

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 area will be located on the main floor of the venue and in close connection to where sessions are 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. To be on the Fascia/Name board and in the programme)
- Summary of booth* small description of your booth/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 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

Different sized stands and free build options will be available

Cost starting from **SEK 23,000** excl. VAT (approximately EUR 2 219)

More details on options and costs to come

Exchange rate from November 2018.

Included in fee

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

Logistics

- Shell scheme stand (not included in free build)
- Fascia/Name board with organization name (not included in free build)
- Bar table/tables and bar stool/s (not included in free build)
- Electricity and spotlights
- Carpet
- Daily cleaning
- A set number of exhibitor badges* are included in the exhibition fee. 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. More information on nr of badges for the different size booths will come.

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 2019. Remaining costs such as food and technical orders will be invoiced by end of October 2019, 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 1 May and 30 June 2019, you will be refunded 50% of the fee. For cancellations after 1 July 2019, no refunds will be made.

Tasks and deadlines for exhibitors

Task	Deadline
Submit exhibition proposal	30 April 2019
Update detailed description and upload relevant background documentation to programme website	On-going from May 2019
Submit signed exhibitor contract	15 May 2019
Update invoicing information and media contact on the programme website	31 May 2019
Update exhibition information in the programme website for the mini programme	30 June 2019
Early-bird registration discount ends	30 June 2019
Invoices for exhibition fees are sent out	End of July 2019
Additional technical and catering orders deadline	15 August 2019
World Water Week	25-30 August 2019
Submit conclusion of your exhibition	31 October 2019
Invoices for late technical orders and catering are sent out	End of October 2019

Other Information

Exhibitor contract

The signed exhibitor contract is binding agreement between SIWI and the exhibitor and has to be submitted by 15 May 2019.

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. A set number of exhibitor badges* are included in the exhibition fee. 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. More information on nr of badges for the different size booths will come.

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 worldwaterweek@siwi.org or write to the address below.

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