

GEO-X and 2014 Ministerial Summit
13-17 January 2014, Geneva, Switzerland

First Announcement for the Exhibition



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Introduction

The GEO-X and GEO 2014 Ministerial Summit, as well as all the associated meeting and events will take place at the International Conference Center in Geneva – CICG <http://www.cicg.ch/en/>, from 13 to 17 January 2014.

The Exhibition represents a key component of a successful week and Summit, providing tangible examples of GEO achievements, and informed decision-making.

This First Announcement is intended to provide basic information to potential exhibitors and to collect expressions of interest in participating at the GEO 2014 Summit Exhibition.

Potential exhibitors are asked to provide summary information on the content of their booth and any plans for associated Side-Events, presentations, etc....

Exhibition Area within the CICG

The initial plans have identified the Ground floor (level 0) as the Exhibit area (see layout below). The Main Hall and the polyvalent space constitute the allocated Exhibit area; in case of need, this area can be expanded by progressively using Meeting Rooms 2, 3 and 4.

The GEO-X Plenary meeting and the GEO 2014 Ministerial Summit will take place in room 1, the amphitheater, on the First floor (level 1).



Exhibition Provisional Timeline

Opening period and hours

The exhibition will open the morning of Tuesday, 14 January, and will close the afternoon of Friday, 17 January at 14:00.

Nominal operating hours will be 09:00 to 18:00 daily.

Ministers will visit the Exhibition in the morning of Friday, 17 January.

The Exhibition will be open to the public to the extent possible taking into account constraints of all the GEO meetings.

Set-up and disassembling

Exhibitors using standard booths will have access to the area during the following periods:

Monday, 13 January, from 14:00 to 20:00, for the set up of the booths.

Friday, 17 January, from 14:00 to 18:00, for disassembling.

Disassembling will not be permitted before the official closing of the Exhibition.

For special booths, timing as well as specific arrangements will be dealt with in the Second Announcement.

Modular Stand Description and Price

The price for the location of a modular stand will be CHF 1000 + 8% TVA.

The characteristics of the modular stand as well as the items included in the above price are described below:

Item	Remarks
Dimensions 3X2 m	Depending on the location, the stand will have between one (front) and three open faces.
Structure	Walls made with white modular system (3.2mm white melamine panel inserted in a white aluminum frame). Standard walls: L100xH250cm (visible dimensions of the panel: L96xH236cm).
Fascia Board	A white fascia board is built-up along the open stand front with exhibitors name on standard black lettering.
Furniture	1 table, 3 chairs, one waste basket.
Lighting and power outlet	1 halogen spotlight 100W for every 3sqm of stand + a 1.5Kw power supply with triple outlets are included.
Internet	Free WIFI is available inside the exhibition area.

Optional Services and Equipment Rental

A number of optional services and rental of furniture and equipment are available for Exhibitors. They include:

- Furniture rental;
- Flooring;
- Custom panels for the modular stand ;
- Realization of banners and displays;
- Rental of electronic, video and audio equipment;
- Specially designed stands;
- Special power supply needs;
- Dedicated, cabled internet connection.

The second announcement will contain all the details on available options, the service provider, as well as the relevant instructions and ordering forms.

Notwithstanding the above, it is recommended that Exhibitors planning to ask for design and realization of customized stands, or bringing their own stand clearly mention this in the pre-registration form, under the “special request” heading, indicating also the overall dimensions of the stand.