

## EXHIBITION SPACE SERVICES & INNOVATIVE SOLUTIONS FOR AN ACCESSIBLE EUROPE

*From 12-13 December 2018 | UN Vienna, Austria*

**In the realm of ITU-EC Regional Forum “ACCESSIBLE EUROPE: ICTs for All”**

To give interested parties, advocacy organizations and solutions providers the opportunity to demonstrate their services and introduce innovative projects, an exhibition space with a limited number of booths is available during the ACCESSIBLE EUROPE: ICTs for All” regional forum for Europe co-organized by ITU–EC, at the UN Vienna.

The exhibition will be open during the main forum hours (9h00 -18h00) on 12-13 December 2018, at UN Office Vienna, Austria, Building M, exhibition area in front of M01. The inauguration of the exhibition will take place Wednesday, December 12 10h45 -11h00.

Booths are free, yet space is limited – therefore registering and submitting request for a spot is time-sensitive. For details on how to request a booth, please follow the below.

### REQUEST FOR EXHIBITION SPACE INFO

To be considered for one of the limited number of booths available, please note that participation in the regional forum is required, and regular registration to the event is necessary. Further, to request for an exhibition space calls for the completion of the request form below, and notify us upon submission. Please also consider the below mentioned booth specifications for your stand branding.

### STEPS

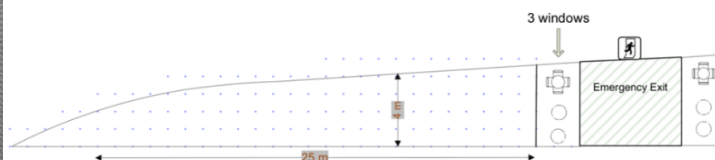
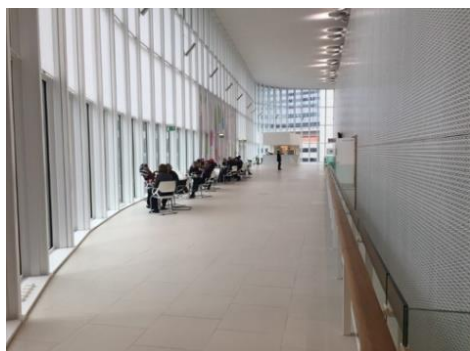
- Registration as regional forum participant via [www.itu.int/go/AccessibleEurope2018](http://www.itu.int/go/AccessibleEurope2018)
- Request for Exhibition space, using the duly completed annexed form [indicating company name, contact details, proposed solution/services to be displayed] submitted to [EURregion@itu.int](mailto:EURregion@itu.int) by **29 November 2018**
- Upon approval of your request, you will be further contacted by the ITU Europe Office team



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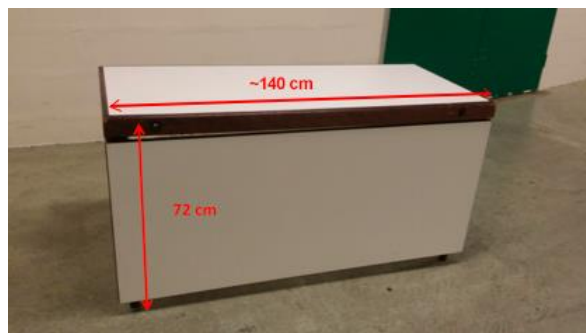
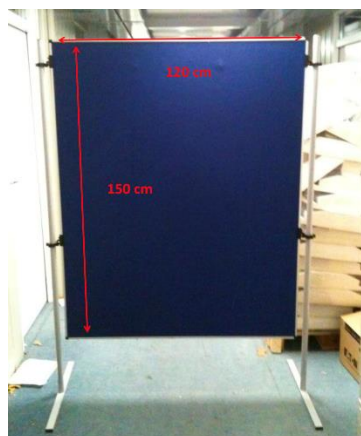


## BOOTH SPECIFICATIONS



Please consider the following **specifications for your stall branding**:

- You can arrive at UN Office Vienna **starting Tuesday 11 December as 13h00 until 19h00** to set up your stall.
- You are **entirely responsible for your own branding**: posters, table skirts, rollups, other materials such as push pins/tacks, velcro, adhesive tape, supplementary extension cords, etc.
- Please inform us prior to the event about any special or out-of-the-ordinary items you wish to incorporate in the exhibition stand.
- Each stall has access to power outlets (16A/220V), additional support can be provided if needed. In case of electricity needs that exceed normal use, please inform us prior to the event.
- The overall space for the booth is as follows:
  - 2 chairs
  - 1 table: **1,40cm x 72cm**
  - 1 blue pin board: **150 cm X 120 cm (overall height ~190cm)**
    - Maximum **height** of a **board/stand**: **2 m**
    - Strongly consider these dimensions when designing and printing your branding
    - The texture of the panel is that of a pin board.
      - adhesive tape does not stick well
      - pins/tacks may be used
  - Do not place any material outside of your marked exhibition area!



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## ANNEX : REQUEST FORM

## REQUEST FOR AN EXHIBITION SPACE ACCESSIBLE EUROPE 2018

THIS FORM AIMS AT COLLECTING AND ORGANIZING DETAILS OF REQUESTS FOR BOOTHS AT THE SERVICES & INNOVATIVE SOLUTIONS EXHIBITION AT THE ACCESSIBLE EUROPE: ICTs FOR ALL REGIONAL FORUM 2018. THE EXHIBITION WILL BE HELD **FROM 12 – 13 DECEMBER 2018**. THE EXHIBITION AREA IS LOCATED AT THE **UN Office Vienna**, in Vienna, Austria.  
**SUBMIT THE COMPLETED FORM before 20 November 2018 by email to eurregion@itu.int**

<b>Theme/topic and project to be displayed:</b> (will be published on event website)			
<b>Name of Organization:</b>			
<b>Address of Organization:</b>			
<b>Web page:</b>			
<b>Contact for Exhibit Arrangements</b>		<b>Person who will represent your organization at the exhibition</b>	
<b>Name :</b>		<b>Name of contact person:</b>	
<b>Phone Number:</b>		<b>Phone Number:</b>	
<b>Mobile phone number:</b>		<b>Mobile phone number:</b>	
<b>Email address:</b>		<b>Email address:</b>	
<b>Purpose of the exhibition:</b>			
<b>Please indicate items you wish to display:</b>			
<b>If you intend to hand out gift bags, please specify the content:</b>			

The exhibition is a showcase of the implementation of the ICT accessibility for the benefit of Persons with Disabilities, and a non-commercial affair. Do not use the exhibit as a mere promotion opportunity for your organization.

**Prohibited:** Commercial activities [on-site sales of services/products] as well as the use and presence of alcoholic beverages or food within the Exhibition booth.

**Liability:** Please note that the Exhibitor is solely responsible for the safeguarding of materials, equipment and displays at all times.

All stands must be set up and in place preferably **by Wednesday, December 12 at 9:00AM.**

Please note that the Exhibition Inauguration will take place at **Wednesday, December 12 at 10:45AM.**

<b>Official Exhibit Hours:</b> Wednesday, December 12: 9:00AM - 6:00PM Thursday, December 13: 9:00AM - 6:00PM  <b>Exhibition Inauguration:</b> Wednesday, December 12 10h45 -11h00	<b>Note:</b> Exhibitors will have access to the exhibition hall before official hours. Please note that your representative should be <b>available</b> at your stand <b>at all times</b> .
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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

