share one booth among multiple exhibitors.

TIMELINE

- **Exhibition period:** Sunday 29 October to Friday 3 November 2023
- **Set-up:** Sunday 29 October from 12h00 to 18h00
(Exhibition booths should be fully set up by 18h00)
- **Take down:** Friday 3 November from 15h00 until 18h00

Please note that the **opening hours of the registration desk on Sunday, 29 October**, will be from 10h00 to 17h00.

EXHIBITION CONTACT PERSON

All information relating to the exhibition should be communicated to the following officer (with a copy to richard.gutierrez@un.org):

Mr. Shariful Islam
Associate Expert

Secretariat of the Minamata Convention on Mercury
United Nations Environment Programme
International Environment House, 11-13 Chemin des Anémones, 1219 Châtelaine
Geneva, Switzerland
EMAIL: shariful.islam1@un.org

DEADLINE FOR SUBMISSION

Please submit application by 30 August 2023.



UN RULES WITH REGARD TO MARKETING ACTIVITIES BY PRIVATE COMPANIES IN A UN CONFERENCE CENTRE

Private companies can exhibit **only what is pertinent to the conference** they have been invited for and **MUST NOT** at any time solicit, transact nor market their services.

The exhibition is of **information purposes only** for the benefit of the participants to the conference.

SECURITY AT CICG

- Security will be provided by United Nations security.
- United Nations security will be present at night but it is best to take away smaller and portable equipment such as laptops. Such equipment is also best secured if the booth is not left unattended during the day.
- Insurance of equipment will be a private arrangement between the exhibitor and an insurance agency.

SHIPMENT OF MATERIALS FOR THE PURPOSE OF THE EXHIBITION

Any Government or organization wishing to ship materials for the purpose of the exhibition should **inform the secretariat** at shariful.islam1@un.org, with a copy to, richard.gutierrez@un.org, and provide a **description of the content** of the packages.

Packages should be sent to:

Geneva International Conference Centre (CICG)
17 rue de Varembé
Case postale 13
1211 Geneva 20
Switzerland

All shipments should have a **label clearly indicating** that they are intended for the *“Fifth meeting of the Conference of the Parties to the Minamata Convention on Mercury (COP-5), 30 October to 3 November 2023”* as well as the **name of the contact person** within the exhibiting organization responsible for its remittance and withdrawal at the end of the conference.

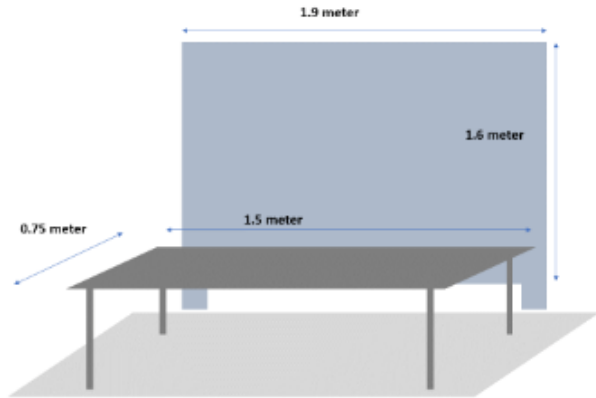
NOTIFICATION ON DELIVERY TO CICG

- Any delivery fee incurred, including VAT and customs fees, must be covered by the sender upfront. Failure to do so might result in your delivery being sent back by CICG.
- CICG will not pay for any postage/shipping expense. Cash with order deliveries shall be refused.
- CICG will check and sign for the incoming goods/parcels/boxes and will keep an updated list of these arrivals. However, CICG shall not be held responsible for any shipping, delivery and/or reception error.
- CICG does not own any room to store exhibition stuff. It is, therefore, mandatory that the exhibitor withdraws all material at the end of the event.



EQUIPMENT PROVIDED TO EACH EXHIBITOR

- Each exhibitor will be provided free of charge with
 - one table (1.50 x 0.75 meter)
 - two chairs, and
 - One pin-up board (1.90 meter x 1.60 meter)
- Please use magnets, or removable and reusable adhesive putty to display posters on pin-up board.
- The Secretariat will contact those exhibitors who have requested for additional table, chair, board, or any other special equipment that they may require for their exhibition booth (e.g., digital screen, etc).



For any other requests, exhibitors are requested to contact the secretariat at shariful.islam1@un.org, with a copy to, richard.gutierrez@un.org.

ELECTRICITY AND INTERNET ACCESS

Exhibitors are kindly requested to bring their own power adaptors.

Voltage: 220 volts

Frequency: 50 Hz

Plug/socket: C (CEE 7/16), J



Free wireless internet access is available in all conference and meeting rooms and in the public areas of the CICC.

ON-SITE REGISTRATION AND BADGE ISSUANCE

Exhibitors are requested to register online in advance of the meeting and obtain their meeting badge at the registration desk at the venue, upon presentation of one of the following valid identification documents, in **Latin alphabets**:

- Valid national passport issued by a government recognized by the United Nations
- Valid national ID cards issued by a Schengen State
- Valid travel document recognized by the UN

The registration counter is located on the ground floor of the Geneva International Conference Centre and will have the following opening hours:

- **Sunday, 29 October:** 10h00 to 17h00
- **Monday, 30 October:** 8h00 to 17h00
- **Tuesday to Friday, 1-3 November:** 9h00 to 17h00



Access to the meeting venue is subject to the presentation of a valid meeting badge. For security reasons, the display of conference badges is mandatory at all times to gain access to the meeting venue and meeting rooms. Any loss of a conference badge should be reported immediately to the registration counter.

CODE OF CONDUCT

As [notified by the Executive Secretary](#) on 11 January 2023, the United Nations issued the Code of Conduct to prevent harassment, including sexual harassment, at UN System events, which include meetings, conferences, side events, workshops and other events organized under the Minamata Convention on Mercury. The United Nations has a zero-tolerance policy for any form of harassment, including sexual harassment, and will deal with such complaints promptly.

The Secretariat of the Minamata Convention is committed to enabling events at which everyone can participate in an inclusive, respectful and safe environment. Exhibitors are invited to familiarize themselves with the [Code of Conduct document](#).

GREENING THE COP

The Minamata Convention Secretariat has taken steps to enhance and promote the environmental sustainability of its activities. The Secretariat strongly encourages exhibitors to opt for sustainable marketing and communication options, and in particular suggests that exhibitors adhere as far as possible to the following guidelines when organising their exhibition booths:

- Use paper-free marketing methods where possible, including social media, LCD screens, chalk, listservs.
- If printed materials are provided, strive to have them on FSC-certified, unlaminated, half/quarter sheets, or double-sided paper.
- Purchase reusable materials like banners and tablecloths and avoid using one-time dates or slogans.

For additional information on Greening COP-5, please visit:

<https://mercuryconvention.org/en/meetings/cop5#information-participants>.

TIME ZONE

Switzerland is in Central European Time (CET) time zone (UTC+1).

DISCLAIMER

The United Nations Environment Programme disclaims all responsibility for medical, accident and travel insurance, for compensation for death or disability, for loss of or damage to personal property and for any other loss that may be incurred during travel time or the period of exhibition. In this context, it is strongly recommended that exhibitors secure prior to departure insurance for the period of exhibition.



Annex - Application form for exhibition booth

1. Title of exhibition	
2. Organization submitting proposal	
3. Partners if any	
4. Brief description of the exhibition including objectives, materials to be displayed or distributed, technology to be demonstrated, etc. (Max 400 words)	
5. Technical requirements (other than one table, 2 chairs and one pin-up board)	
6. Other special needs (e.g. specific dimension of area needed)	
7. Keywords (These keywords are taken from the articles of the Minamata Convention. Tick as many boxes as applicable.)	<input type="checkbox"/> Supply and demand; <input type="checkbox"/> Trade; <input type="checkbox"/> Products; <input type="checkbox"/> Manufacturing processes; <input type="checkbox"/> ASGM; <input type="checkbox"/> Emissions; <input type="checkbox"/> Releases; <input type="checkbox"/> Storage; <input type="checkbox"/> Waste management; <input type="checkbox"/> Contaminated site; <input type="checkbox"/> Finance; <input type="checkbox"/> Health; <input type="checkbox"/> Awareness raising; <input type="checkbox"/> Research and development; <input type="checkbox"/> Monitoring; <input type="checkbox"/> National implementation; <input type="checkbox"/> Others ()
8. Contact (name, affiliation, email address, telephone)	

The form should be submitted to shariful.islam1@un.org, with a copy to richard.gutierrez@un.org by **30 August 2023**.