

## Global Commodities Hub Exhibition<sup>1</sup>

Kenyatta International Convention Centre, Nairobi, Kenya

15-22 July 2016

### RESERVATION FORM

At the Global Commodities Hub, exhibitors can feature their goods and services to the decision makers, thought leaders, industry experts and diverse participants gathered for the Global Commodities Forum (15-16 July) and UNCTAD 14 (17-22 July).

UNCTAD requests that exhibitors make a **public donation** to the Global Commodities Forum Trust Fund, per booth, with the amount based on exhibitors' home country, as follows:

Headquarters in Kenya: USD 600 per exhibitors: USD 1,200

Interested exhibitors can **reserve their booths, without obligation, by sending a completed copy of this form to [gcf@unctad.org](mailto:gcf@unctad.org).**

See the reverse of this page for information about the booths, payment instructions and other important details.

**PLEASE RESERVE A SPOT FOR MY ORGANIZATION IN THE GLOBAL COMMODITIES HUB**

**Organization or Company:**

<i>Name:</i>	<i>Type (e.g. company, NGO, association):</i>
<i>Location (city, country):</i>	<i>Area of work:</i>
<i>Number of booths requested:</i>	<i>Website:</i>

**Contact persons:**

<i>Name:</i>	<i>Title:</i>
<i>Email:</i>	<i>Phone:</i>
<i>Name:</i>	<i>Title:</i>
<i>Email:</i>	<i>Phone:</i>

<sup>1</sup> Associated with the Global Commodities Forum, part of UNCTAD 14 (<http://unctad14.org>).

### Specific needs:

<p><i>Will you import the components of your exhibit?</i></p> <p><i>- if so, the inventory will need to be approved in advance by Kenyan customs authorities</i></p>	Yes	No
<p><i>Will you need to rent special audio-visual or lighting equipment?</i></p>	Yes	No
<p><i>Will you require catering services in your booth?</i></p>	Yes	No
<p><i>Will you need to hire local employees to staff your exhibit?</i></p>	Yes	No

### About the booths

The Global Commodities Hub will consist of **33 booths, with the following specifications:**

- Standard dimensions, approx. 3m x 3m x 3m
- Equipped with one table and two chairs
- Wood construction, complete on arrival
- Dedicated power supply

The final layout of the exhibition provided by the Kenyan Government is attached.

### Banking coordinates for public donations

Account Name:	UNCTAD Trust Fund
Account N°:	240-C0590163.1
Bank Name:	UBS AG
Bank address:	Rue du Rhône 8 CH-1211 Geneva 2 Switzerland
IBAN:	CH31 0024 0240 C059 0163 1
Swift code:	UBSWCHZH80A
Bank clearing code:	240
Please reference with your payment:	Public Donation to Global Commodities Forum Trust Fund T9AX

### Exhibitors should also consider the following important details:

- All booths must be staffed continuously throughout each day, e.g. from 9 a.m. to 6:30 p.m.
- To appear in the exhibition catalogue, please provide: a) a high-resolution photo of exhibition staff, b) a high-resolution logo and c) a description of your company/organization of 400 words or fewer.
- For any exhibit materials to be imported into Kenya, please provide, in advance, a detailed inventory.
- Kenyan customs authorities will likely not allow the import of any commercial goods for sale.
- Each member of exhibitors' teams must register for the Global Commodities Forum and/or UNCTAD 14 at: <https://reg.unog.ch/event/5481/registration/>.