

## Exhibition Convener Conditions World Water Week

Exhibiting at World Water Week allows you to develop or enhance your brand, engage with water and development decision-makers and present your organization's water and environment-related work.

The exhibition areas will be located through all floors in Folkets Hus, and on the ground floor in Norra Latin. They are in close connection to where sessions and closed meetings will be held and where lunches and coffee will be served.

The exhibition plays an essential role in offering networking opportunities to participants. We also offer the opportunity to organize cocktail receptions in connection with your stand area.

### Exhibition proposals theme and format

SIWI welcomes all exhibitors to share water-related knowledge and experience with participants. Please note that this is a non-commercial exhibition and sales of products is not allowed.

Submissions should be text only, include no graphics and be submitted through the online system in the following format:

- Category (Select the theme of your proposal)
- Name of booth \* (max. 10 words)
- Summary of booth\* small description of your organisation (no more than 50 words)
- Convenors of the Exhibition\*
- Booth description\* (max. 200 words)
- Tags\* (max. 5 tags)
- Preferred size (6sqm/10sqm/free build)
- Additional comments

\*Will be published on the programme website if the exhibition is accepted.

### Selection criteria

SIWI welcomes all water and development organizations and will design the exhibition after reviewing all submissions. The following criteria will guide the selection:

- New thinking, findings or approaches: the focus on current debates and the generation of new ideas and solutions, including learning from failure.
- Project or organization focus: with the purpose to promote a particular project (i.e. tool, report, network...) or the work of an organization
- Non-commercial exhibition

Creating the exhibition for World Water Week is no easy task. When selecting exhibitors, other parameters are also considered, for example:

- How many submissions have we have received in total and how much capacity do we have?
- How do the selected exhibitors complement each other and contribute to a breadth of exhibitors?
- Is the exhibitor innovative or does it bring in a new perspective?
- Golden standard: does the exhibitor follow SIWI's recommendations for a paperless conference

## Fees for exhibition

**Small stand** **SEK 23,000** excl. VAT (approximately EUR 2 218)  
6 sqm floor area: 200cm x 300cm – stand shell 100cm by 300cm by 100cm

**Large stand** **SEK 43,000** excl. VAT (approximately EUR 4 147)  
10 sqm floor area: (200cm x 500cm – stand shell 100cm by 500cm by 100cm)

**Free build** **SEK 2 000/sqm** excl. VAT  
Minimum 18 sqm

Exchange rate from November 2017.

## Included in fee

The exhibition fee covers the whole week and includes the items below.

### Logistics

- Shell scheme stand (see pictures to the right)
- White laminated back and side walls (height 250cm, width 100cm)
- Fascia/Name board with organization name
- Electricity (1 European power socket with 230V, 10A and max 2000W)
- Three (small stand) or five (large stand) spotlights 150W
- One (small stand) or two (large stand) bar tables
- One (small stand) to two (large stand) bar stools
- Blue carpet 6 sqm (small stand) or 12 sqm (large stand)
- Daily cleaning
- Two exhibitor badges\* are included in the exhibition fee for a small stand and four exhibitor badges are included in the fee for a large stand. Exhibitor badges entitles the badge holders to occupy the stand for the week and include conference lunches and the possibility to register for social events. Additional exhibitor badges can be purchased.
- Free build space with blue carpet and electricity (European power socket with 230V, 10A and max 2000W)

\*Badges are personal and non-transferable

### *Marketing*

- Inclusion in list of exhibitors (World Water Week app)
- Dedicated exhibitor's webpage on the World Water Week Programme website
- Access to the World Water Week app
- World Water Week logo, texts and advisory support for your marketing

### **NOT included in the fee**

- Exhibitor badges does not include participation in the sessions (plenaries, seminars, events and showcases)
- Catering

### **Allocation of exhibition stands**

SIWI retains the right to determine the most appropriate location for exhibitors and their stands. Pre-bookings from recurring exhibitors from previous years will be considered.

### **Terms of payment and invoicing information**

Fees for exhibition stands will be invoiced by end of July 2018. Remaining costs such as food and technical orders will be invoiced by end of October 2018, after World Water Week.

Invoicing information that are not stated correctly in the exhibition request form and needs to be changed after the invoice has been produced will be charged a SEK 700 administrative fee. Invoices that are not paid on time will be charged 1% delay interest per month.

### *VAT Information*

For Swedish organizations/companies 25% VAT will be added to all prices.

For organizations/companies within the EU, please specify your VAT number if applicable. Organisations/companies outside the EU region are exempt from VAT.

### **Cancellation policy**

Should you cancel your exhibition between 30 April and 30 June 2018, you will be refunded 50% of the fee.

For cancelations after 1 July 2018, no refunds will be made.

## Tasks and deadlines for exhibitors

Task	Deadline
Submit exhibition proposal	30 April 2018
Update detailed description and upload relevant background documentation to programme website	On-going from May 2018
Submit signed exhibitor contract	15 May 2018
Update invoicing information and media contact on the programme website	31 May 2018
Update exhibition information in the programme website for the mini programme	30 June 2018
Early-bird registration discount ends	30 June 2018
Invoices for exhibition fees are sent out	End of July 2018
Additional technical and catering orders deadline	15 August 2018
World Water Week	26-31 August 2018
Submit conclusion of your exhibition	31 October 2018
Invoices for late technical orders and catering are sent out	End of October 2018

## Other Information

### *Exhibitor contract*

The signed exhibitor contract is binding agreement between SIWI and the exhibitor and has to be submitted by 15 May 2018.

### *Registration for World Water Week*

It is the responsibility of the exhibitor to ensure that officials, including themselves register for the World Water Week. Anyone attending the World Water Week needs to be registered to enter the venue. Two exhibitor badges\* are included in the exhibition fee for a small stand and four exhibitor badges are included in the fee for a large stand. Exhibitor badges entitles the badge holders to occupy the stand for the week and include conference lunches and the possibility to register for social events. Additional exhibitor badges can be purchased.

\*Badges are personal and non-transferable

### *Promotion of your exhibition*

Your exhibition stand is competing with other exhibitors for onsite visitors. We stress the importance for exhibitors to inform their networks and actively promote their exhibition.

### *Using your personal information*

Personal information which you supply to us may be used for the following purposes:

- To contact you regarding your submission if your exhibition is accepted



We will not disclose personal information to anyone outside SIWI except if required to do so by law.

You have the right to request information concerning personal data about you that is processed by SIWI. To receive this information, you must submit a signed request to SIWI by mail to the address indicated below. You are also entitled to request correction, blocking or erasure of data if you believe that SIWI has processed your personal data incorrectly.

For further information on your rights, how your information is used and how we maintain the security of your information, please contact [siwi@siwi.org](mailto:siwi@siwi.org) or write to the address below.

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