

EXHIBITION SPACE

SERVICES & INNOVATIVE SOLUTIONS FOR AN ACCESSIBLE EUROPE

4-6 December 2019 / St. George's Bay, St. Julian's, Malta

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 regional forum for Europe co-organized by ITU-EC, and hosted by the Maltese Government from 4 to 6 December 2019.

The exhibition will be open during the main forum hours (9:00 -18:00) on 4-5 December 2019 and in the morning of the 6 December 2019 (9:00 – 13:00). The exhibition space is located in rooms Bastion 1,2 and Gardjola 1,2,3 at the Corinthia Hotel St George, St. George Bay (St. Julian's) Malta. The inauguration of the exhibition will take place Wednesday, 4 December from 10h45 -11:15.

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.

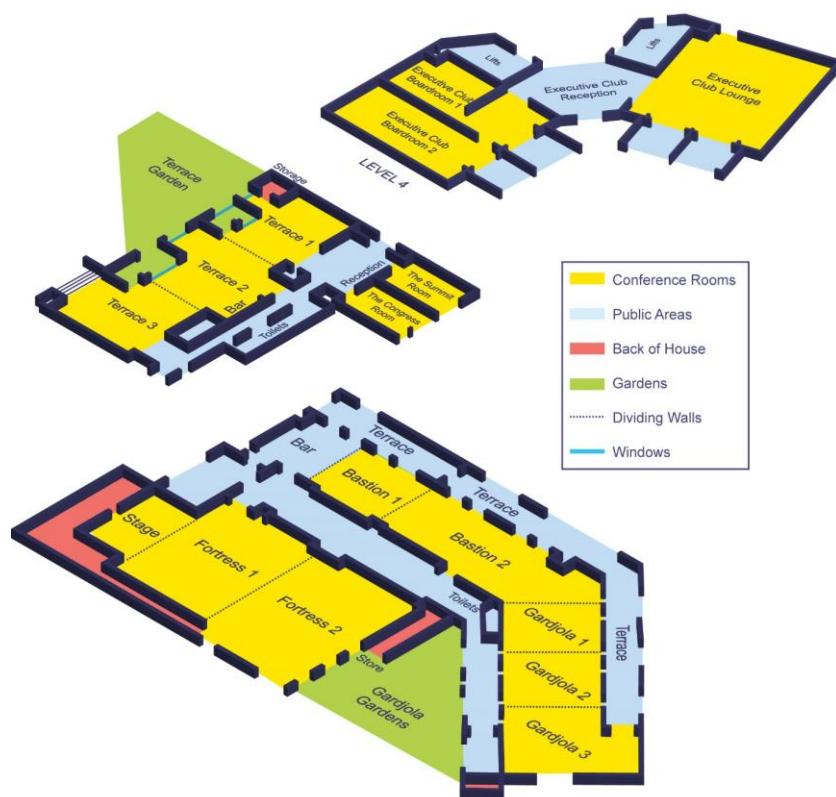
REQUEST FOR EXHIBITION SPACE INFO

STEPS

- Register as regional forum participant via the [registration link](#).
- Request for Exhibition space by submitting the completed annex form at EURregion@itu.int by **25 November 2019**.
- You will be then contacted by the ITU Office for Europe team for confirmation.

BOOTH SPECIFICATIONS





Please consider the following **specifications for your booth's branding**:

- From **17:00 to 19:00 on 3 December** and from **8:00 to 9:30 on 4 December** time to set up the exhibition will be provided.
- You are **entirely responsible for your own branding**: posters, rollups, other materials such as 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 booth 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.
- Each booth will come with two chairs and 1 table
 - 2 chairs
 - 1 table: **86x86**
- Optional:
 - 1 felt board:
 - Maximum **height** of a **board/stand**: **2m**
 - Strongly consider these dimensions when designing and printing your branding
 - The texture of the panel is that of a felt board suitable for Velcro or tape.
- Do not place any material outside of your marked exhibition area!



2



ANNEX : REQUEST FORM

REQUEST FOR AN EXHIBITION SPACE ACCESSIBLE EUROPE 2019

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 ON **4-6 DECEMBER 2019**. THE EXHIBITION AREA IS LOCATED AT Corinthia Hotel St George, St. George Bay (St. Julian's) Malta.
SUBMIT THE COMPLETED FORM *before 25 November 2019* by email at eurregion@itu.int

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

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, 4 December at 9:00AM. Registrations open at 8:30AM.** Please note that the Exhibition Inauguration will take place at **Wednesday, 4 December at 10:45AM.**

Official Exhibit Hours: Wednesday, 4 December 10:45AM - 7:00PM Thursday, 5 December 9:00AM - 7:00PM Friday, 6 December 9:00AM – 1:00PM	Note: Exhibitors will have access to the exhibition hall before official hours. Please note that your representative should be available at your stand at all times except the times during which sessions take place
--	---

Signature: _____

Date: _____

