



HIGH-LEVEL POLITICAL FORUM ON SUSTAINABLE DEVELOPMENT

“Accelerated action and transformative pathways: realizing the decade of action and delivery for sustainable development”

Criteria and Guidelines for Exhibitions

- Exhibitions sponsored by Member States, the 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 2020 (HLPF 2020).
 - 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 " **Accelerated action and transformative pathways: realizing the decade of action and delivery for sustainable development** "
- To secure a space, please submit completed exhibition application forms to the Secretariat through <https://sustainabledevelopment.un.org/contact> by **4 May 2020**. Preference is given to proposals presented on behalf of groups and/or partnership among entities on a first come, first serve basis. Please indicate the word “HLPF 2020” in the subject field. Kindly attach a detailed description of the exhibition, including all organizing partners, the thematic focus, elements of the exhibition and dimensions.
- Applications for exhibition spaces will be reviewed by the Department of Economic and Social Affairs. Space will be allocated based on the scale of exhibition.
- **Approved exhibits will be notified directly must confirm acceptance of the space by 31 May 2020.**
- To expedite the application process for exhibition spaces it is strongly suggested that all applications 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 exhibitor and only one exhibition is permitted for every organization proposing to host exhibitions during the HLPF 2020. All financial costs associated with the exhibition are to be borne by the organizers.
- DESA/OISC 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 2020, it might not be possible to accommodate all requests at the UN Headquarters.
- 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 2020 website, <https://sustainabledevelopment.un.org/hlpf/2020>.