



Abu Dhabi, UAE
8 - 13 February 2020

Urban Expo at the
World Urban Forum
Exhibition Guidelines

UN HABITAT
FOR A BETTER URBAN FUTURE





The Emirate of Abu Dhabi will host the **tenth session of the World Urban Forum (WUF10)** from 8 to 13 February 2020 under the theme: **Cities of Opportunities: Connecting Culture and Innovation.**

Organized and convened by the United Nations Human Settlements Programme (UN-Habitat), the World Urban Forum is one of the most inclusive gatherings on the international arena. This, combined with high-level participation, makes it a unique United Nations conference. It is also the premier international gathering on urban issues. The forum is expected to attract over 20,000 local and international delegates.

The Urban Expo

To illustrate the theme, an Urban Expo promoting innovative and sustainable solutions for the challenges facing cities and communities will take place throughout the Forum.

UN-Habitat invites governments, subnational governments, non-governmental organizations, the United Nations family, international organizations, private sector, academia and other stakeholders to present and display innovative projects, establish connections and look at how we can reshape the future of our cities and communities.





Why exhibit?

- Illustrate examples and share experiences on the implementation of the New Urban Agenda and urban dimensions of the Sustainable Development Goals
- Share and explore innovative projects, best practices and initiatives in line with UN-Habitat's mandate and the theme of the Forum
- Meet and network with urban experts, professionals, urban enthusiasts and decision makers; and
- Create new partnerships with key decision makers.

Key features

The Expo will feature

- 1) Country and city pavilions showcasing innovative and sustainable projects, initiatives and partnerships contributing to the implementation of the New Urban Agenda and achievement of the Sustainable Development Goals.
- 2) United Nations and international organizations' booths profiling initiatives on building, planning and reconstructing better, more inclusive cities.
- 3) Private Sector booths showcasing frontier technologies and other cutting-edge urban solutions and products.
- 4) Academic institutions presenting the latest urban trends and knowledge.
- 5) Non-Governmental Organizations promoting inclusive approaches.
- 6) An Urban Library for book launches.
- 7) An Urban Cinema screening short urban films.

Guidelines for exhibitors

This Exhibitors' Guide contains administrative information, technical and operational guidance as well as deadlines that exhibitors must comply with during the exhibition mounting, rollout and dismantling to avoid disruptions to the schedule of foreseen activities.

An Exhibition Manual with detailed information on rules and regulations, equipment, furniture and other exhibitor services will be available on <https://adnec.ae/>.





Abu Dhabi National Exhibition Centre ©Shutterstock.com/ Kazzazm

The Venue

The Abu Dhabi National Exhibition Centre (ADNEC) is an award-winning venue offering organizers of exhibitions, conferences and live events a total space of 133,000m². Opened in 2007, the site incorporates a multi-functional, 6,000 seat conference centre facility, two large conference halls that can seat 1,600 people combined and 21 meeting rooms ranging from 20 to 240 delegates. In addition, the venue comprises of 11 exhibition halls offering a total of 55,000m² of exhibition space. The WUF10 exhibition will take place in Halls 7 - 10 on the ground floor of the venue covering an area of 17,770m².

ADNEC is very accessible to international visitors. Just a 20-minute drive away from the Abu Dhabi International Airport, the home of Etihad Airways, the venue is located in the heart of Abu Dhabi. It is also easy to reach from Dubai's two major airports: with a 90-minute drive from Dubai International Airport and a 60-minute drive from Al Maktoum International Airport.

For more information on how to access the venue and technical details on the exhibition halls, please visit: <https://adnec.ae/>.

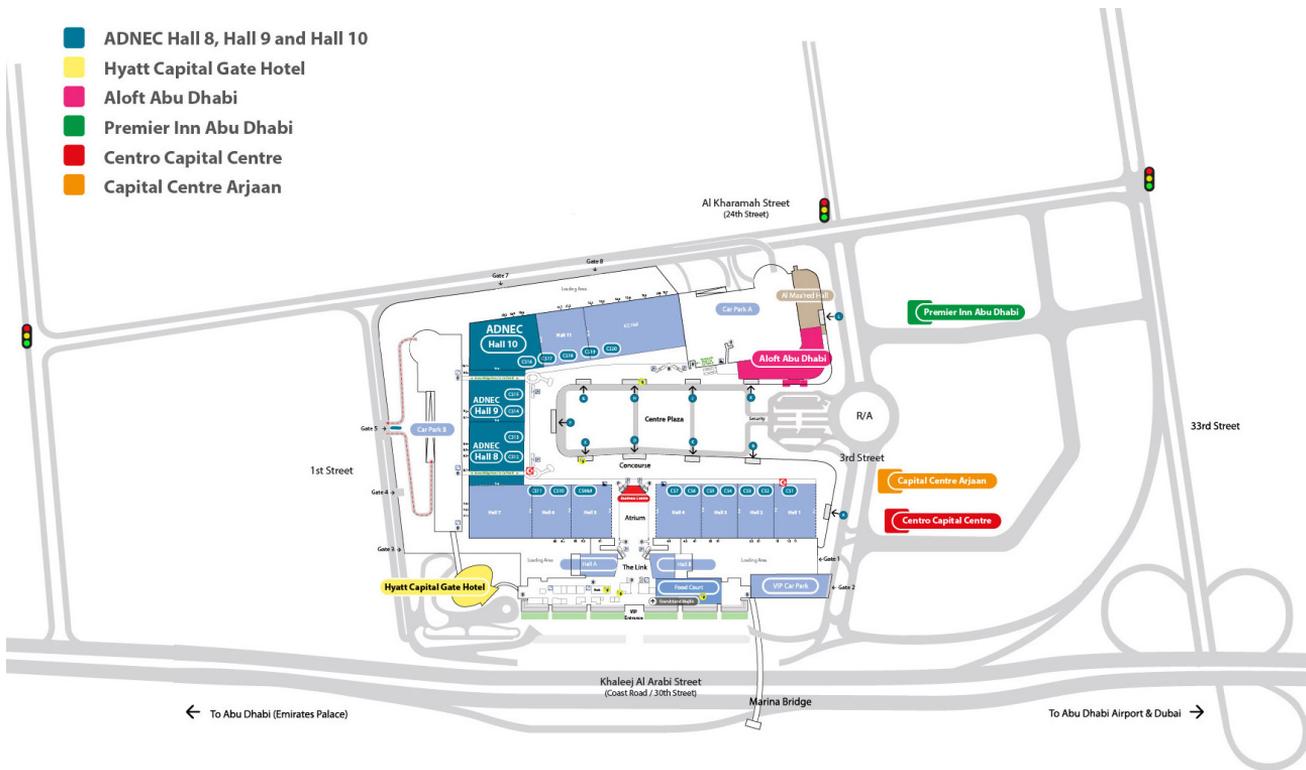
Venue Address:

Abu Dhabi National Exhibitions Centre (ADNEC)
P O Box 5546 - Mussafah Road Nr. Zayed Military Hospital
Abu Dhabi UAE - Telephone: +971 (0)2 444 6900 | Fax: +971 (0)2 444 6135



ADNEC site map

- ADNEC Hall 8, Hall 9 and Hall 10
- Hyatt Capital Gate Hotel
- Aloft Abu Dhabi
- Premier Inn Abu Dhabi
- Centro Capital Centre
- Capital Centre Arjaan



Map Source: <http://maps-abu-dhabi.com>



How to apply for an exhibition booth

1. Please read the Exhibitors' Guide carefully.
2. Apply for a booth by filling in the WUF10 [online registration form](#). Select "Exhibitor" as your capacity at the meeting and fill in information on the type of booth, size, nature and content of your exhibition.
3. The deadline for applications for exhibition space is **15 November 2019**.
4. Your application will be reviewed for thematic relevance, regional and gender representation, visual interests, innovation and other logistical considerations.
5. If successful, you will receive a booking confirmation letter and an invoice with payment details.
6. To finalize your booking, pay for your booth and send a remittance advice to **ADNEC Finance** – finance.as@adnec.ae or **+971 2 406 3653** by **30 November 2019**.
7. You will receive your final booth location by **7 January 2019**. Exhibitors building large custom-made booths will receive tentative locations after making payments to facilitate the design process.
8. For more information, please contact the WUF Secretariat at: unhabitat-exhibition@un.org.
9. For more information on booth/space payment, please contact **ADNEC Finance** – finance.as@adnec.ae or **+971 2 406 3653**
10. For information on booth set-up / construction, equipment and furniture rental and other exhibition services, please contact the official contractor, **ADNEC** on oc.wuf@adnec.ae
11. For shipment instructions, please contact **Mr. Praveen Suri** from the official freight forwarding/on-site handling company, **Agility Fairs and Exhibitions** - psuri@agility.com or **+971 4 813 1210**.





Types of booth

Standard shell scheme booth

A standard booth (3m x 3m) costs USD 325 per square metre plus 5% UAE VAT and is equipped with:

- Carpet
- Fascia Name & Stand No.
- 3 spotlight
- Lockable Counter
- 2 chairs
- 1 table
- 1 waste bin
- 1 socket

Larger shell scheme booths can be constructed by combining several standard booths. Exhibitors may request the removal of the panels/walls separating adjacent booths to make a larger shell scheme booth. Such requests may be made directly to the ADNEC.

Least Developed Countries (LDCs)

A number of free 9m² booths will be reserved for Least Developed Countries, each Least Developed Country is entitled to one 9m² booth.



Raw Space

Exhibitors seeking to build larger custom booths can reserve a raw space. Custom booths **must exceed 36 square metres**.

The cost of raw space is USD 250 per square metre plus 5% UAE VAT. This includes the rental of floor space only and it does not include any utilities, services, walls, carpet or furnishings.

Exhibitors will be required to submit booth designs to ADNEC for approval and quotations for construction and other services.

Booth construction services will be exclusively carried out by ADNEC.

For security reasons, exhibitors cannot occupy areas such as corridors, back parts, emergency exits and storage areas. Each exhibitor will be able to use the general storage for collection of goods only.

Technical supplies and exhibition services

Exhibitors can order furniture, audio-visual equipment, decorations, printing, catering and other services from ADNEC at a cost. A catalogue of services and order forms will be available in the WUF10 Exhibitor Manual.

Payment

Payments for approved booths and extra services should be made to ADNEC by **30th November 2019**. Non-payment will result in disqualification and removal from the list of approved exhibitors.

Working passes

All Contractors including drivers must register and acquire an ADNEC Contractor's badge. To acquire this pass, the Emirates ID and a copy of each contractor's visa must be brought to the ADNEC site. Any person not holding an ADNEC contractor badge will not be permitted entry to the venue.

Registration and accreditation

All exhibitors must register individually through the WUF10 online registration process at www.unhabitat.org/wuf.



Exhibition schedule

Assembling of booths

Build Up			
	Date	Time	Notes
Build Up Access for Large Custom Stands	01 – 06 February 2020	08:00 - 19:00	Please note if you require to work through the night please inform the operations team on-site, as you will need wristbands after 20:00
Shell Scheme Stand Handover	06 February 2020	08:00 – 19:00	All Shell Scheme stands will be ready for exhibitors
	07 February 2020	08:00 - 12:00	Decoration and cleaning only.

All contractors and exhibitors must exit the Halls by 20:00hrs.

Any exhibitors / contractors found working in the halls after 20.00hrs will incur a non-compliance fee of AED 4,000 per hour until 22:00hrs.

ADNEC loading Bay Gates will close at 20:00hrs – Delivery

Note: Boxes, pallets, packages, waste material, and any other objects that are not decorative items or exhibition products must be removed from the premises by 06 February 2019. Failure to comply with this rule may result in the removal and destruction of the material left behind.



Exhibition opening hours

8 – 13 February 08.30 – 18.00

Access times for exhibitor-staff holding exhibitor badges may enter the exhibition halls at 07.30 and must leave the halls by 19.00 during the Forum.

Dismantling of booths

14 – 15 February 08.00 – 18.00

Materials, furnishings, products and equipment belonging to exhibitors must be removed on **14 February 2019**.

Delivery of incoming goods for maintenance

During the event, incoming goods will be delivered between **8am and 9am**.

The official freight forwarder will coordinate all deliveries to the venue.

Full details will be issued in the Exhibitor's Manual on <https://adnec.ae/>

Exhibitors' Catalogue

A short exhibitor company/society profiles will be included on the WUF10 website and event application and programme under exhibition if provided by the given deadline.





Important Contacts

Exhibition Coordinator

Victor Mgendi

UN-Habitat World Urban Forum
Secretariat

Telephone: +254 20 7623397

Mobile: +254 722 322388

Email: unhabitat-exhibition@un.org

The Abu Dhabi Department of Urban Planning and Municipalities Exhibition focal point for space rental and payments:

Name of company

ADNEC Services Finance

Landline, mobile and E-mail contacts
finance.as@adnec.ae or +971 2 406
3653

ADNEC Exhibition focal points for on-site exhibition management and technical guidance:

Name of company:

ADNEC Services

Focal point name: Suren Mudaliar

Telephone: +971 2 406 3629

Mobile: +971 50 143 7119

Email: suren.mudaliar@adnec.ae

Freight Forwarding Agent and On-Site Handling Agent:

Agility Fairs and Exhibitions

Mr. Praveen Suri

Tel: +971 4 813 1210

Email: PSuri@agility.com





