

WORLD
URBAN
FORUM
TWELFTH SESSION



23 September 2024

WUF12 Urban Expo

Exhibitor Manual

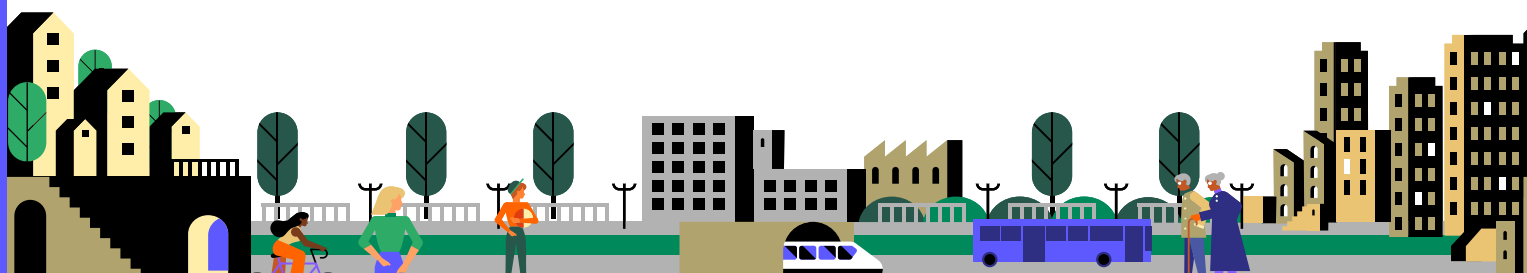
Egypt International Exhibition Center
Cairo, Egypt | 4–8 November 2024





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The WUF12 Urban Expo is a platform for Member States and stakeholders to share knowledge, build capacity, network and explore practical solutions to tackle urban challenges as they relate to housing, transport, energy, waste, safety, public spaces, and climate change, among many more. Over 20,000 participants are expected to visit the WUF12 Urban Expo which will take place from 4 to 8 November 2024.

Indoor exhibits

The main segment of the Urban Expo will host small, mid-size, and larger stands and pavilions representing countries, cities, regions, academia, civil society, and the private sector. It will also feature WUF12 integrated spaces such as the UN-Habitat Arena, the Urban Cinema, and the Urban Library, which will host official events.

Outdoor exhibits

WUF12 will introduce a new segment, the Urban Expo Testing Grounds, to highlight innovation and sustainability across various sectors including technology, materials, systems, and products at various outdoor locations within the WUF12 premises. Outdoor spaces will be designed to accommodate a wide range of exhibits, from eco-mobility gadgets to the construction of 3D printed houses.

Who can apply?

Any organization that shares UN-Habitat's mission and the WUF12 objectives can apply to purchase an exhibition stand at the Urban Expo. All applications will be reviewed and approved by UN-Habitat to ensure eligibility criteria are met.

Criteria and guidelines for exhibitors

- Organizations interested in participating in the Urban Expo must **sign up and register** to WUF12 to be able to apply for an exhibition stand **online**. The deadline for application is **30 September 2024**.
- Organizations should provide a detailed description of their proposed exhibition including an explanation of how the content of their exhibition relates to the WUF12 theme of **"It All Starts at Home: Local Actions for Sustainable Cities and Communities."** WUF 12 will feature six dialogues, namely:

Dialogue 1: Housing the future

Dialogue 2: Cities and the climate crisis

Dialogue 3: Stronger together

Dialogue 4: Financing localization and localizing finance

Dialogue 5: Putting people first in a digital age

Dialogue 6: The loss of home

For more information on the Dialogues, please read the [WUF12 Background Paper](#).

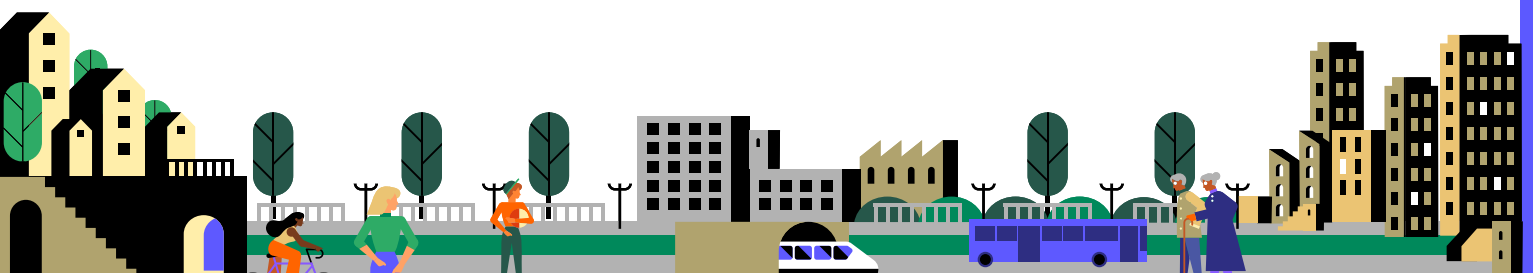
- Specify whether you would like to have access to an indoor or outdoor space and fill in the corresponding fields.
- Approval of applications will be based on alignment with the WUF12 theme and balance between regions, partner types and topics.
- Approved applications will be communicated via email. Applicants must confirm acceptance of the space within a week of being notified, which will be allocated to them after payment is confirmed.**
- UN-Habitat will make every effort to accommodate all eligible requests for exhibitions depending on space availability.
- An exhibitors' manual with technical details on exhibition halls, exhibition stand packages, shipping guidelines, services, equipment, furniture, payments and costs will be available shortly.

Recognition

- The most innovative, engaging, and sustainable exhibits will be recognized.

Accessibility

As part of the WUF12 accessible and sustainability strategy, the Urban Expo will be accessible to people with disabilities. All exhibition stands that are above ground level must have norm-compliant ramps (including gradients) to enable wheelchair access. Detailed accessibility guidelines will be provided to all applicants.



Guidelines for designing sustainable exhibition booths

Through adopting a sustainable event planning approach, UN-Habitat aims to organize and execute the upcoming World Urban Forum (WUF12) in a way that minimizes its negative impact on the environment and promotes social and economic responsibility. We aim to hold a forum that is not only successful and impactful but also environmentally and socially responsible.

This guide outlines important principles and recommendations for designing sustainable booths and pavilions. By following these guidelines, exhibitors can contribute to making the Urban Expo environmentally friendly, thus supporting the overall goal of organizing a sustainable WUF.

Booth/stand construction

- Opt for construction materials that can be reused multiple times and repurposed after the exhibition.
- Avoid construction and branding materials that can't be reused, whenever possible.
- Present an outline on the use, recycling, reuse, repurposing, etc. that the stands and displays will undertake after the Urban Expo.
- Avoid plastic use entirely by opting for plastic-free construction materials.
- Use recycled wood, reusable or fixed-up pallets and cardboard for stand construction.
- Use environmentally friendly materials, paints, and cleaning products that don't have harmful chemicals such as formaldehyde (found in various adhesives, paints, and insulation materials), and volatile organic compounds (found in paints, varnishes, and solvents).

Energy consumption

- Use high-quality electric equipment when setting up the booths to save energy.
- Turn off electric lights in areas with sufficient natural lighting.
- Turn off all electric equipment when not in use, especially during long breaks and at the end of the day.
- Use energy-efficient lighting such as LED and avoid incandescent lighting.

Waste management

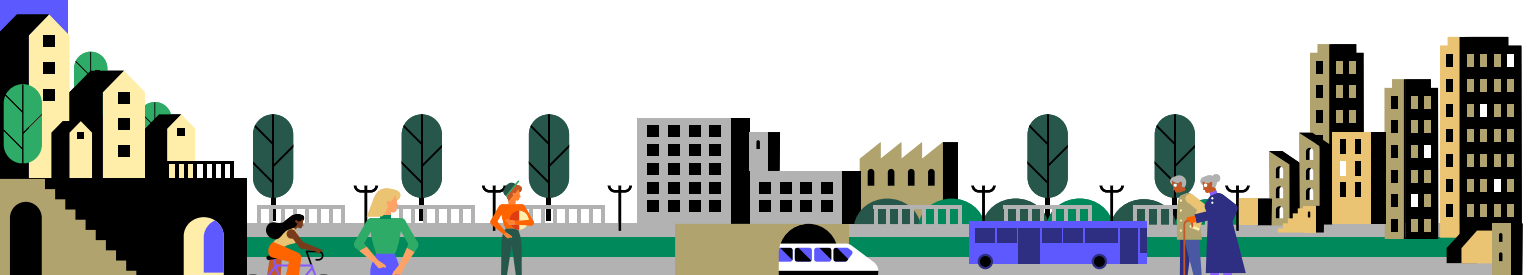
- Identify and communicate the types of waste likely to be generated by each exhibitor to the waste management company to plan for efficient waste management solutions including recycling, reuse, and recovery.
- Foster a fully digital experience for participants. Therefore, ensure all exhibition and booth organizers adhere to using zero paper, zero plastic, and any disposable material that would generate waste.

Sustainable procurement

- Prioritize materials and service providers sourced locally and avoid heavy CO2 emissions for products and services sourced far away from the venue.
- Prioritize suppliers and partners that align with UN values and demonstrate commitment to sustainability. The United Nations Global Compact encourages vendors to actively participate in fostering responsible corporate citizenship and promoting universal social, environmental, and anti-corruption principles derived from international declarations and conventions, aiming to address globalization challenges. More details available [here](#).
- Consider, when selecting suppliers, transparent and ethical business practices, with an emphasis on local sourcing to reduce carbon footprints.

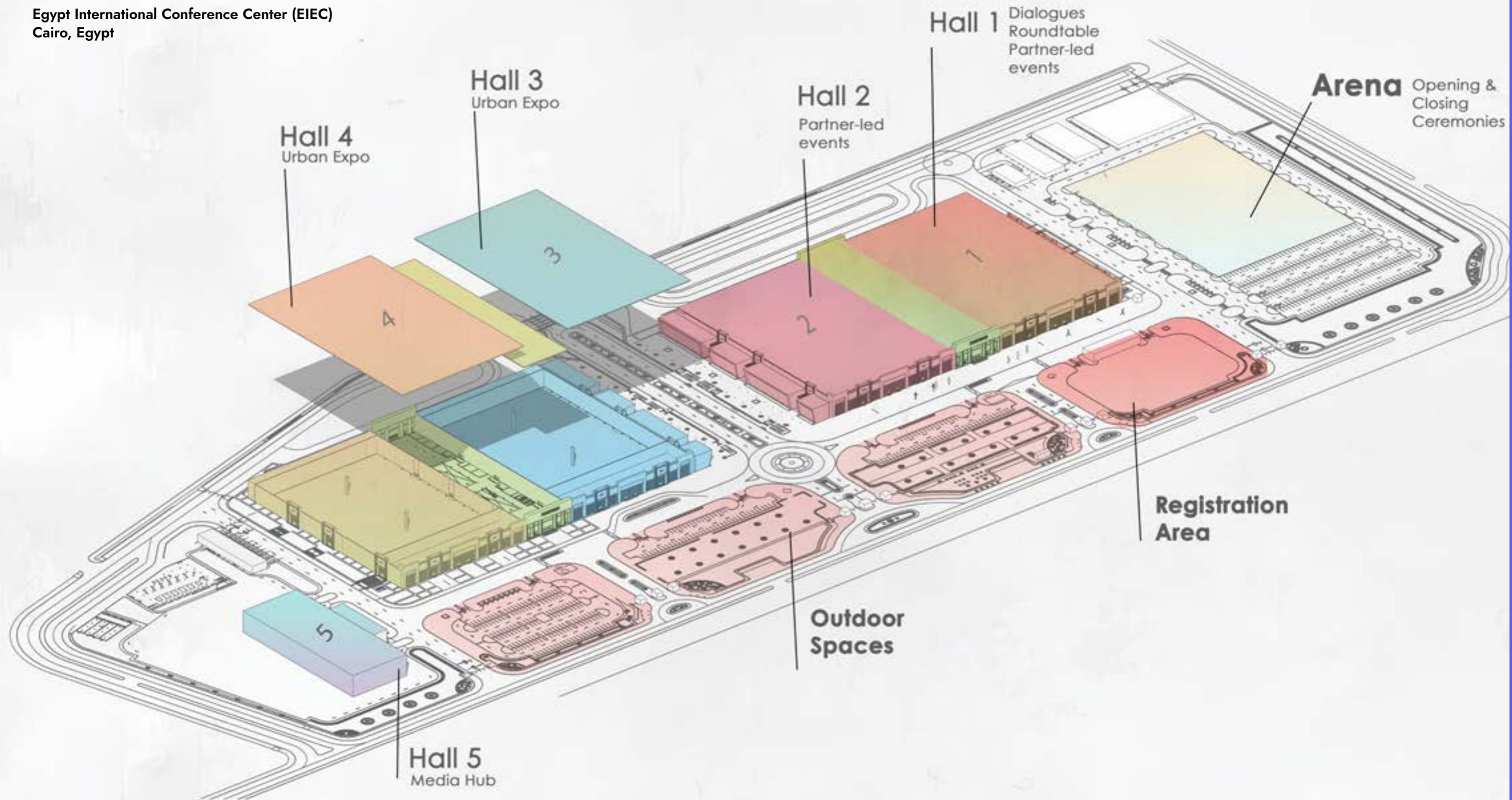
Learning and communication

- Make the information about the exhibitors' sustainability measures explicit and available within their exhibition booths/stands to raise awareness and encourage the adoption of similar measures in future exhibitions.
- Make references to the Sustainable Development Goals (SDGs) and the New Urban Agenda visible and prominent within their exhibitions.
- Promote sustainability among Urban Expo participants and empower both exhibitors and visitors with knowledge to make sustainable choices.



Venue map

Egypt International Conference Center (EIEC)
Cairo, Egypt





Exhibition schedule and operating hours

Schedule	From		To	
	Date	Time	Date	Time
Tuesday Delivery of decoration spaces	15 October	08:00	24 hours	
Wednesday Preparation/build-up period	16 October		24 hours	
Monday Finishing decoration works & displaying products	28 October		19:00	
Monday Opening of the Urban Expo	4 November	8:00	4 November	19:00
Tuesday	5 November	8:00	5 November	19:00
Wednesday	6 November	8:00	6 November	19:00
Thursday	7 November	8:00	7 November	19:00
Friday	8 November	8:00	8 November	19:00
Friday - Saturday Dismantling and evacuation	8 November	21:00	10 November	14:00

Exhibition packages and prices

Space only (empty floor space)

Exhibitors can book empty floor space to build large custom-designed stands. The cost of empty floor space is as follows:

Type of space	Cost
Indoor space (Halls 3 & 4)	\$220 per square meter
Outdoor space	\$200 per square meter

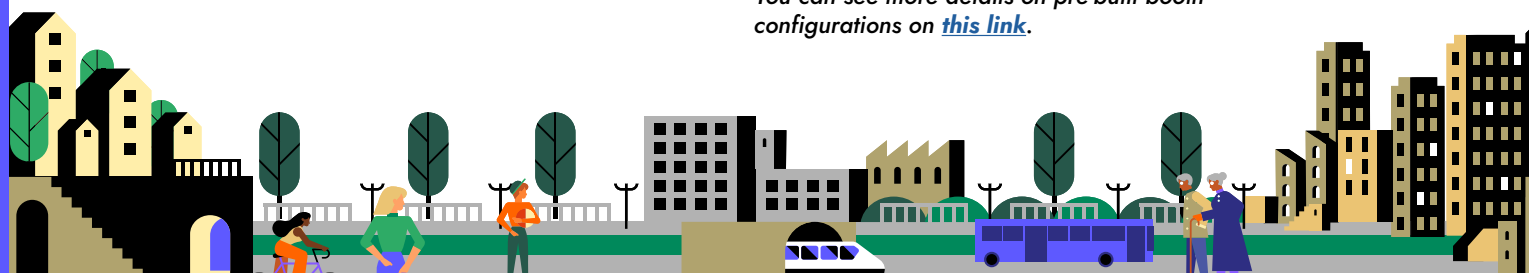
Note: UN-Habitat is not liable for any financial or legal arrangements related to the above services.

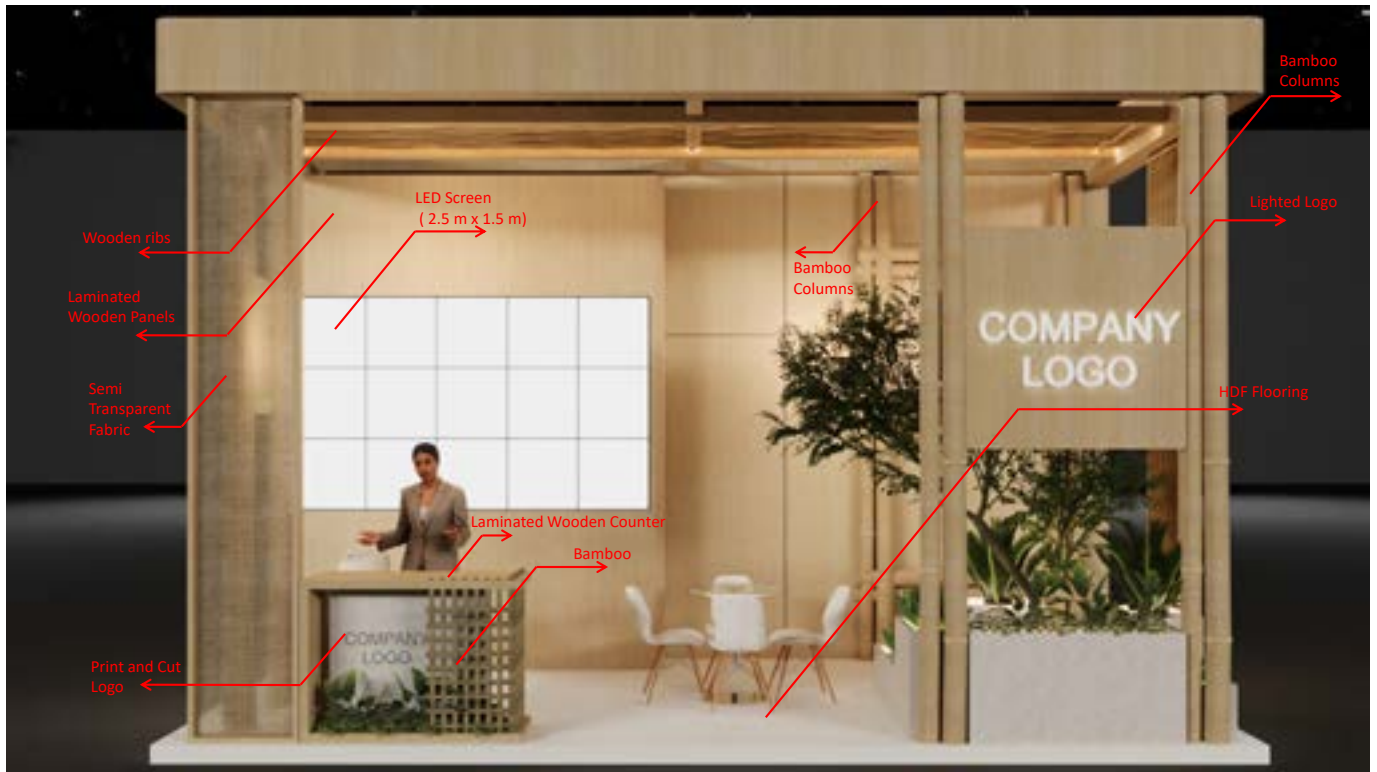
Pre-built booths

Eco-friendly pre-built booths with an LED screen for digital content (banners and videos), furniture, carpeted flooring, power outlets, and lighting are available for exhibitors. The LED screen is 2.5 x 1.5 meters, the resolution for digital content is 504*840 Pixels, landscape. The following booth modules are also available.

Size	Furniture and equipment
9 square meters (3 x 3 meters)	3 Chairs, 1 table, 1 counter chair and LED screen
18 square meters (3 x 6 meters)	4 chairs, 1 table, 1 counter chair and LED screen
27 square meters (3 x 9 meters)	6 chairs, 2 table, 1 counter chair and LED screen
36 square meters (6 x 6 meters)	8 chairs, 2 tables, 1 counter chair and an LED screen

You can see more details on pre-built booth configurations on [this link](#).



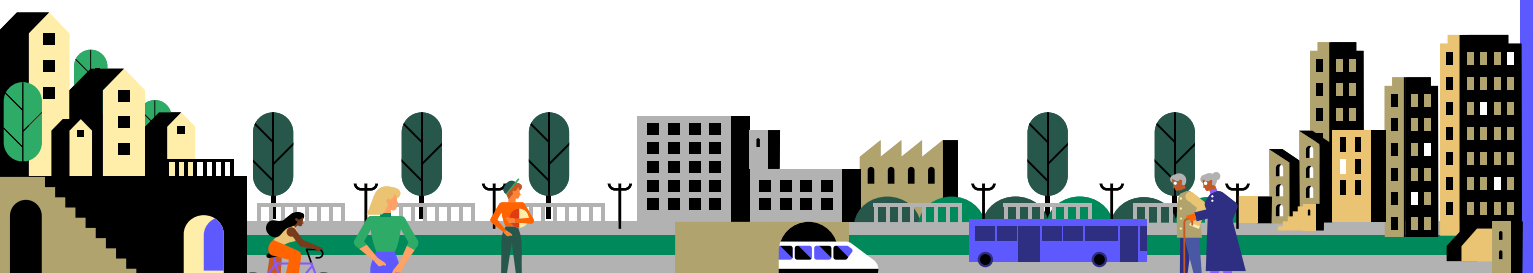


A prototype of an 18-square-meter prebuilt booth.

Prices:

Configuration	Price (USD)
1 side open	\$720 per square meter
2 sides open	\$670 per square meter
3 sides open	\$620 per square meter

The above prices exclude VAT (14%). The payment deadline is 8 October 2024. Any delay in payment will result in the cancellation of the stand/booth.





Utilities

Electrical connection fees are compulsory for space only stands

- Any order received without a drawing for a stand and electricity plan will not be processed.
- The main electricity supply is just for main power only, and the stand must have fuse boxes, cables, and a circuit breaker.
- All electricity requirements can only be confirmed after paying the fees and signing the form at the organizer’s office.

Notice:

- All cables should be in one piece with no tape on the cable and no connection.
- All the stands must have fuse boxes and circuit breakers, and the power cannot be connected to the stand without fuse boxes.
- The stand must have a plug as a power supply. If the stand does not have a plug, the organizer will provide the plug with fees as the rent value.
- The organizer will not return the insurance fees if an exhibitor loses the plug.

**Please note that the deadline for returning the order form is 8 November 2024 at 19:00 hours. It will not be processed after this date.*

Electricity costs

1. Below are the prices for preparation and exhibition days, including evacuation days.
2. The last day for receiving electricity connection requests is four (4) days prior to the exhibition start date.

Serial	Item	Price
Connections Prices		
1	Electricity cost for 3-phase	\$ 500 per period
2	Electricity connection fees for 380V, 125A	\$ 300 per period
In addition to the connection fees, contractors will be fined \$3,185 for requests sent after 14 October. Connections requested 24 hours before 28 October will attract an extra 40% fine (\$1,274) on top of the \$3,185 fine.		

Water and sewerage

Water & Sewage Prices

Connection prices

1	Water & Sewage Connection	\$ 50 per day
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Note: Water and sewage connections are not available in all halls except the first area of Hall 4.

Wired internet service

Space-only exhibitors can book dedicated internet from the Egypt International Exhibitions Center (EIEC) through reservation@nc-iec.com by **1 October 2024**. For technical inquiries please contact it.manager@nc-iec.com and fahmy.said@nc-iec.com.

The following packages are available:

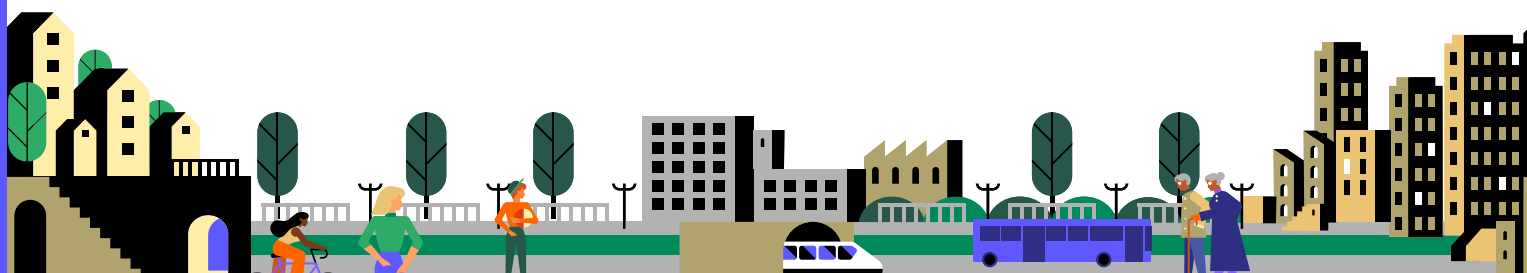
#	Description	price/LE EGP	USD \$ (Foreign companies)
1	8 MP/sec	11,495	245
2	25 MP/sec	42,350	901
3	50 MP/sec	59,300	1,262
4	100 MP/sec	109,000	2,319

Each 8 MP/sec could be divided into a maximum of 2 sources. The service will be operated during the show days and on the last day of the build-up. The invoice for all orders will include an additional 14% VAT.

Extra Services

Furniture and equipment

Item	Price (USD)
Extra Shelf	\$ 15 per day
Extra Chair	\$ 25 per day
Extra Table	\$ 20 per day
50 Inches TV Screen wall Fixed	\$ 175 per event
50 Inches TV Screen Moving Stand	\$ 200 per event



Interpretation services (consecutive Interpretation)

Note: The service must be booked at least 48 hours prior to the requested date

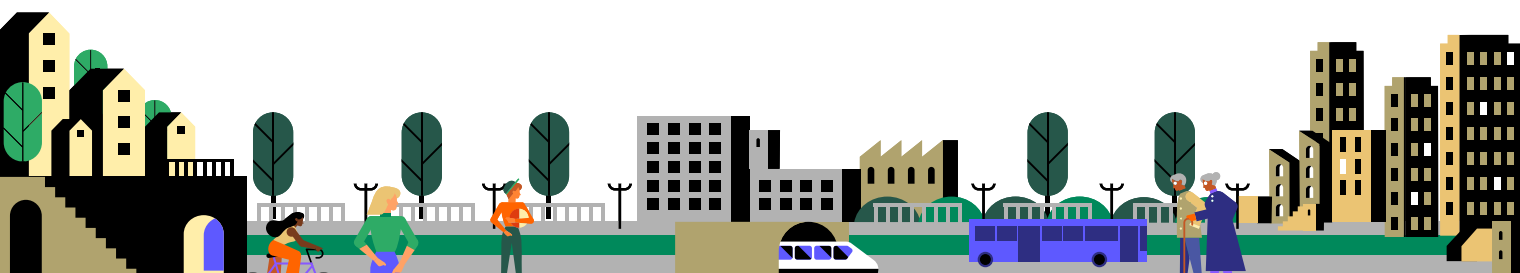
Language	Hours	Rate (USD)
English	1.5 hours	\$260
French	3 hours	\$ 375
Arabic	6 hours.	\$550

Language	Hours	Rate (USD)
Italian	1.5 hours	\$285
Spanish	3 hours	\$400
Chinese	6 hours.	\$570
Korean		
Russian		
Ukrainian		

To book translation, catering, and other extra services write to hesham_ashraf@mhud.gov.eg. Once the reservation is confirmed, a payment link or invoice will be sent. The service will be re-confirmed after payment.

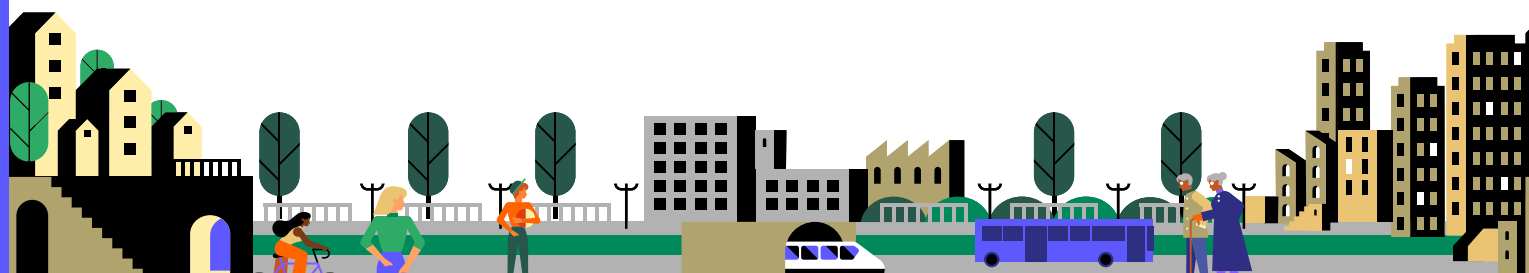
Rules and regulations

- The sale of printed materials, merchandise, or any goods at the WUF12 venue during the WUF12 Urban Expo or at any other time is strictly prohibited. Any material or goods distributed as part of an exhibition should be offered free of charge.
- Each exhibition stand must be manned by at least one staff throughout the event.
- All participants and exhibitors must adhere to the [UN Code of Conduct](#).
- Consumption and/or distribution of alcohol is strictly prohibited.
- Exhibitors with unequipped stands (custom built) must submit to the exhibition management their pavilion 3D designs no later than **20 September 2024** to approve all designs before implementing them by the UN-Habitat exhibition team at unhabitat-exhibition@un.org.
- There must be a control and distribution panel, with all links and cables for each booth assembled separately at the nearest power point on the floor of each booth, with all cables (thermoplast) only.
- Art installation works are only allowed inside the showrooms, and the following works are not allowed:
 - Building using bricks, cement, sand, etc.
 - Timber cutting and sawing.
 - Marble cutting.
 - The use of a compressor in the work of paints.
 - Use a welding machine.
- The maximum height allowed for booths in all halls is only 5 meters.
- The owners of the adjacent booth with the neighbor are obliged to finish the difference of the sides of the booth adjacent to the neighbor by painting them in white, trying to leave an area of 30% in the facade open and unobstructed, the height of the floors should not exceed 10 cm and adherence to the walls that must be partially closed according to the general path specified.
- All exhibition booths with raised floors must be wheelchair accessible. Ramps should have a minimum width of 91.44 cm between handrails and a maximum slope of 2.54/30.48 (which means that for every 30.48 cm of length, it rises by 2.54 cm).
- All exhibitors or building contractors will pay EGP 100 for every worker allowed to work inside the site from the construction phase to the dismantling period.**
- All exhibitors are prohibited from using the drill to install in the halls' floors, walls, and columns. Glue is not allowed to stick the carpet on the floor. It is only allowed to use the adhesive tape with the need to remove it immediately after the exhibition ends. Violators will be fined according to the value of the damage determined by the exhibition management and the goods of the exhibitors responsible.





13. Not allowed to use thermal heaters and compressed gas cylinders, and to abide by the instructions of civil protection in the treatment of materials that the civil protection considers highly flammable in the processing materials.
14. All exhibitors must spray all the fabrics inside the pavilion with a fire-resistant substance and hold a certificate to that effect from the contractor approved by the Authority, as well as the carpeting used in the flooring, if any.
15. Workers and technicians are forbidden from delivering and installing decorations without shoes and wearing slippers or sandals while carrying them out.
16. **All companies are prohibited from using the aluminum octanorm system.**
17. Exhibitors are encouraged to disseminate content digitally. Screens and QR codes will be the primary distribution methods and print materials will be limited.
18. **Rollup banners are prohibited in the exhibition halls. All pre-built booths will have LCD screens for digital content (banners, posters, and videos).**
19. Exhibitors must use their advertising materials within the booth's boundaries only, considering the heights of the adjacent neighborhood. It is prohibited to hang banners or flags on the halls' ceilings, entrances, and corridors.
20. Exhibitors are prohibited from leaving the booth area with their exhibits or advertising materials, knowing that the exhibition management will remove any infringements without prior notice. If these violations are repeated, violators will be fined.
21. The exhibitors should avoid objects or installations that obstruct the view of the rest of the exhibitors and not use audio devices or display in a way that disturbs the other exhibitors.
22. The exhibition management (GCM and UN-Habitat) is not responsible for the items inside the booth during the preparation period.
23. The venue management is responsible for securing the exhibits from the exhibition's closing period at night until the hall opens in the morning; each company is responsible for the exhibits of each pavilion during the exhibition period.
24. It is forbidden to have any obstacle in front of the fire wheel and to create openings for it if it is in the booth space.
25. The entry fee for 3 to 5-tonne forklifts is US\$ 250 per ton.
26. Smoking is strictly forbidden inside the showrooms. Violators will be subject to a fine.
27. It is strictly forbidden to place any obstacles in the path of the escape gates.
28. All exhibitors must complete all finishing and furnishing works by **19:00 hours on Thursday, October 28, 2024**, to allow the organizer to start carpeting the corridors and general hygiene.
29. The halls are opened one hour before the visitors' entry for general cleaning and coordination, and the exhibitors must show their badges to the organizers to enter the exhibition.
30. All exhibitors and building contractors must use the loading doors designated for this purpose during the preparation, furnishing, dismantling, and evacuation of the exhibits and not the visitors' doors.
31. During exhibition periods, it is prohibited to bring in or remove exhibits. If necessary, prior arrangements should be made with the organizers' office.
32. **Contractors for the implementation of decoration/ exhibitors must have a cash amount of EGP 50 for each square meter of decor fees collected at the entrance gates of the equipment cars.**
33. All exhibiting companies must create only one door for entry and exit through the area designated for displaying products in a way that does not affect the paths specified for visitors and adheres to the path specified by the organizing company (GCM).



Health and safety

Personal protective equipment (PPE) - mandatory rule

Personal protective equipment is mandatory when there is a foreseeable risk of a requirement to prevent injury. The following requirements will be mandatory at ALL venues.

Mandatory foot protection

It is mandatory to wear safety footwear (safety shoes with toe and puncture protection) to work in the halls and loading bays during build-up and break-down periods. Below are samples for reference purposes only.



Safety Sandals (GCC Nationals / Ladies)

Steel Toe
Puncture Resistant
Rubber slip and
Oil resistant



Normal Safety Shoes with Toe and Puncture protection

Mandatory head protection (hard hat)

It is mandatory to wear a hard hat if you are working on or around any double-decker stands, scaffolding, or any structure where there is a risk of falling objects or head injury



Mandatory high visibility clothing (high visibility vest)

It is mandatory to always wear high visibility jackets/vests (any colour) in the halls during build-up and breakdown and in the loading bays or areas where vehicles are moving.



Other PPE includes the following:

- Gloves to protect hands and forearms
- Dust masks to protect from breathing hazardous or irritable particles
- Eye protection
- Hearing protection
- Harness and safety belts

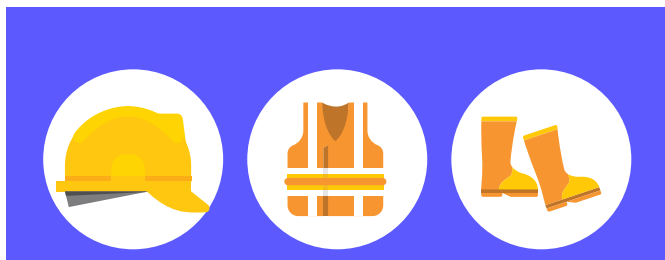
This is not an exhaustive list of items, and the employer has the duty to ensure that the correct type of PPE is applied to a work situation. The standard adopted for personal protective equipment is in accordance with British Standards and technical guidelines, which apply in full at the venue.

The only allowed machineries:



The following requirements will be mandatory when working onsite:

- High visibility vest (high visibility clothing)
- Safety shoes (sandals, trainers, and open/soft shoes will not be permitted)
- Hard Hat (head protection when overhead work is being carried out)



Regulations on health & safety use of ladder & use of scaffolding

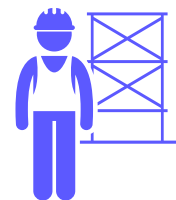
Ladder rules

- ✓ Always face ladder when ascending or descending.
- ✓ Always maintain 3 points of contact on the ladder: 2 feet + 1 hand or 2 hands + 1 foot
- ✓ Top of ladder should never be used as a step.
- ✓ Ladders should never be moved, shifted or extended while occupied.
- ✓ Never carry an object or load that could cause you to lose your balance.



Scaffold Safety

- ✓ Make sure the scaffolding boards are in place and in good condition.
- ✓ The scaffold must be strong enough for the usage purpose.
- ✓ Never overcrowd scaffold with people, supplies, or equipment.
- ✓ Erect scaffold with proper access and guard rails.
- ✓ Tied scaffold adequately where required.
- ✓ Place the guard rails and toe boards firmly.
- ✓ Use safety harness and lifeline.
- ✓ Do not climb or stretch out over the guard rails.
- ✓ Incomplete scaffold must be blocked off or must display a warning notice that it must not be used.



Trolleys – ensure to use trolleys to bring your stand materials





STRICTLY

Slippers/Thongs, Sandals, or Open-Toed Footwear, and Smoking is **Not Allowed Onsite**



Anyone found working in the halls not wearing proper PPE will be asked to exit the halls and may be subject to a ban from events.

Please note that the stand build will be monitored onsite to ensure the stability of the structure. In case of any unstable and unsafe structure, the organizer will request the responsible exhibitor or contractor to reinforce the structure. Please adhere to the rules and regulations

Contacts

Exhibition coordination and space allocation

Head of Production, UN-Habitat
Victor Mgendi
unhabitat-exhibition@un.org
victor.mgendi@un.org

UN-Habitat is responsible for online applications, vetting and approval of exhibitors, floor plan design, and space allocation.

Invoicing and payments

Focal point for Urban Expo payments and orders for extra services for pre-built booths
Eng. Hesham Ashraf
T: +2/01285222152
hesham_ashraf@mhud.gov.eg

Official contractor (on-site management)

GCM
Omar Tarek
T: 0100 8702140
omar.tarek@gcm-egypt.com

The official contractor, GCM, is responsible for onsite management of the Expo, including overseeing build-up and dismantling, building pre-built booths.

Exhibition stand builders

Approved exhibitors may hire a builder of their choice for space-only stands. Below are some suggested contractors that could also be engaged.

GCM (Official WUF12 contractor)
Ziad Hashem
T: 01146448684
ziad.hesham@gcm-egypt.com

Level International Events & Exhibition
Mohamed Wahba
T: 01020520440
mohamed@levelfitout.com

DeltaConex
Seif Bassel
T: 0106 8999460
sbassel@deltaconex.com

Top Event
Ahmed Abd El Aziz
T: 01008772115 | 01159311106
info@topeventeg.com

Solutions
Khadiga
T: 01221419493
khadiga@solution-design.net

Omar Mohamed
T: 01033663688
omohamed@deltaconex.com



Shipping manual

DEADLINE FOR DISPATCH OF DOCUMENTS (PRE-ALERTS)

To ensure there are no delays or undue inconvenience to customs clearance on arrival, it is imperative that copy of the above final documents must be forwarded well in advance to the arrival of shipments to DSV Fairs & Events, Attn: Mohamed Nader, E-mail: ext.Mohamed.Nader@dsv.com

Sea Freight - FCL	21 days before delivery date to site
Sea freight – LCL	25 days before delivery date to site
Air Freight	14 days before delivery date to site

CARGO ARRIVAL DEADLINE

Sea Freight - FCL shipments to Alexandria Seaport	3 Weeks before delivery date to site
Sea Freight - LCL shipments to Alexandria Seaport	3 weeks before delivery date to site
Airfreight shipments to Cairo Airport	10 days before delivery date to site

(LCL Shipment is not recommended as it takes a very long time to de-stuff the container, so we are not responsible if the goods do not reach the exhibition center in time for the show.)

Important - Road freight shipments are not permitted

TENTATIVE RE-EXPORT TIMEFRAME

FCL shipments from Cairo	10 to 14 days from the date of show closing
Airfreight shipments from Cairo	10 to 14 days from the date of show closing

Notes:

- The above is subject to receiving complete return instructions prior show closure and customs inspection.
- The above is subject to space and final acceptance / confirmation of cargo by carrier or line.
- The above is subject to Weekends / Public Holidays.
- Notification for urgent re-export shipments is to be provided within 5 working days prior to the close of the show and premium rates may apply.

DOCUMENTS REQUIRED

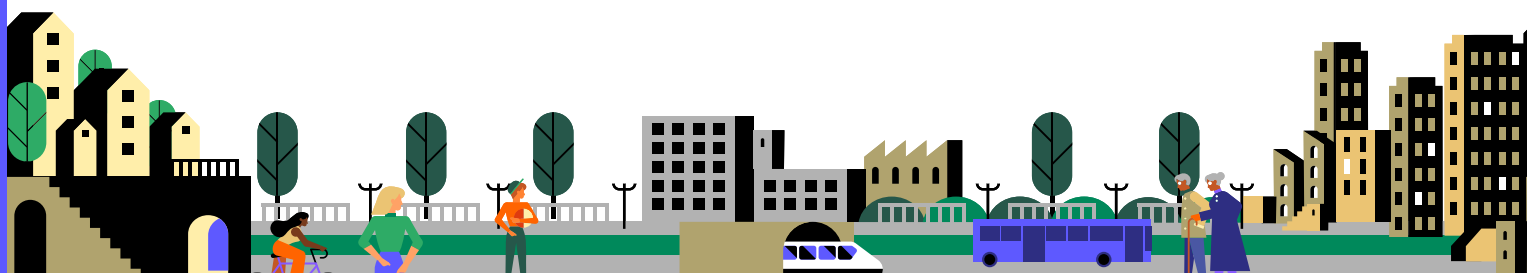
Please DO NOT mix temporary and permanent entry shipments under one AWB or B/L and should be forwarded separately. Separate documents are required for temporary and permanent import and should correlate each other and tally with Bill of Lading/Air Waybill.

Handwritten documents are not acceptable. The entries on the Invoices must be in English Language. Details on all documents must tally with the actual shipment. Pro Forma invoice or shipping Invoice is NOT acceptable.

Original documents are mandatory for customs clearance purpose.

Following documents are required for purpose of **Airfreight & Sea freight** import clearance on arrival.

- 2 x Original Air Waybill / Bill of Lading
- 2 x Original detailed Commercial Invoice
- 2 x Original detailed Packing List
- MSDS incase shipment contain laptops, scanners, printers, DG goods
- 1 x Fumigation certificate for wooden packages + 1 x copy (if applicable)
- ACID number is applied on sea freight shipments.
- Above documents to be shared via email before shipment arrival to start clearance formalities.



Commercial Invoice

The signed (blue ink) & stamped commercial invoices must be in original on shipper's(exhibitor's) letter-head and bear the following information: invoice number, number of packages, itemized description of goods, itemized visible engraved serial number, itemized harmonized code, itemized value, total DDP value indicating currency code, total number of packages, total weight, itemized country of origin (Manufacture) and the remark "shipment for temporary (or permanent) import into Cairo for "WUF12" and will be re-exported after the exhibition". The invoice number should also reflect on Air Waybill / Bill of lading as well.

Please note the value mentioned on the CCIPL should be in either USD, Sterling Pound or Euro, no other currencies are acceptable.

The acceptance of the shipping documents as originals and the values given is subject to the sole discretion of the customs as per their defined parameters. Failure to comply with documentation and accuracy will result in delay and undue inconvenience, higher customs duty assessment, storage & other dues which shall be for account of the shipper.

Giveaways, brochures, catalogues, magazines, printed matters, CD ROMs etc., are dutiable on final basis and must be given a value based on DDP basis. DO NOT INDICATE 'No Commercial Value' on the invoice.

All machinery, engines, vehicles, audio visual equipment and any high value item for temporary import must have visible engraved serial numbers on each individual piece and these must be mentioned on the invoice / packing list. If serial numbers are not available, then the Egypt customs may not accept a temporary import and in such instances, customs duties will have to be paid based on the DDP value on a final basis.

In order to arrange for these importations (subject to approval), we suggest you send us information of such materials at least 45 days prior to dispatch of shipment from origin. Any fee arising from such application shall be additional for account of the exhibitor as per actual receipts plus a processing fee.

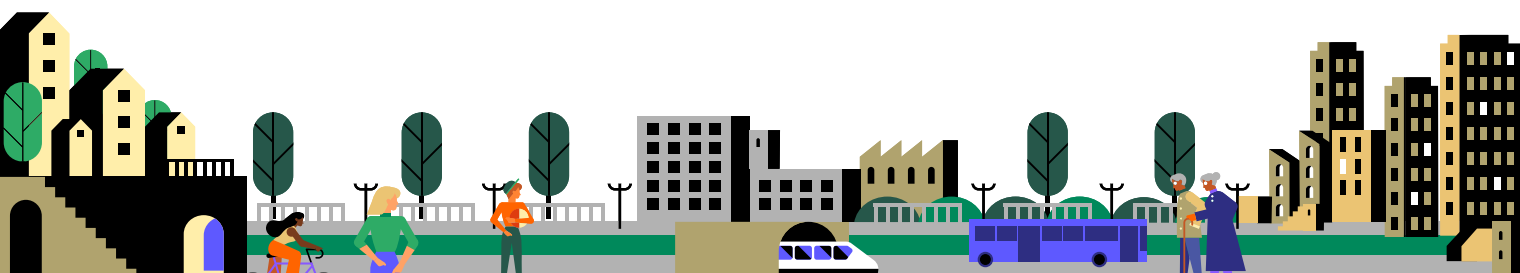
If the above-mentioned documents are not in order /available at time of clearance it may delay the customs clearance formalities for which DSV will not be held responsible. Thus, do not ship these goods into Egypt without our prior confirmation of approval from the authorities.

Packing List

The Packing List must give details of the number of packages, weight and measurement of individual packages including shipping marks of the goods.

Notes to documentation

- There should be uniformity in the type of packaging mentioned on all shipping documents. e.g., if the Bill of Lading or Air Waybill reads Cases then Invoice & Packing list should reflect cases as well – else there will be customs penalty even if the documents provided are original. The commercial invoice numbers also should be mentioned on Air Waybill as well.
- Failure to declare true and accurate values on the shipping invoice including mis-declaration of the country of origin against physical cargo, will subject to a customs penalty.
- For shipments consisting of Brochures / Literature / Printed matter, a copy sample of each item should be forwarded along with shipment / couriered / emailed to DSV prior shipment arrival.



CONSIGNMENT INSTRUCTION

All shipping documents including Bill of Lading / Air Waybill / Invoice / Packing list on Freight Prepaid basis MUST be consigned to:

World Urban Forum - WUF12
 Egypt International Exhibition Center (IEIC)
 Exhibitor Name:
 C/O DSV Solutions

Notify Party: DSV SOLUTIONS
 Plaza (B-7), El Moshir Tantawy Axis,
 New Cairo, Egypt
 ATTN: Mohamed Nader
 Tel: +2 (010) 23565699

Description: Exhibition Goods

Exhibition’s shipments cannot be consigned to a local company in Egypt and must be consigned as per the details provided above.

Some Ocean carriers require containers Guarantee to be paid being consigned for exhibition until re-export of containers, these Guarantee should be paid in advance by DSV or to be paid at origin. It is recommended to use carriers that are not requesting for container guarantee.

CASE MARKINGS

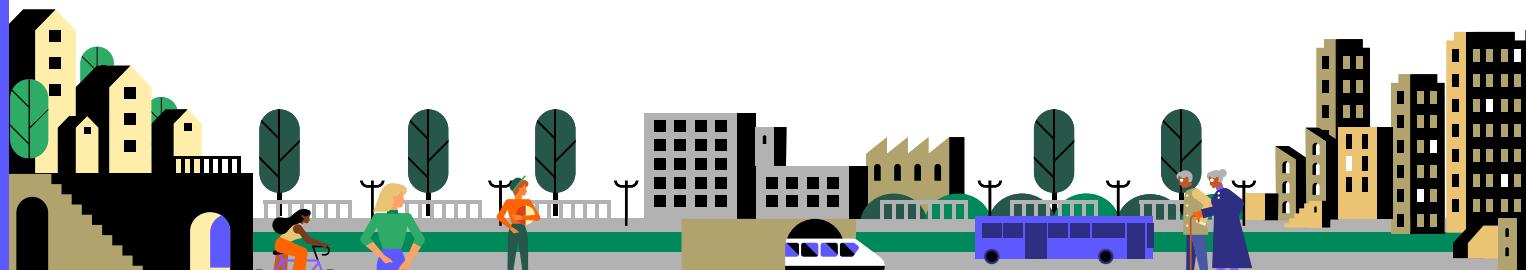
DSV SOLUTIONS
 World Urban Forum - WUF12
 Name of Exhibitor : _____
 Stand Number : _____

 Case Number : _____ of _____
 Gross/Net Weight : _____
 Dimension : _____

We recommend you to design your packing carefully to minimize risks to your equipment. It is also advisable to use bolts, screws and hinges whenever possible if your cases are to be re-used for return or onward transport. Cardboard cartons should be avoided if they are intended for onward use. DSV will not be responsible for damages / claims arising out of improper packing.

RESTRICTED CARGO

- Import of Alcohol is strictly prohibited.
- Video Tapes, CD, DVD’s, printers, scanners, fax machines will be subject to censorship procedures which take around 15 days for approval. Or purchased locally in Egypt.
- Radio/ wireless/ telecommunication equipment or accessories require National Telecommunication Regulatory Authority (NTRA) approval, and the approval has to be obtained by the respective exhibitor from origin well in advance to the arrival of shipment into Cairo. A copy of the approval has to be provided accordingly. However, the approval is not exempting the shipments from NTRA Inspection in Egypt. Shipments still need to be inspected by NTRA and it may take 5-6 working days for the formalities, subject to approval / rejection by the Egyptian NTRA. Some items will be subject to “general Security inspections which will take 15 working days.
- Dangerous Goods (DG) need to be accompanied with the MSDS.
- Importation of Medical products and actual medical samples are strictly restricted for importation into Egypt, such goods can only be shipped after obtaining import permits in advance prior to the dispatch of the goods from origin.
- Medicine, food stuff, seeds, plants, chemicals, cosmetics, cameras or weapons are considered to be restricted items as they need special procedures.
- To avoid delays, check with DSV well in advance for the documentation requirements related to other items.



FUMIGATION

All Wooden packages must be fumigated and stamped with IPTC logo indicating country where the fumigation has been made. Failure to do so will cause delay in customs clearance process along with an additional cost.

CUSTOMS REGULATION

Each exhibitor must issue a bank guarantee for the amount of the customs duties and VAT in favor of the Customs Authority. The bank guarantee should be valid for 6 months from the date of the show commencing. Such guarantee to be full refunded upon re-export of the shipment shipmen from Egypt. If DSV is to arrange for the bank guarantee, then additional charges will be applicable for the same.

CUSTOMS DUTY

Permanent import items will be subject to customs duties of 0 - 60% or as a duty amount as assessed by Egypt customs along with a VAT of 14%.

RE-EXPORT / PERMANENT IMPORTS

Freight and other related charges will be on account of the exhibitor. In the exhibition the exhibitors would like to leave the exhibition goods in Egypt for disposal or giveaways, the permanent import is subject to Cairo Customs approval and once it has been agreed, the exhibitors or the buyers are required to pay all duties, taxes & VAT including the formality to convert the temporary import to permanent import. Even if goods are to be disposed, duties and taxes are payable by the exhibitors and any additional disposal charges shall be additional for account of the exhibitors. DSV's representatives will be on-site during the show dates to help exhibitors with the re-export, disposal or giveaways.

COURIER SHIPMENTS

Courier shipments are not recommended due to the inability of the Courier Company to clear goods through customs, especially for an Exhibition or on a temporary basis. It might take approximately 15 days or more for the release of the same from customs; hence, we should not be held responsible for the delay of such shipments.

GOODS DURING/AFTER THE SHOW

Direct sale of exhibits / goods or missing items will certainly be subject of legal action by customs against the exhibitor, in addition to heavy fines / penalties. Once Cargo delivered to the Exhibitor's booth, it would be the Exhibitor responsibility to ensure cargo is securely stored and any missing cargo should be dealt directly between Exhibitor and Venue without the involvement of DSV. If any goods are sold during the show, do not deliver the goods to the buyer. They should receive the goods at the customs warehouse after the completion of the customs process and payment of duty and tax.

GOODS DURING/AFTER THE SHOW

Giveaways such as bags, pens, keys, chains etc. along with brochures and catalogues are subject to customs duty and VAT. Exhibitor should submit an invoice with a reasonable market value.

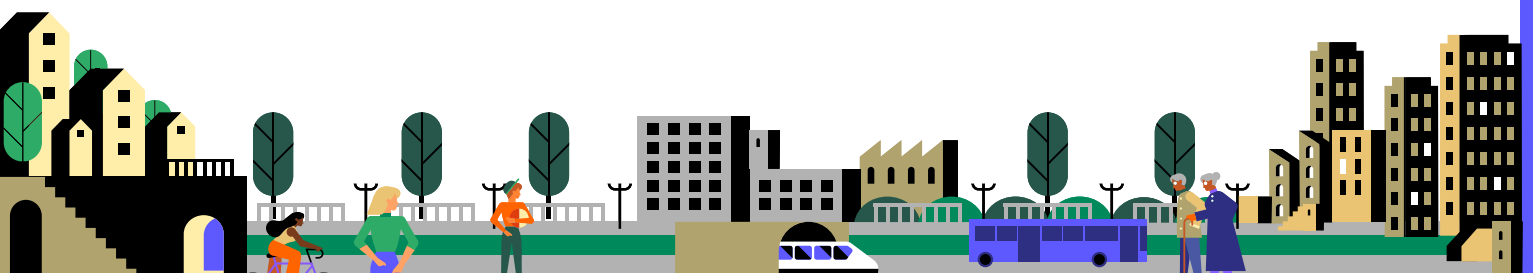
HAND CARRY ITEMS

Overseas exhibitors are strongly advised not to hand-carry exhibits as these will be stopped by customs and will be subject to customs clearance upon arrival. In case exhibits are being stopped at the airport on arrival, DSV will not be able to assist with the customs clearance of hand carry items and exhibits will miss the show.

INSURANCE

Insurance of the cargo is not included in our scope of work / tariff and same to be arranged by the Exhibitor and / or Exhibitor Company with an express and unconditional waiver of subrogation towards DSV, partners & our sub-contractors.

The show site yard is not a covered site, therefore all freight and empties moving in and out of the halls or stored on site during the show are exposed to climatic conditions. Our tariff is computed on the basis of volume and weight and has no correlation with the value of exhibits, it follows that the cost of insurance cover is not included in our charges.



For shipments arriving in apparent damaged condition, the airport and seaport will not assist with surveys and provide any damage reports. The goods will need to be surveyed on site by the exhibitor's survey company to process any claims. It is the responsibility of the exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile, including the period the exhibits are handled by us.

Notes to tariff

- For early arrival shipments- airport/seaport storage or demurrage charges if applicable will be charged at actual.
- Any third-party charges incurred will be charged as per actual.
- Import permits are required on goods that are controlled by Import Control Regulations authority.
- Handling and storage of empty cases are subject to free space availability on site, if else, the empty cases will be taken to warehouse and additional storage charges will be applicable.
- Additional handling charges will be applicable for split delivery of freight into different stands / halls locations.
- Additional charges will be applicable for fumigation or wooden packaging if required.
- Export air and sea freight charges and accessible storage charges will be quoted on case-to-case basis if required.

Storage of Goods at the Venue (EIEC)

- The current applicable process for all the exhibitions at EIEC, Egypt International Exhibition Center (EIEC) is that all the inbound goods are to be compulsory transferred from the port/airport of entry to the venue directly. Once the goods

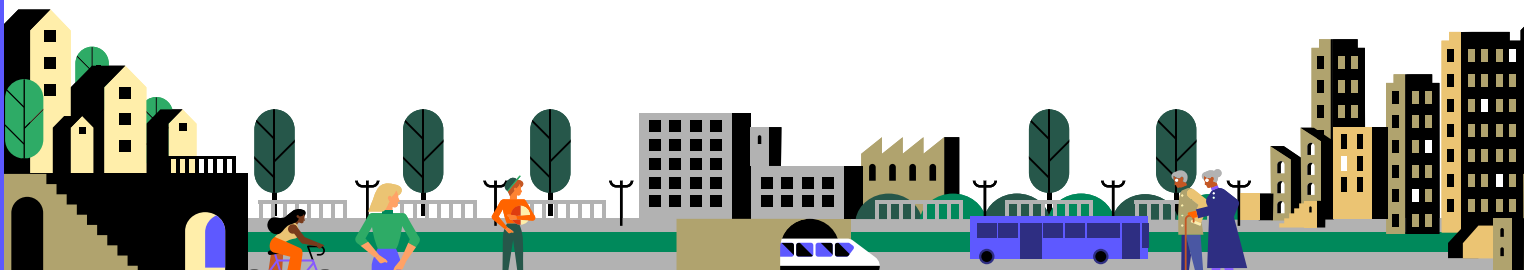
arrive at the venue will be subject to storage and customs inspection which takes one day after arrival at the venue. The goods remain stored in the venue warehouse till the start of the show and returned after the show time to be stored again till re-export. The in / out days are included in the storage period.

In addition, forklifts/cranes must be used for the in / out warehouse handling. The storage cost before the show, in addition to storage cost for empties during the exhibition days till re-export the cargo will be billed to exhibitors + VAT 14%

- The charges / fines incurred due to incorrect documentation will be charged accordingly.
- Any additional services, which are not listed above, will be quoted on a case-to-case basis.
- **At the Close of the Event:** It is imperative that every exhibitor has completed and signed the Return Shipping Instruction Form before they leave the exhibition. DSV will not be held responsible for any loss of shipment or damage incurred due to an exhibitor not completing or signing the form correctly. If the exhibitor needs to change the number of packages returning and has failed to provide DSV with the revised instructions, DSV will not be held responsible for any such discrepancies in the piece count.

If for some reason the exhibitor has not been able to meet with our representative, and the exhibitors have a return shipment requirement, they should either visit our site office or contact DSV representative at the earliest opportunity to complete their disposal instructions.

The responsibility of the Trade Fair Forwarding Agent terminates with the delivery of the cargo to the booth and will be resumed with its pick-up from the booth.





IMPORTANT

All business transacted is only in accordance with DSV's / our sub-contractors' Standard Trading Conditions, copy is available upon request.

Use of DSV Fairs & Events (DSV Logistics) Dubai services – partly or full – and any requirement for additional services at any time before / during or after the exhibition should be expressed in writing only.

Note: UN-Habitat is not liable for any financial or legal arrangements related to the above services.

For additional information or clarification, please contact us at:

DSV Solutions S.A.E.

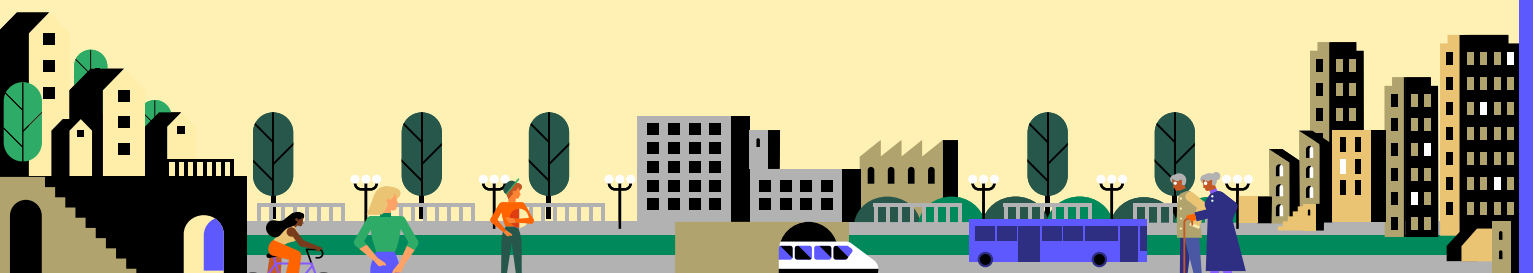
Egypt International Exhibition Center
Plaza (B-7), El Moshir Tantawy Axis
Cairo, Egypt

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Material guide

Introduction

WUF12 focuses on the theme “**It All Starts at Home: Local Actions for Sustainable Cities and Communities.**” As part of this emphasis on sustainability, WUF12 is keen to use sustainable materials in building the exhibition space and encourages exhibitors to follow suit.

As conscientious global citizens, we wholeheartedly acknowledge the pressing imperative to mitigate our environmental impact.

By **meticulously curating materials**, we not only craft captivating exhibits but also significantly reduce our ecological footprint.

This comprehensive guide **empowers exhibitors** with the knowledge and tools to make informed, sustainable decisions that not only **enhance their brand** but also contribute positively to our **planet’s well-being**.

Why this guide matters?

Environmental Impact

- Choosing sustainable materials reduces waste, energy consumption, and greenhouse gas emissions.
- Exhibitors contribute to a more resilient planet.

Positive Brand Image

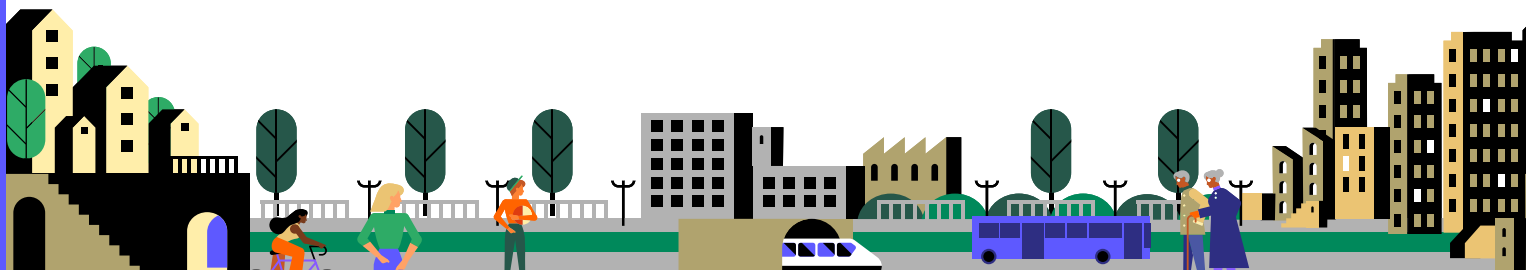
- Sustainability-conscious exhibitors attract environmentally aware visitors.
- Demonstrating commitment to eco-friendly practices enhances brand reputation.

Long-Term Benefits

- While some sustainable materials might require more preparation, their durability and positive public relations yield long-term advantages.

Theme

In this year’s Urban Expo, we’re meticulously weaving the rich tapestry of Cairo’s historical streets into our design. Drawing inspiration from the old city’s labyrinthine alleys and bustling markets, we will curate a layout that pays homage to its urban heritage.



Skeleton work

A wood that is **sourced sustainably** is renewable and biodegradable, which makes it partially of an environmentally friendly choice. Its versatility makes it suitable for a wide range of uses, including **structural meshes, slats, and panels**.

The majority of wood in Egypt is **imported** rather than locally sourced, which raises its price and carbon footprint.

For this reason, using a high-quality local substitute that doesn't compromise the overall look, feel, or quality is **encouraged**.

Wood?



Wood replacement

Compressed palm midrib panels

Why?

Lightweight, durable, local and biodegradable.

Impact

Reduces deforestation, supports local economies and reduces agricultural waste.

Data

Typically, the midrib panels range from 1 meter (approximately 3.28 feet) to 2 meters (approximately 6.56 feet) in length.



Bamboo poles

Why?

A versatile material that grows rapidly and has a low environmental impact. Could be used for structural elements, signage, or decorative features.

Data

Bamboo poles can be sourced locally and have a maximum height of four meters.



Cladding

MDF panels

While MDF reduces waste and carbon footprints, **it's hard to be recycled.**

When designing exhibitions, considering environmental impact is crucial, and sustainable alternatives should be explored.



Wheatboard

Made from wheat straw, it's formaldehyde-free and recyclable.

Reclaimed wood

Salvaged wood from old structures reduces waste.

Corkboard

Lightweight, renewable, and sound-absorbing.



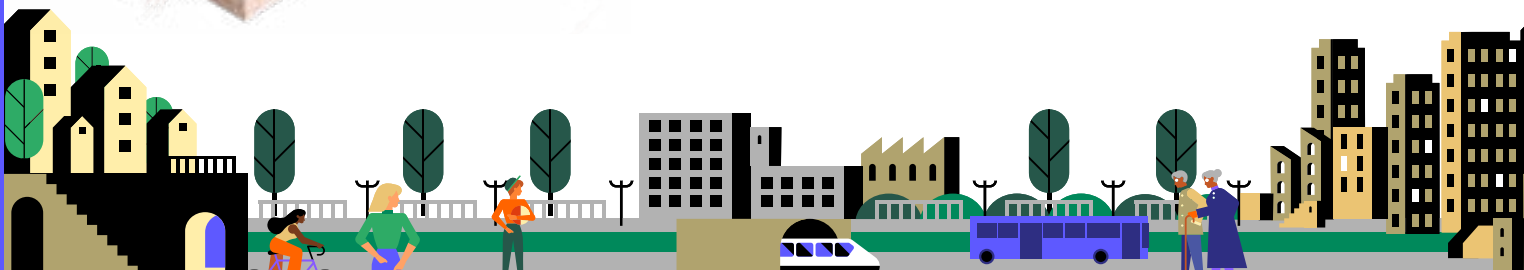
Get creative

Local material

Rammed earth panels use locally sourced materials, minimizing embodied energy and waste. This aligns well with sustainable exhibition design.

Natural aesthetics

The earthy texture and warm tones of rammed earth create a harmonious backdrop for exhibits. Visitors feel connected to the environment, enhancing their experience.



Rammed earth panels



Fabrics and canvas

Replace banners

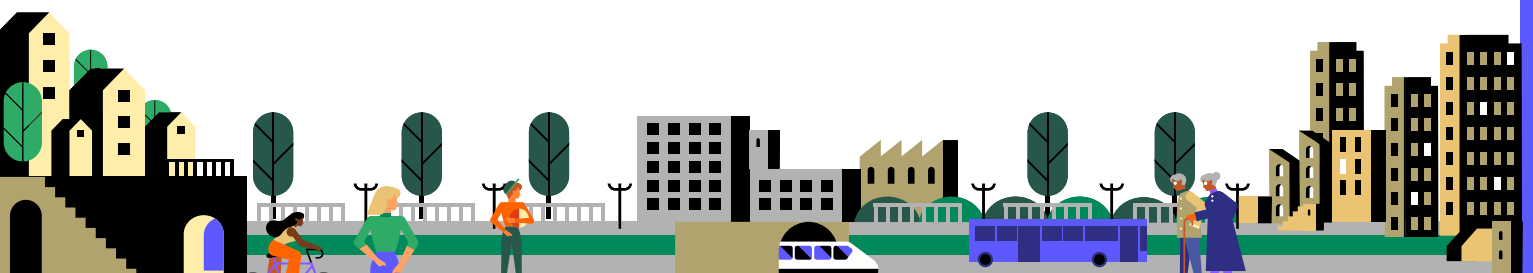
Instead of vinyl banners, opt for canvas. Canvas is durable, reusable, and can be printed with vibrant graphics.

Plus, it's biodegradable.



Jute and hemp

These natural fibers can replace synthetic materials in textiles, ropes, and packaging.



Why?

Versatility

Canvas can be reused and repurposed in various settings. Its sturdiness allows for multiple uses, reducing the need for single-use plastic banners.

Biodegradability

Canvas is completely biodegradable since it's made from natural fiber like cotton or linen. In contrast, plastic banners (often made of polyvinyl chloride or PVC) take thousands of years to degrade and contribute to plastic pollution.

Recyclability

Canvas is 100% recyclable. Properly treated canvas can be repurposed into new items without harming the environment.



3D printing



Enhancing exhibits

By bringing 3D-printed models to life, exhibitions become more engaging. Visitors can interact with intricate details and gain deeper insights into installations or artistic objects.

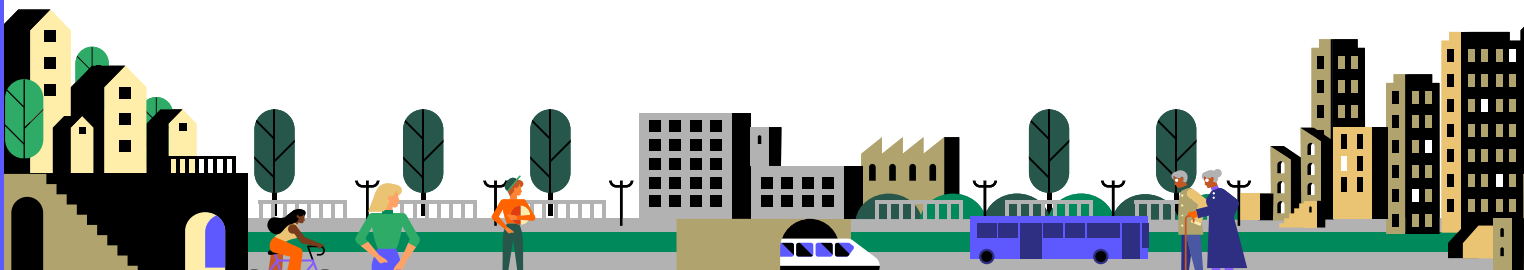
Cost-effective solutions

3D printing reduces costs compared to traditional fabrication methods. It enables customized display elements, interactive components, and intricate designs without excessive expenses.

3D printing filaments

We can shift away from petroleum-based plastics and embrace biodegradable filaments like **PLA**, PHA, and PCL.

PLA is biodegradable and suitable for 3D printing. It's an excellent alternative to petroleum-based plastics and widely available in Egypt and worldwide.



Vegetations

We invite all exhibitors to infuse their spaces with lush **greenery** and vibrant **plants**



Bringing nature to the show:

Exhibition halls can sometimes feel sterile. By adding potted plants or fruiting trees, exhibitors can infuse life and color into their booths, making them more inviting.

Wall displays with greenery

Exhibitors can affix small potted plants to wall displays or create full greenery backdrops using portable ivy or other crawler plants. These natural elements soften the space and create a refreshing ambiance.

Bright hanging plants:

Utilizing the top space with hanging plants—such as orchids or vibrant flowers—adds visual interest and draws attention to display tables.

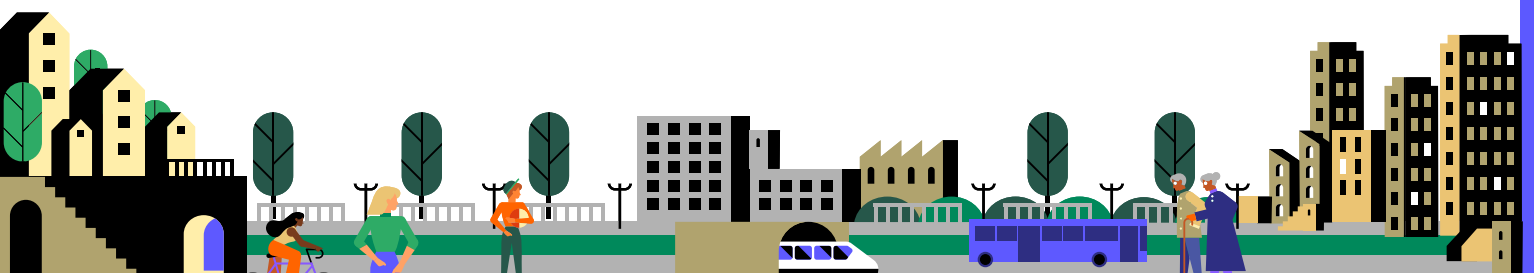
Content handling

We encourage you to embrace efficient and eco-friendly practices by opting for digital content exchange

(Ex: **QR Codes**, **NFC Tags**, etc.)

By utilizing digital documents, you gain **accessibility**, security, and the **ability to edit seamlessly**.

Let's reduce paper waste and create a streamlined exhibition experience together!



It All Starts At Home

Local Actions for Sustainable
Cities and Communities



For more information on the Urban Expo, please
write to unhabitat-exhibition@un.org.

#WUF12 #ItAllStartsAtHome wuf.unhabitat.org | [Instagram](#) | [Twitter](#) | [Linkedin](#)

WORLD
URBAN
FORUM
TWELFTH SESSION

