



UN-HABITAT

ASSEMBLY



Urban Expo

Exhibition guidelines



<https://events.unhabitat.org/>

#UNHA2

5-9 June 2023, Nairobi Kenya



The second session of the United Nations Habitat Assembly

UN-Habitat Assembly is a universal body composed of the 193 member states of the United Nations and convenes every four years at the Headquarters of UN-Habitat in Nairobi. The Assembly makes decisions and passes resolutions that frame the global urbanization agenda, looks at major trends, norms, and standards related to human settlements and sustainable urbanization, and advises on the implementation of the New Urban Agenda, and the Sustainable Development Goals. The Assembly meets every four years.

The second session of the UN-Habitat Assembly will take place on 5 - 9 June 2023 and is expected to attract over 3,000 international delegates.

The theme of the Assembly is:

“Inclusive, transformative and effective multilateralism for a better urban future: Just and sustainable urban transformation to achieve the SDGs in times of global crises.”

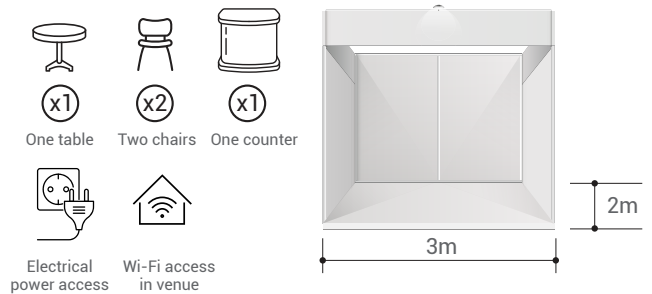
Urban Expo

The Urban Expo

The Urban Expo will take place during the UN-Habitat Assembly to showcase sustainable urban development projects, best practices, and cutting-edge solutions to tackle the challenges of housing, transport, energy, and climate change. The Expo will feature exhibits by governments, subnational governments, non-governmental organizations (NGOs), United Nations agencies, international organizations, the private sector, academia, and other urban stakeholders.

Reasons to exhibit

- ▶ Promote projects and products at the world's highest-level decision-making body on sustainable urbanization.
- ▶ Create new partnerships with key decision-makers.
- ▶ Network with delegates from around the world.
- ▶ Brand visibility and gain media exposure.
- ▶ Acquire knowledge from global thought leaders.



Exhibition booths and costs

A 3-meter exhibition booth will cost \$2,000, booths located in the main lobby will be 1 meter wide while those located in the Expo tent will be 2 meters wide.

Corporate sponsors can also support the participation of youth and women-led start-ups and non-profit organizations from developing and Least Developed Countries (LDCs) by purchasing a 3x2m booth at \$5,000.

Every booth includes two chairs, a small table and a counter, and access to electrical power. Wi-Fi is available throughout the venue. Exhibitors are responsible for all other related costs, including decoration/production, installation, promotion, hiring additional equipment, and an opening/event reception.

A shopping list for prices of additional furniture, audio-visual equipment, and services will be available in April after the official Event Management Company is contracted. Exhibitors also have the option of sourcing extra equipment, furniture, and production services from other vendors.

Apply for exhibition space
from 1 March 2023

<https://events.unhabitat.org/>

Book exhibition space through the **Online Application Portal** (<https://events.unhabitat.org/>). For more information on exhibiting, please contact the exhibition focal point, **Mr. Victor Mgendi**, by email: victor.mgendi@un.org copying unhabitat-exhibition@un.org.

The selection of exhibitors will be based adherence to the theme and UN-Habitat's mandate, regional and gender representation.

Installation

Upon approval of exhibitions, all exhibitors will be required to liaise with the Expo focal point and the contracted Event Management Company on logistics related to installation and exhibition services. The company will help to connect exhibitors with local vendors where needed. Exhibitors who have existing exhibitions they wish to display at the Urban Expo will still be required to liaise with the Expo focal point and the company on installation.

Exhibition schedule

- ▶ The exhibition will be open from **9:00 a.m. to 5:00 p.m.** daily from **5 - 9 June 2023**.
- ▶ Exhibitors will set up their booths on **3 and 4 June 2023**.
- ▶ Exhibitors will remove their decorations and materials on **9 June from 4:00 pm**.

Payments

Payment for approved exhibition booths must be made by 15 May 2023. If payment is not made by the deadline, the application will be disqualified. Payment details will be available shortly.

Shipments

Shipping guidelines and a focal point from the official shipping company for the UN-Habitat Assembly will be available shortly.

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