



Wetlands and Water - Supporting Life, Sustaining Livelihoods

9th Meeting of the Conference of the Parties to the Convention on Wetlands (Ramsar, Iran, 1971)

Wetlands and Water: supporting life, sustaining livelihoods
Speke Resort Munyonyo, Kampala, Uganda, 8-15 November 2005

Exhibition Space at COP9

The National Organising Committee for COP9 has arranged exhibition space for Contracting Parties, individuals, NGOs, and institutions that are interested in putting up an exhibit. Please note that the exhibiting space **will be charged at a reasonable fee** to meet some of the costs.

Exhibition space available

An exhibition booth is 3m x 3m (9 m²) equipped with:

- 2.5 x 1m dividing panels
 - Counter
 - 2 chairs
 - Waste paper basket
 - Fascia names
 - Lighting
 - Power sockets/outlets
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- Each booth of 9m² is available at US\$500.
 - The maximum area that can be requested is 45m² or five adjacent booths.
 - All those interested in an exhibition space at COP9 must make a reservation before the **deadline of 30th September 2005**.
 - Reservations for exhibition space should be sent by e-mail or fax to the address on the attached form. The form can also be downloaded from the Ramsar Web site at: http://ramsar.org/cop9_info_exhibit_e.htm

Conditions for use of the panels and stands

Exhibitors are responsible for mounting their exhibits. This must be done on Monday 7th November 2005, from 4 p.m. (16:00h.) (the evening before the conference begins).

Exhibitors have a maximum of 4 hours to remove their materials after the official close of the conference on Tuesday, 15th November 2005. After this time all materials will be removed by the cleaning staff.

The organizers of the meeting are not responsible for the loss, disappearance or damage of material used in the exhibits. It is suggested that each exhibitor takes responsibility for insuring exhibition materials.

If the material provided by the conference supplier is damaged owing to incorrect use, the exhibitor must pay the cost of the damaged material.

Form of payment and cancellation

Payment for stands must be made in full by credit card or bank transfer at the time of application for space. The organizers will confirm requests in writing upon receipt of payment.

Given the limited number of stands, priority will be given to requests with payments in full.

If a reservation is cancelled before 30 September 2005, 50% of the payment will be reimbursed. After this date, reimbursement will only be possible if another exhibitor is willing to take over the space made vacant by the cancellation.

Technical details and shipping of goods

Participants who reserve exhibition space will receive additional information about the materials used for the panels, the structural elements and other equipment available and the plan showing the location of the stand. They will also receive banking instructions and information about how to ship material to Kampala if they will not be able to transport it themselves.

Reservation form for Exhibition Space at COP9

(to be submitted before 30 September 2005)

Please send by e-mail to: kyambadder@ugandawetlands.org

Or by fax to: +256 41 348772 - *attn: Richard Kyambadde*

PLEASE TYPE OR PRINT

Name of the institution/individual making the reservation:

Name and title of person responsible for this reservation:

Postal address: _____

City and postal code: _____ Country: _____

Tel: _____ Fax: _____ E-mail: _____

The party making the reservation is representing: Contracting Party NGO

Private business International organization other:

Name to appear on the stand:

Requested space

Dimensions	Number of booths	Cost
3x3 m (US\$ 500)		

I/We attach a list of additional amenities that we would like to have in our stand(s), for which we would appreciate receiving a cost estimate.

The fee for exhibition stands has been transferred to the **Ramsar COP9 account, Bank of Uganda, Kampala Acc.No.212.212022.1.**

The fee for exhibition stands should be charged from:

Master Card American Express Visa

Card number: _____ Expiration date: _____

Name of card holder: _____

Signature: _____ Date: _____