



# HIGH-LEVEL POLITICAL FORUM ON SUSTAINABLE DEVELOPMENT

## **“Transformation towards sustainable and resilient societies”**

### **Criteria and Guidelines for Exhibitions**

- Exhibitions sponsored by Member States, UN system and other Inter-Governmental Organizations as well as accredited Major Groups and other stakeholders, will be welcomed at the UN Headquarters in New York, on the margins of the High-Level Political Forum 2018 (HLPF 2018).
- Any member state or UN-entity interested in participating in the exhibition must submit a proposal using the online exhibition request form and provide a detailed description of the proposed exhibition, including an explanation of how its thematic focus relates to the exhibition theme **“Transformation towards sustainable and resilient societies”**, and the six goals that would be the focus of HLPF 2018, namely;
  - Goal 6. Ensure availability and sustainable management of water and sanitation for all
  - Goal 7. Ensure access to affordable, reliable, sustainable and modern energy for all
  - Goal 11. Make cities and human settlements inclusive, safe, resilient and sustainable
  - Goal 12. Ensure sustainable consumption and production patterns
  - Goal 15. Protect, restore and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss
  - Goal 17. Strengthen the means of implementation and revitalize the Global Partnership for Sustainable Development
- To secure a space, please submit completed exhibition application forms to the Secretariat through <https://sustainabledevelopment.un.org/contact> by 28 February 2018. Preference is given to proposals on behalf of groups and/or partnership among entities on a first come, first serve basis. Please indicate the word “HLPF 2018” in the subject field. Kindly attach a detailed description of the exhibition, including all organizing partners, elements of the exhibition, dimensions and the thematic focus.
- Applications for exhibition spaces will be reviewed by the Division of Sustainable Development (DSD) of the Department of Economic and Social Affairs. Space will be allocated based on the scale of exhibition.
- Approved exhibits will be notified directly in early April and must confirm acceptance of the space by 15 April 2018.
- To expedite the application process for exhibition spaces it’s strongly suggested that all application be completed in either English or French languages.

- To ensure that as many organizers as possible can be accommodated, exhibition proponents are strongly encouraged to partner and involve several other co-organizers.
- A lead organizer must be clearly identified by the by the exhibitor and only one exhibition is permitted for every organization proposing to host exhibitions during the HLPF 2018. All financial costs associated with the exhibition are to be borne by the organizers.
- DSD will make every effort to accommodate all eligible requests for exhibitions. However, due to the high level of demand expected for exhibitions during the HLPF 2018, it might not be possible to accommodate all requests at the UN Headquarters.
- Exhibitions will be accommodated on the first floor and the basement level (1B) of the Secretariat Conference building. Exhibitions can be visited by all accredited and registered participants to the HLPF 2018 and must remain in place for the duration of the Conference.
- Generally, exhibition spaces can only accommodate hanging exhibits (such as pictures, posters, portraits and banners), table displays, standalone exhibits and small display cases. Tables for exhibition can be provided at a cost but must be reserved at the time of request.
- No drilling and/or hanging directly on the walls will be allowed. A limited amount of secured panels are provided along some walls for hanging items like pictures, paintings, posters, etc. Large or bulky items most likely cannot be accommodated.
- All financial costs and charges associated with the services provided should be the responsibility of the event organizers.
- No security services are made available explicitly for the exhibition spaces during the exhibition exercise. Setup costs will be required for services requested on weekends. Usually at an hourly rate for two staff members; one security officer and a relevant staff.
- Publicizing an exhibition is the responsibility of its organizers. The Secretariat will not produce fliers, distribute notices, or run other publicity or outreach efforts on behalf of the exhibitors.

#### **General UN Rules Governing Exhibitions**

- Exhibition organizers can request services needed for their exhibition which should be specified in the online request form.
- The sale of printed materials or any goods on UN grounds during the exhibition or at any other time is strictly prohibited. Any material or goods distributed as part of an exhibition should be offered free of charge.
- Exhibition organizers are responsible for their exhibitions. The Secretariat is not responsible for damage or loss of exhibition materials.

- Exhibition organizers can use caterers of choice for exhibition receptions organized after UN official working hours that is any time after 6 PM.
- It is the responsibility of the exhibition organizers to make their own arrangements regarding ground passes according to the rules governing the conference accreditation and registration. A comprehensive guide on accreditation can be found on the High-Level Political Forum 2018 website, <https://sustainabledevelopment.un.org/hlpf/2018>.