



## INVITATION TO EXHIBIT AT THE WRC-19

TO: ITU MEMBER STATES AND ITU-R SECTOR MEMBERS

Date: 30 July 2019

Dear Sir, Madam,

We are pleased to inform you that an **EXHIBITION-AREA** is available for **ITU Member States** and **ITU-R Sector members** registered to participate in the **ITU 'World Radiocommunication Conference 2019' (WRC-19)**, to be held in Sharm el-Sheikh, Egypt, from 28 October - 22 November 2019.

### Why Exhibit at WRC-19?

- **Unique platform** for promotion and recognition by industry players;
- **Global Networking Opportunities** with ITU-R membership and Member States;
- **Best Visibility** for your target audience, globally;
- **Best Economic Advertisement** platform;
- **Access to over 3000+ participants** at WRC-19.

The **EXHIBITION-AREA** will be located at the **Sharm El Sheikh International Congress Center (SHICC - Sharm ICC)** and is a good opportunity for WRC-19 participants to optimize some **ITU Membership/ Exhibitor benefits** as outlined below:

- **Standard exhibition booth** of minimum size of 3mx3m (9sqm) at the EXHIBITION-AREA at Sharm ICC in an air-conditioned building. Please see related costs in the **WRC-19 EXHIBITION MANUAL** available on the [Host Country/Conference Venue](#) website. To reserve a booth please complete the **BOOKING REQUEST FORM** in **Annex 2** and return it by e-mail to: **Grace Petrin** (email: [ITU-R-communications@itu.int](mailto:ITU-R-communications@itu.int)) for verification and approval with a copy to **Mohamed Montaser** (email: [mohamed.montaser@gcm-egypt.com](mailto:mohamed.montaser@gcm-egypt.com)) and **Ingi Nady** (email: [ingi.nady@gcm-egypt.com](mailto:ingi.nady@gcm-egypt.com)) and **Basma Alaa Ali Tawfik** (email: [basmaa@tra.gov.eg](mailto:basmaa@tra.gov.eg)).
- **Logo recognition** at your stand.
- **Branding** at your stand (your banners and flyers).
- **Promotional video** on company products at your stand.
- **Demos** of your latest developments and prototypes at your stand.
- **2 Halls (Nos. 1 & 2) of 10mx10m (100 sqm each)** (seminar meeting rooms with setup of classroom style) located at the EXHIBITION building are available to Exhibitors on a shared rotation-basis for lunchtime seminars and presentations etc. The schedule will be managed by



the ITU room management service (email: [Conf-logistics@itu.int](mailto:Conf-logistics@itu.int)) on the basis of first come, first served.

- **6 meeting rooms** (setup board-room style with seating for approximately 12 persons) located at the EXHIBITION building are available to Exhibitors on a shared rotation-basis. The schedule will be managed by the ITU room management service (email: [Conf-logistics@itu.int](mailto:Conf-logistics@itu.int)) on the basis of first come, first served.
- A **reception area of 18mx10m (180sqm)** located at the EXHIBITION building is available on a shared rotation-basis for organizing social events of ITU-R Sector Members and Member States. Additional areas for social functions within the main conference hall are also available exclusively to ITU Member States. The schedule and reservations will be managed by the ITU Protocol Service (email: [protocol.service@itu.int](mailto:protocol.service@itu.int)) on the basis of first come, first served.
- A **shared 'common table'** located at the EXHIBITION building is available for [RA-19](#), [WRC-19](#) and [CPM23-1](#) participants to display their promotional materials at the EXHIBITION building during WRC-19; however, this is subject to the approval of the ITU Radiocommunication Bureau via email: [ITU-R-communications@itu.int](mailto:ITU-R-communications@itu.int) <sup>1</sup>.
- **Customized Office Space** – floor space in the EXHIBITION building can also be rented and configured to build office space for Member States and ITU-R Sector Members' delegations. For this option please complete the '**BOOKING REQUEST FORM**' in **Annex 2** and return it by e-mail to: **Grace Petrin** (email: [ITU-R-communications@itu.int](mailto:ITU-R-communications@itu.int)) for verification and approval with a copy to **Mohamed Montaser** (email: [mohamed.montaser@gcm-egypt.com](mailto:mohamed.montaser@gcm-egypt.com)) and **Ingi Nady** (email: [ingi.nady@gcm-egypt.com](mailto:ingi.nady@gcm-egypt.com)) and **Basma Alaa Ali Tawfik** (email: [basmaa@tra.gov.eg](mailto:basmaa@tra.gov.eg)). Additional costs to floor-space rental costs may apply and details of office layout will be discussed directly with GCM.

Further detailed information relating to configuration of exhibit booth, prices and specific requirements are available in the **WRC-19 EXHIBITION MANUAL** available on the [Host Country/Conference Venue](#) website and in **Annex 1** below.

To reserve a booth or customized office space, please return the duly completed **BOOKING REQUEST FORM** available in **Annex 2**.

For more information, please visit the following web sites:

- [WRC-19 Newsroom](#) - for membership, delegates, exhibitors, media and the general public etc. to keep regularly informed about the issues discussed and decided at the RA-19 and WRC-19 - <https://www.itu.int/en/newsroom/wrc-19/Pages/default.aspx>
- [Host Country/Conference Venue](#) website – for practical information for WRC-19 participants e.g. accommodation, transportation, venue, and visa matters, etc. - <https://wrc19egypt.eg/>
- [WRC-19](#) website: <https://www.itu.int/en/ITU-R/conferences/wrc/2019/Pages/default.aspx>

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<sup>1</sup> Any promotional material placed at the shared 'common table' without prior review and approval will be removed.



Please do not hesitate to contact me for any additional information.

I look forward to seeing you at [WRC-19](#) in Sharm El Sheikh.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'G. Petrin'.

Grace DE ANGELIS - PETRIN,  
ITU-R Communication Officer and Acting, Membership Officer  
Radiocommunication Bureau,  
International Telecommunication Union

**Annex 1** – WRC-19 Exhibition Area - information and reservations etc.

**Annex 2** – WRC-19 Exhibition – Booking Request Form.



## ANNEX 1 WRC 19 EXHIBITION-AREA

### DATES AND LOCATION:

The WRC-19 EXHIBITION-AREA with booth space of approximately 1000 m<sup>2</sup> is located at a building of 3000m<sup>2</sup> at:

**Sharm El Sheikh International Congress Center (SHICC)**  
Peace Road at Um Marikha Bay, P.O. Box 232, Qesm,  
Sharm Ash Sheikh, South Sinai Governorate, Egypt

- **Exhibition Dates: Monday, 28 October – Friday, 22 November 2019**
- **Opening hours: 09h00 - 19h00 (Monday to Friday)**
- **Closed during weekends**

### DATES OF SETUP and DISMANTLING of BOOTHS:

- **Booth set-up days: Thursday, 24 and Friday, 25 October 2019** (from 09h00 until 19h00)
- **Dismantling of booths: Saturday, 23 November 2019**

### BOOTHS OR CUSTOMIZED OFFICE SPACE / BOOKING REQUEST FORM / FLOOR PLAN:

The **BOOKING REQUEST FORM** is available in Annex 2.

- **WRC-19 booths: standard booths of 9m<sup>2</sup> (3x3sqm), or larger booths based on two or more adjacent booths;**
- **Dedicated Office Space: customized based on requirements provided to GCM.**

### ALLOCATION OF BOOTHS:

- Please return the **BOOKING REQUEST FORM** (in Annex 2) by **30 August** and by the very latest before **10 September 2019** indicating your choice of booth size - either 9m<sup>2</sup> (regular booth, size-3mx3m (9sqm)), or several of these booths adjacent to each other indicating your desired 'total booth size'.

## FLOOR PLAN

Upon approval of your request, a first draft '**Floor Plan**' will be sent to you for your acceptance, followed by your contract with **Global Conference Management (GCM)** for your signature.

## COSTS:

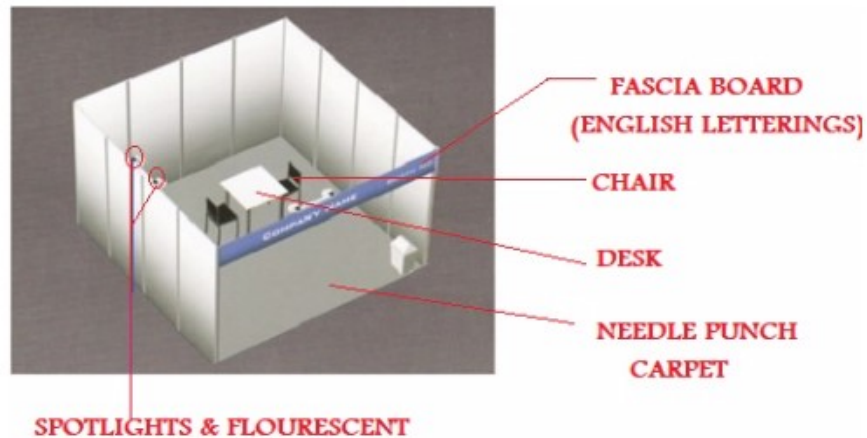
**GCM** will be charging and billing directly for booth-space and any other requirements at the **EXHIBITION-AREA** for exhibitors that have been pre-approved<sup>2</sup> by the Radiocommunication Bureau.

**Booth space of 3mx3m (9sqm)** with octanorm booth construction are available for the entire duration of the WRC-19.

Two or more booths can be combined if exhibitors require a bigger booth space.

Please see the **EXHIBITION MANUAL** available on the [Host Country/Conference Venue](#) website for costs and details.

## OCTONORM BOOTH DESIGN



<sup>2</sup> Approval criteria for booth allocation to exhibitors is according to the participation in WRC-19 as indicated in the invitation Circular Letters on the [WRC-19 webpage](#): ITU Member States, the State of Palestine and Observers: United Nations, Regional telecommunication organizations, intergovernmental organizations operating satellite systems, specialized agencies of the United Nations and the International Atomic Energy Agency, ITU-R Sector Members.

## BOOKINGS:

To book a booth or rent a customized office space build-up, please return by e-mail the enclosed 'BOOKING REQUEST FORM' in Annex 2 duly completed to: **Grace Petrin** (email: [ITU-R-communications@itu.int](mailto:ITU-R-communications@itu.int)) for verification and approval with a copy to: **Mohamed Montaser** (email: [mohamed.montaser@gcm-egypt.com](mailto:mohamed.montaser@gcm-egypt.com)) and **Ingi Nady** (email: [ingi.nady@gcm-egypt.com](mailto:ingi.nady@gcm-egypt.com)) and **Basma Alaa Ali Tawfik** (email: [basmaa@tra.gov.eg](mailto:basmaa@tra.gov.eg))

**Mr. Mohamed Montaser**

GCM Head of Sales Department  
Global Conference Management  
Cairo, Egypt  
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E-mail: [mohamed.montaser@gcm-egypt.com](mailto:mohamed.montaser@gcm-egypt.com)

**Ms. Ingi Nady**

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**Ms. Grace Petrin**

Communications Officer and Acting Membership Officer,  
Radiocommunication Bureau  
ITU, Place des Nations,  
CH-1211 Genève 20, Switzerland  
Tel. +41 22 730 5810  
E-mail: [ITU-R-communications@itu.int](mailto:ITU-R-communications@itu.int)

Upon approval, the relevant contract will be returned to you by the **Global Conference Management (GCM) - Head of Sales Department, Mohamed Montaser** (email: [mohamed.montaser@gcm-egypt.com](mailto:mohamed.montaser@gcm-egypt.com)) for your signature.

**Please note:**

Upon receipt of your signed contract by **GCM** of your booth size and location, it will no longer be possible to increase the size or change the location of your booth area!



## **CUSTOMS:**

If you are sending any equipment or material for your booth that will require **Customs clearance**, we recommend using **DHL Egypt – Freight Agency** Tel: + 202 259 432 000 – contact person: **Malek El-Kady**, Tel: +20-2-163455, Mobile +20-1011130983, Email: [malek.ahmed@dhl.com](mailto:malek.ahmed@dhl.com) with a copy to **Nourhan Wagdy**, email: [nourhan.wagdy@gcm-egypt.com](mailto:nourhan.wagdy@gcm-egypt.com) who will be able to indicate the correct documentation and/or any other relevant information.

## **SEMINAR HALLS & MEETING ROOMS AT THE EXHIBITION building:**

Please note that **Exhibitors** have access to two Halls or seminar/meeting-rooms (classroom style of size 10m x 10m (100 sqm) each) and to six meeting rooms (board-room style, seats 12) which are made available on a shared rotation-basis at the Exhibition building.

The seminar/meeting-rooms schedule is managed jointly on the basis of first come, first served by **ITU room management** email: [Conf-logistics@itu.int](mailto:Conf-logistics@itu.int) with the lunch-time seminars coordinated on the social events calendar by ITU Protocol email : [protocol.service@itu.int](mailto:protocol.service@itu.int)

**ITU Room Management:**  
**Ms. Michèle Sigaud** or **Ms. Isabelle Lucas**  
Email: [Conf-logistics@itu.int](mailto:Conf-logistics@itu.int)

## **SOCIAL EVENTS AREA AT THE EXHIBITION building:**

Please note that all **Exhibitors, ITU Member States and ITU-R Sector Members** have access to a social-events area of 18mx10m (180sqm) within the Exhibition building to hold any receptions, social events, lunchtime seminars, etc.

Additional social events locations reserved exclusively for **ITU Member States** are also available at the main conference hall.

Reservations for social events and the schedule/calendar of social events on the basis of first come, first served are managed by:

**ITU Protocol: Ms. Negar Takesh**, Chief of Protocol and  
**Mr. Florent Commenoz**, Member States Relation and Protocol Officer  
Email: [protocol.service@itu.int](mailto:protocol.service@itu.int)



## ANNEX 2

<b>WRC-19 EXHIBITION AREA - BOOKING REQUEST FORM</b> (this form is not a confirmation and is not binding on ITU nor GCM)	
<b>CONTACT:</b>	
<b>Name of Organization:</b>	
<b>ITU MEMBER STATE:</b>	<input type="checkbox"/>
<b>ITU-R SECTOR MEMBER:</b>	<input type="checkbox"/>
<b>OTHER:</b> (United Nations, Regional telecommunication organizations, intergovernmental organizations operating satellite systems, specialized agencies of the United Nations and International Atomic Energy Agency)	<input type="checkbox"/>
<b>Signatory of the Contract:</b>	
<b>Contact person(s):</b>	
<b>Phone:</b>	
<b>Email:</b>	
<b>Address:</b>	
<b>Website:</b>	
<b>Organizing agency (if any):</b>	



<b>EVENT WRC-19:</b>		
<b>Booking Dates:</b> (Closed during weekends)	<b>From:</b> _____ <b>To:</b> _____	
<b>Number of Participants:</b>	<b>Set-up day(s):</b> _____ <b>Dismantling day(s):</b> _____	
<b>WRC-19 Exhibition:</b> <input type="checkbox"/> <b>Event:</b> <input type="checkbox"/> <b>Other:</b> <input type="checkbox"/>	<b>International:</b> <b>National:</b> <b>Local/Regional:</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Booth Surface-Area with Standard Octonorm Booth:</b>	<b>Built-up booth: (3m x 3m): 9sqm</b> (x2): 18 sqm (x3): 27 sqm (x4): 36 sqm (x5): 45 sqm (x6): 54 sqm <b>Other size:</b> _____ (sqm)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Customized Booth:</b>	<b>I will bring my own booth:</b> <b>Size:</b> _____ (sqm)	<input type="checkbox"/>
<b>Customized Office Space:</b> (please describe your specific office requirements in the 'Remarks' box)	<b>Built-up Office Space:</b> <b>Estimated Size:</b> _____ (sqm)	<input type="checkbox"/>
<b>Promotional materials on shared common table:</b>	<b>Yes (please specify):</b> <b>No:</b>	<input type="checkbox"/> <input type="checkbox"/>



<b>SECURITY MEASURES:</b> (security costs are at the organizers's own charge to be arranged with GCM)	<b>Yes (please specify):</b>  <b>No:</b>	<input type="checkbox"/>  <input type="checkbox"/>
<b>SEMINAR HALLS/MEETING ROOMS:</b> 2 Halls or seminar/meeting-rooms (size 100 sqm, classroom style setup) at the EXHIBITION building are available to Exhibitors on a shared rotation-basis for lunchtime seminars and presentations. The schedule is managed by ITU room management email: <a href="mailto:Conf-logistics@itu.int">Conf-logistics@itu.int</a> on the basis of first come, first served and by ITU Protocol email: <a href="mailto:protocol.service@itu.int">protocol.service@itu.int</a> for scheduling and updating on the social events calendar.		
<b>Hall 1</b> (10m x 10m (100m2)) <input type="checkbox"/>	<b>Date(s):</b> <b>From:</b> <b>To:</b>	<b>Time:</b> <b>From:</b> <b>To:</b>
<b>Hall 2</b> (10m x 10m (100m2)) <input type="checkbox"/>	<b>Date(s):</b> <b>From:</b> <b>To:</b>	<b>Time:</b> <b>From:</b> <b>To:</b>
<b>Remarks:</b>		
<b>Place / Date:</b>		
<b>Signature:</b>	<b>Stamp:</b>	
Please return this ' <b>BOOKING REQUEST FORM</b> ' by email to: <a href="mailto:ITU-R-communications@itu.int">ITU-R-communications@itu.int</a> for verification and approval with a copy to emails: <a href="mailto:mohamed.montaser@gcm-egypt.com">mohamed.montaser@gcm-egypt.com</a> and <a href="mailto:ingi.nady@gcm-egypt.com">ingi.nady@gcm-egypt.com</a> and <a href="mailto:basmaa@tra.gov.eg">basmaa@tra.gov.eg</a> Upon approval, the relevant <u>contract</u> will be returned by the <b>GCM Head of Sales Department</b> for your signature.		