



**WSIS**  
FORUM 2026

**WSIS FORUM 2026 EXHIBITION**

**EXHIBITOR  
MANUAL**

# WSIS EXHIBITION

The WSIS exhibition is non-commercial. Booths are provided for entities to showcase initiatives, projects, and partnerships that contribute to inclusive digital development. They are intended for informational and awareness-raising purposes only and may not be used for commercial sales or advertising. Exhibitors are encouraged to highlight best practices, share knowledge, and engage with a diverse audience

## EXHIBITION TIMETABLE

SETUP		SCHEDULE
Wednesday 8 July		07:00 - 08:00
DOORS OPENING TO PUBLIC	SCHEDULE	
Wednesday 8 July	08:15	
INAUGURATION	SCHEDULE	
Wednesday 8 July	08:30	
OPEN PERIOD	VENUE OPEN	SHOW OPEN HOURS
Wednesday 8 July	07:00 - 19:00	08:15 - 18:00
Thursday 9 July	07:00 - 19:00	08:45 - 18:00
Friday 10 July	07:00 - 19:00	08:45 - 18:00
DISMANTLE	SCHEDULE	
Friday 10 July	14:00 - 18:00	Exhibitors will be charged for excess rubbish left behind

The WSIS Forum 2026 will take place from **Monday, 6 July to Friday, 10 July 2026**. Please note that the Forum will be held in **two different venues** during the week. The first two days, **Monday 6 July and Tuesday 7 July**, will take place at **ITU Headquarters**. From **Wednesday 8 July to Friday 10 July**, the Forum will move to **Palexpo**, where the exhibition and the remaining programme activities will take place. Exhibitors are therefore expected to be present at **Palexpo from Wednesday, 8 July 2026 onwards**.

Palexpo will be officially open on Wednesday, 8 July for the WSIS Forum 2026, therefore security x-rays and bag checks will be in place as of 07:00, as well as access control points to congress center and exhibition space. In order to gain access to the venue please pick up your badge from one of the many registration desks in the venues boulevard and if you have not already done so you will need to register [here](#).

## **BADGE COLLECTION INFORMATION**

Participants will have the opportunity to collect their badges in advance at ITU Headquarters on the following dates:

- Thursday, 2 July 2026: Afternoon
- Friday, 3 July 2026: All day
- Sunday, 5 July 2026: Afternoon

During the Forum week, badging services will be available as follows:

### **ITU Headquarters**

- Monday, 6 July 2026: From 08:30
- Tuesday, 7 July 2026: From 08:30

### **Palexpo**

- Monday, 6 July 2026: From 07:00
- Tuesday, 7 July 2026: From 07:00
- Wednesday, 8 July 2026: From 07:00
- Thursday, 9 July 2026: From 07:30
- Friday, 10 July 2026: From 07:30

Participants are encouraged to collect their badges in advance whenever possible to facilitate a smooth arrival experience during the Forum.

# EVENT FLOORPLAN

## CONFERENCE CENTRE

### Palexpo Floorplan



### Floor -1

On the -1 floor, shown on the left-hand side of the floor plan, the main WSIS Exhibition area is marked in light green. It is located directly in front of Rooms A, B and C, which are marked in dark green and will host key WSIS sessions, including high-level lunches, roundtables and main stage activities. This central location will ensure strong visibility and regular participant flow throughout the Forum.

Also on the floor -1, exhibitors will find several key facilities and services around the exhibition area, including stairs, elevators, access ramps, food, coffee and ice cream points, service desks, prayer rooms and restrooms, as indicated by the icons on the map. The partner offices, marked in orange, are also located nearby, close to the main circulation area.

## **INFORMATION, SERVICE AND DIPLOMATIC & MEMBERSHIP DESK**

There will be a permanent Information desk and Service Desk in the Cloakroom in -1 Floor. A 'Members desk'/'Diplomatic desk' (reception for high-level guests including Ambassadors and Ministers) will be momentarily available for High-Level Events in the same space.

### **Floor 0**

Located on the ground floor, a dedicated photo area with a photo wall and branded backdrops offers participants the perfect opportunity to capture memories of the event, while nearby partner offices provide additional networking and engagement opportunities.

### **Floor 1**

On the **first floor**, shown on the right-hand side of the floor plan, the **WSIS Photo Contest Exhibition** is marked in light **green**. Please note that this area is separate from the main WSIS Exhibition space. The first floor also includes several **interactive session and Knowledge Café room**, marked in **pink**, including Rooms E, F, G, K, L and Alpha.

In front of Room F, you will find a Networking Lounge, providing participants and an additional space for networking, informal discussions and connecting with fellow attendees.

# BOOTH STAND INFORMATION

## Booth Stand Instructions

Each General Exhibitor will be allocated a 2m<sup>2</sup> exhibition space, including one high table and two high chairs. The front of the table will include large branding with your logo for visibility. Please note that:

- Roll-ups and banners **will not be permitted**.
- No big screens will be allowed; however, you are welcome to bring laptops or tablets to display digital content
- You are welcome to bring flyers or other promotional materials to be placed on your table.
- If you plan to bring gifts or takeaways, kindly ensure that they are small items that can fit within your allocated table space.

You may provide small complimentary items such as candies, dates, or other individually packaged food products. Please note that these items must be offered free of charge, as Palexpo retains exclusive rights over any commercial sale or distribution of food and beverages on-site.

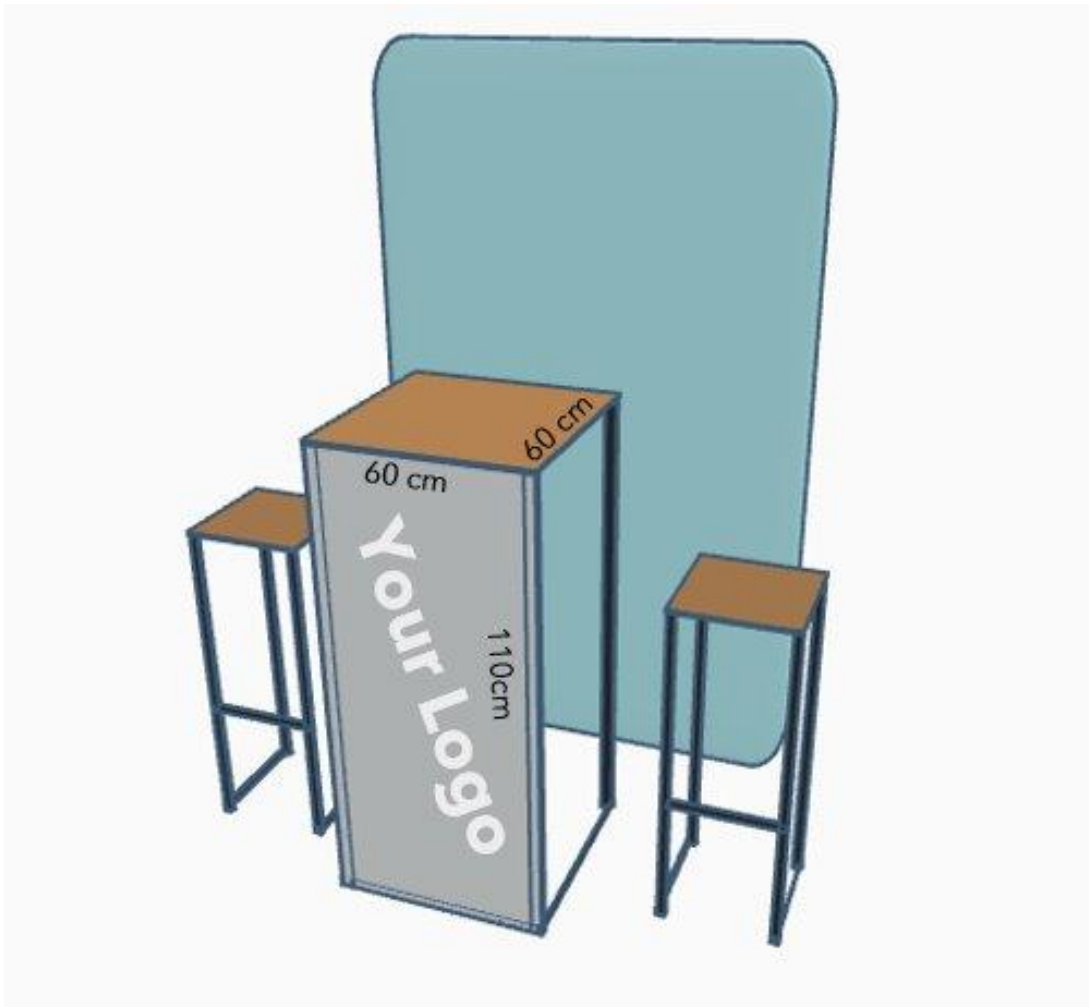
## Electrics

We are providing up to 1KW of power as standard per each exhibition table. Use it accordingly.

## BOOTH VISUAL

Please note these images are for visual purposes only, your stand dimensions will be for the table 60cm x 60cm. You will get two high chairs, and one extension cable with two power sockets.

2m x 1m = 2 sqm (General & UN Exhibitors)



# GENERAL AND UN EXHIBITORS' REGULATIONS & INFORMATION

General Exhibitors will get a raw space, this means no walls and no carpeting. We do provide 1KW of electricity for each exhibitor. All work must be carried out in conformity with the Rules and Regulations as set out here and by the venue in the Palexpo General Safety Regulations. [Click here](#) for a full copy of Palexpo General Safety Regulations.

Below is a list of your responsibilities to ensure that the build of your stand at the event is carried out safely:

- Make arrangements for managing your stand. You have to be on site at all times from Wednesday to Friday. Exhibitors should ensure their presence by 07:00 AM on Wednesday to setup their booth. The doors will open to the public at 08:15. The Ribbon cutting Ceremony will take place from 08:30 to 08:45 by the ITU Secretary General visiting the exhibition area which will be filmed & photographed by official event media team.
- Please ensure that your booth area is kept clean and that all activities and materials remain within the designated stand space. All materials, including giveaways, must remain strictly within your assigned 2 sqm (1x2 meters) booth area.
- Nothing may be stuck on the table, walls or back blue panels, and no displays or materials are permitted in front of your booth

Make sure you check the location and orientation of your stand in relation to an up-to-date floorplan, and that you setup within the given parameters.

## Materials For Stand Fitting & Decoration

There are strict regulations governing the materials used in the construction and decoration of stands and in the demonstration of products.

All stands might be inspected during the build-up by the security team. Any fittings or materials not meeting the fire regulations will need to be removed, or the stand will be closed down.

- Decorative materials used for stand dressing must be flame proofed or purchased already treated with an appropriate chemical.
- Artificial flowers and plants are highly flammable and give off toxic fumes and must not be used for stand dressing.
- Gangways must be kept clear and free from exhibits, stand dressing, furniture, etc, at all times during the open period of the exhibition. Offending items are liable to be removed without warning.
- No empty packing cases may be stored on, around or behind your stand, as this constitutes a fire hazard.

## MEETING ROOM

If you wish to hold private meetings, explore partnerships, or connect with stakeholders to advance your digital development initiatives, WSIS Forum 2026 offers a meeting room available for booking. This room is located in Palexpo -1 Floor and can accommodate 20 people.

Meeting room can be reserved on a first-come, first-served basis. The online booking can be done using the following link: <https://www.itu.int/crmapp/forms/meeting-room-reservation-wsis/>

We encourage early booking due to limited availability.

# EMERGENCY & FIRE PROCEDURES

## FIRE

- Emergency Exits - All Emergency Exits are marked with green in the images below.
- The venue is equipped with a fire sprinkler and alarm system
- Portable hand-held fire extinguishers/fire hose reels are also located at various locations inside/outside the halls
- Fire alarm is usually located near fire extinguishers
- Only use these if you are trained to do so

If you detect fire or smoke:

1. Activate the nearest fire alarm if possible and safe to do so or...
2. ...call the Emergency Number +41 22 761 13 18 immediately, giving the exact location and details of the fire. Try to extinguish fire without taking personal risk.
3. Leave the room or the exhibition hall immediately by the nearest exit
4. Close doors behind you

## EVACUATION

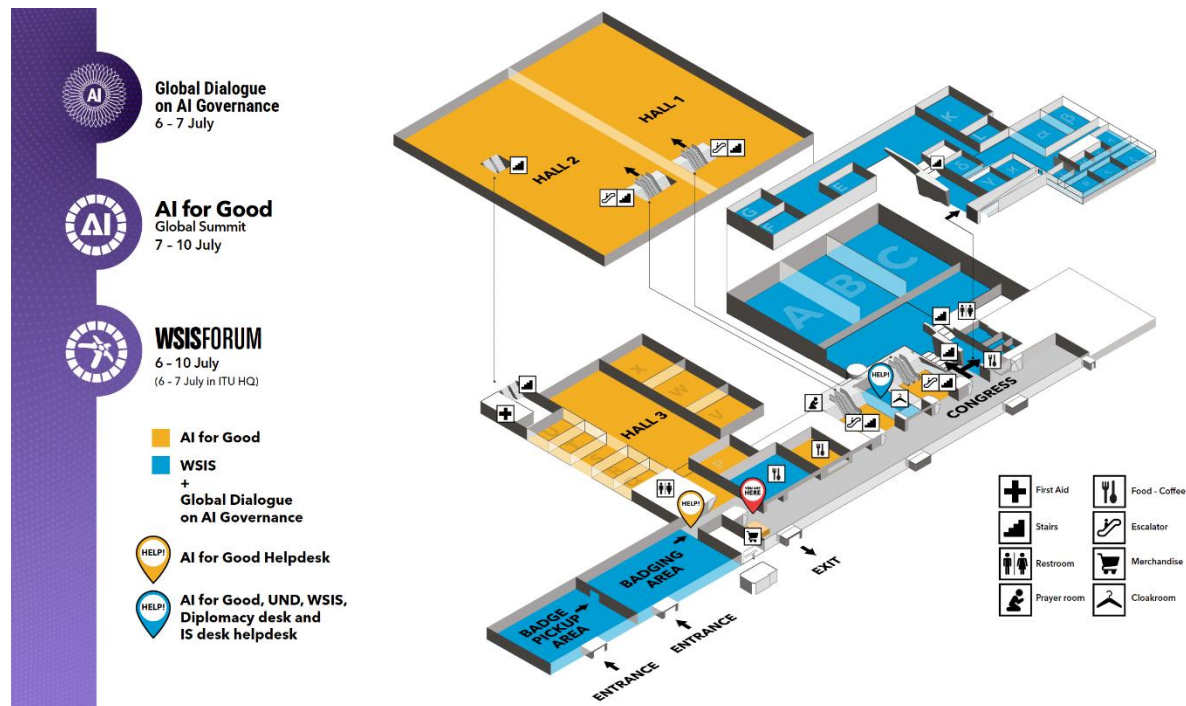
If you hear an evacuation announcement or instruction:

- Leave the area by the nearest safe exit
- Follow announcements over the public address system or instructions by Palexpo staff
- Once outside proceed to the assembly area/point; do not return until it is declared safe to do so by Palexpo staff

## EMERGENCY EXITS



# HEALTH & SAFETY



In the case of a medical emergency, please take the following measures:

- Call the Emergency Number +41 22 761 13 18 immediately, giving the exact location and details of the accident, injury or illness
- All of the Palexpo Security staff are First Aid trained
- If possible, help treat/comfort the injured party until qualified help arrives

## MEDICAL ROOM

The Medical Room, signed First Aid, is on the left of the Hall 3, (grey door) near to the defibrillator. During the live period we have the following medical and first aid resource in attendance:

- 2 x Nurse
- Firefighters, all first aid trained, and additional first aid teams.

## Legal Responsibilities & General Information

### PALEXPO HEALTH AND SAFETY REGULATIONS

It is everybody's duty to show due discipline and to assume responsibility at their own level to put in place all measures necessary to prevent accidents, both in their own interest and that of those around them. It is also imperative that everybody makes sure that the members of staff in their charge are duly provided with the information and relevant instructions to perform their job safely and securely. Any deliberate breaches of the rules and regulations shall be considered as breaches of [PALEXPO's general terms and conditions](#).

## A-Z GENERAL INFORMATION

### Admissions Policy

WSIS Forum 2026 Exhibition is a free exhibition from 8<sup>th</sup> to 10<sup>th</sup> July 2025. Exhibitors may register for as many visitor passes as they wish [here](#). No persons under the age of 16 are allowed into the exhibition hall during build-up or breakdown. There are no exceptions to this rule.

Children of all ages are allowed to visit during the open period. With the exception of Guide Dogs, no animals are allowed in the exhibition halls at any time, without the permission of the venue, if you want to bring a person under 18 or a Guide Dog, please inform us as soon as possible by email to [sarah.elomari@itu.int](mailto:sarah.elomari@itu.int), copying [ana.garcia@itu.int](mailto:ana.garcia@itu.int).

## Badges

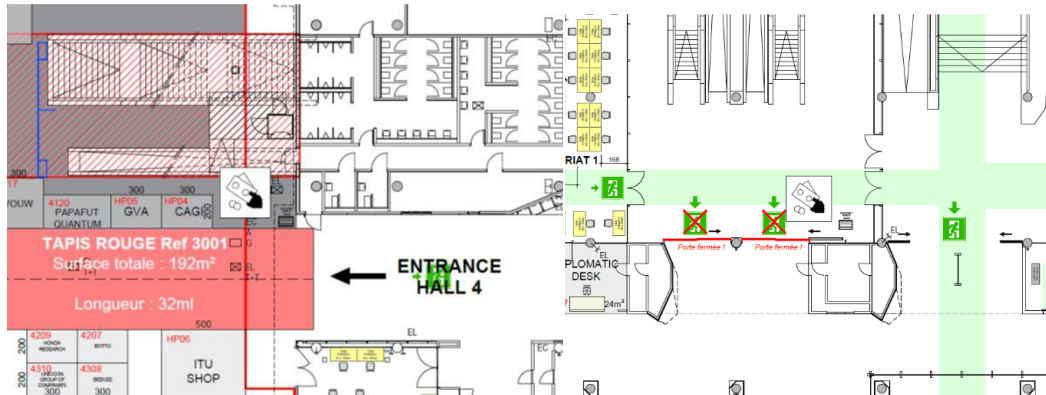
Everyone taking part in the exhibition, whether an exhibitor, stand builder or other contractor, requires a badge therefore please register everyone working with and for you. If this cannot be done beforehand, please ensure it is done on-site.

There are no Exhibitor passes, only General and Leaders and Gold passes.

Remember to register for badges for any temporary staff you are employing to work on your stand. As of Monday 7th at 07:00 no one will be able to enter without having registered and picked up their badge.

## Bank Facilities

There are several ATM machines on site at Palexpo located, see the locations below:



## Catering

A Coffee Station will be available on the floor -1 of the Congress Centre, directly in front of Room A, next to the Photobooths. In the same floor under the stairs you will find a Caffettino and an ice Cream Stand.

A Coffee Station will be available on the first floor of the Congress Centre, directly in front of Room K. If you are planning to host a coffee break, we warmly invite you to make use of this designated space.

For any additional catering needs, please note that catering is exclusively provided by Palexpo and can be ordered through: [shop.restauration@palexpo.ch](mailto:shop.restauration@palexpo.ch) or [elisabeth.ricol@palexpo.ch](mailto:elisabeth.ricol@palexpo.ch).

## **Water**

There will be fixed water points and water tanks dotted around the venue.

## **Stand Cleaning & Waste**

- Deposit of waste in the aisles or in the aisles bins is NOT permitted
- All waste must be removed from site when you leave the venue
- All waste that Palexpo will have to remove will be charged to the exhibitor ( 0.70 CHF per kg + a CHF 200.- fine)

## **Code Of Practice**

During the open period please ensure your stand is manned throughout the day and all exhibits remain on display during the published open hours. In order that no discourtesy is shown to last minute visitors, we ask that no dismantling of any displays or exhibits commences before 15:00 on Friday 11<sup>th</sup> of July 2025.

## **Dilapidations / Damage To Hall**

You are reminded that you are responsible for any damage caused to the exhibition premises by yourself, your representatives, or contractors. For your own protection, we strongly recommend that you inspect the condition of your allocated booth space both before setup and after dismantling, to ensure any pre-existing issues are noted and to avoid liability for damages not caused by your team.

## **DISABLED ACCESS**

All floors of the venue are accessible. There's a ramp to reach floor -1, and attendees can use the ramp from the Greek area to get to Foyer E, F, L & K on floor 1. For more information, here is the [access map for people with reduced mobility](#).

## **Discrimination / Equality Law**

A person is being discriminated against if they are less well treated than another person, in comparable circumstances, owing to their origin, a disability, religion, age, sexual orientation, etc.

All exhibitors must design their stands in a way as to not discriminate against disabled visitors; this would include, among other things, access to displays, literature, hospitality areas and meeting rooms.

## **First Aid**

First Aid is available on site located at the back of Hall 4 - in the event of an accident please dial +41 22 761 1318 or contact the Organisers Office.

## **Gangways**

Emergency gangways will be in operation during the build-up and breakdown of the exhibition. These should remain completely clear at all times. A plan showing the emergency gangways will be forwarded before the show.

Under no circumstances should any part of your stand, furniture, exhibits, etc., project beyond the boundary of your stand. Exhibitors should only work within the confines of their stand. No doors or windows shall open outwards onto a gangway.

The exhibitor should not engage in any activity or employ any person or device that tends to create unreasonable congestion in the gangways, in the opinion of the organisers.

## **Hall Supervisors**

Palexpo: +41 (0)22 761 12 07

Build-up (ITU): Sarah El Omari (+41 76 7774 85 78) / Ana García (+41795853608)

## **Parking On-Site**

Palexpo is easily reached by car. There are 1,500 spaces available for visitors and exhibitors in the P12 car park. The car park also has reserved spaces for people with reduced mobility.

Please take a moment to review the parking rates, parking rules and location of the parking before arriving. For more information here are the [parking rates](#).

## **Public Address System**

The public address system is for use by the Organisers for official announcements only. It is not available to exhibitors or visitors, with the exception of extreme emergencies.

## **Security & Legal Provisions**

- Palexpo SA reminds the exhibitors/contractors and their employees to respect the legal provisions in force in Switzerland and Geneva mentioned in the exhibitor's manual
- Fire-fighting equipment must be always accessible
- Exhibitors are responsible for their belongings: do not leave your valuables unattended
- Accident, Fire, Theft: +41 (0)22 761 13 18
- Infirmary: opened throughout the event,
- Lost & Found : at the Info Desk

## **Tool Kit**

Exhibitors are recommended to bring an 'exhibition' tool kit onsite, which may help you with dressing your stand.

Also include stationery such as coloured pens, writing pad, paper clips, and stapler etc for use throughout the exhibition. Perhaps you need to bring rubbish sacks or dust cloths with you to help keep the stand tidy.

## **Wi-Fi / Internet**

Wi-Fi access is provided by ITU. Your login details, including username and password, will be printed on your event badge.

## **Smoking**

It is strictly forbidden to smoke within the building.

## **Travel To Palexpo**

### **PUBLIC TRANSPORT OPTIONS**

There are frequent bus and trains from the centre of Geneva connecting Palexpo. Trains take approximately 7 min from the Genève-Cornavin Railway Station running approximately every 15 min. See [here](#) for further travel.

### **VENUE ADDRESS**

Palexpo, Rte François-Peyrot 30, 1218 Le Grand-Saconnex, Switzerland