

UNCC Exhibits Guidelines

1. Exhibit proposals can be submitted by United Nations Entities, members and associate members of ESCAP, or other member States of the United Nations

The submitting Entity is responsible for the content of such exhibit and is required to perform due diligence checks of any co-organizer(s) and exhibitor(s).

2. The following criteria serve as the basis for consideration of proposals:

All exhibits must be compatible with the aims, purposes, and principles of the United Nations, in both content and presentation. They cannot be of a profit-generating nature or promote any specific for-profit entity, brand, product or service.

Themes of exhibits must be specific to the work and activities of the organizations of the United Nations system, must be international or universal in character, and must illustrate these topics through informative content.

Exhibit proposals focusing exclusively on a specific individual, non-United Nations entity or religion, or originating from a single artist are not permitted.

Priority is given to exhibit proposals relating to commemorations or observances established by the General Assembly or by other governing bodies of the United Nations system.

Written confirmation must be given that all subjects in the exhibit have given their express consent for their image to appear.

3. In light of the above guidelines and with consideration for the availability of exhibit space, the following schedule must be adhered to:

All proposals for an exhibit must be submitted to the Conference and General Services Section (CGSS), Division of Administration of ESCAP (escap-uncc@un.org) at least ten weeks in advance of the proposed exhibit date.

The proposal must include full details of the suggested exhibit, including title, UN-related theme, purpose, information on the artists, medium (photos, sculpture, etc.), and the number of pieces and scalability of the project, as well as a portfolio with all content to be included, all in electronic format. The text should be properly edited to ensure clarity, accuracy, and correct grammar. Original photos, slides or artwork that must be returned to the sender should not be submitted.

CGSS will review the proposal in consultation with internal stakeholders including the Office of the Executive Secretary and the Communications and Knowledge Management Section of ESCAP. Upon clearance, CGSS will issue a tentative Cost Plan to the organizer of the exhibit for their approval and confirmation of the costs. Within two weeks of the exhibit's completion, CGSS will issue an invoice to the organizer of the

exhibit.

4. Arrangements for the exhibit:

Corrections and/or changes to the exhibit must be submitted to CGSS at least one month prior to the exhibit date.

The text of ancillary material, such as invitations, brochures, promotional material, and digital materials that visitors are directed to for additional information about the exhibit must be submitted to the CGSS for review and approval at least one month before display or distribution.

The display of the logos of commercial entities, as well as co-branding (the use of a non-UN logo alongside the UN logo), is never permitted. The display of the logos of non-commercial entities is permissible only when such display is made discreetly in acknowledgement rather than to promote that entity.

All costs related to the exhibit are borne by the organizer of the exhibit.

The organizers of an exhibit are responsible for delivering, insuring, storing, installing, maintaining, dismantling, crating and shipping their exhibits, for storage of shipping and packing cases during the exhibit, as well as for all related costs. Please refer to the [Practical Guides on how to install exhibitions at the UNCC](#) for more details.