



Department of Commerce
Ministry of Commerce & Industry
Government of India



Confederation of Indian Industry



GUIDELINES FOR EXHIBITION

Asia-Pacific Trade Facilitation Forum 2019

17-18 September 2019, New Delhi, India

THE EXHIBITION

The Asia Pacific Trade Facilitation Forum (APTFF) 2019 Exhibition will take place along the APTFF 2019 from 17-18 September at the Hyatt Regency Hotel Delhi, New Delhi, India. Public and private sector organizations involved in trade facilitation, paperless trade, logistics or any sector related to trade facilitation can showcase their projects, initiatives, publications.

OBJECTIVE

- Share experiences and knowledge on paperless trade, trade facilitation and related topics
- Introduce projects, initiatives, lessons learned, recommendations, policy measures and facilities related to trade facilitation and paperless trade

In addition to the exhibition, exhibitors have the opportunity to attend:

- APTFF 2019 Sessions during 17-18 September - to participate in interactive discussions, listen to expert presentations and networking with government officials, private sector service providers and international development agency representatives
- Side events and study visit, as part of the APTFF 2019 Week

For more information, please visit:

<https://unnex.unescap.org/content/asia-pacific-trade-facilitation-forum-2019-17-18-september-2019-new-delhi-india>

WHO WILL VISIT THE EXHIBITION?

The APTFF attracts over 250 senior government officials, paperless trade experts, trade facilitation and logistics service providers, staff of development financing institutions and other organizations agencies providing technical assistance and capacity building activities on trade facilitation and paperless trade, from over 30 countries.

WHAT CAN BE EXHIBITED?

- Information and videos showing case studies, completed projects and other initiatives can be exhibited. Commercial products or services cannot be exhibited. However, contact information of the exhibitors can be provided.
- Only the following tools can be used: leaflets, posters, x-banners, publications, TV screens, and laptops.
- For APTFF exhibitors, the cost will be kept to a minimum through a special arrangement; hence the guideline for exhibit content should be strictly followed.

BOOTH AND FACILITIES

(please see “Booth and Facilities” at: <https://unnex.unescap.org/sites/default/files/APTFF%202019-exhibition-facilities.pdf>)

- Size of standard booth: L2m x W2m x H2.5m, including Table, chairs, spotlights, dustbin, power socket 5 amp, and stall carpet
- Organization name: Fascia board in vinyl cut letter
- Additional rental items available from the service provider upon request

WHO CAN PARTICIPATE IN THE EXHIBITION?

- Private sector organizations involved in paperless trade solutions, logistics services, trade related infrastructure services, sectoral services (e.g. electronic traceability for food products), consulting services and other related areas
- Public sector organizations involved in trade facilitation including national trade and transport facilitation committees, accreditation bodies, standards institutions, development/donor agencies, international organizations, research institutions/think tanks and other relevant organizations.

REGISTRATION

- To register, please send the completed registration form (download from: <https://unnex.unescap.org/content/exhibition-trade-facilitation-0>) by 20 August 2019 at the latest, to kim51@un.org and nattabhon.narongkachavana@un.org with a copy to aptff@un.org.
- A fee of INR 2,660 (plus 18% GST)/ booth for entire duration of the exhibition will be charged by the booth constructor. Instructions on how to complete payment will be communicated upon registration.
- Exhibition space is very limited. They will be allocated by organizers according to (1) relevance of the service/exhibit for forum participants, (2) timeliness and completeness of application, and (3) type of organization applying.
- For more information about the exhibition, please contact: Ms. Soo Hyun Kim at kim51@un.org

