**EXHIBITION SPACE - SERVICES & INNOVATIVE SOLUTIONS   
FOR AN ACCESSIBLE EUROPE**

*From 12-13 December 2018 | UN Vienna, Austria*

**REQUEST FORM**

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| THIS FORM AIMS AT COLLECTING AND ORGANIZING DETAILS OF REQUESTS FOR BOOTHS AT THE SERVICES & INNOVATIVE SOLUTIONS EXHIBITION AT THE ACCESSIBLE EUROPE: ICTs FOR ALL REGIONAL FORUM 2018. THE EXHIBITION WILL BE HELD **FROM 12 – 13 DECEMBER 2018.** THE EXHIBITION AREA IS LOCATED AT THE **UN Office Vienna,** in Vienna, Austria.  *SUBMIT THE COMPLETED FORM before 29 November 2018 by email to eurregion@itu.int* |

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| **Theme/topic and project to be displayed:**  (will be published on event website) |  |

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| **Name of Organization:** |  |
| **Address of Organization:** |  |
| **Web page:** |  |

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| **Contact for Exhibit Arrangements** | | **Person who will represent your organization at the exhibition** | |
| **Name :** |  | **Name of contact person:** |  |
| **Phone Number:** |  | **Phone Number:** |  |
| **Mobile phone number:** |  | **Mobile phone number:** |  |
| **Email address:** |  | **Email address:** |  |

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| **Purpose of the exhibition:** |

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| **Please indicate items you wish to display:** |
| **If you intend to hand out gift bags, please specify the content:** |

The exhibition is a showcase of the implementation of the ICT accessibility for the benefit of Persons with Disabilities, and a non-commercial affair. Do not use the exhibit as a mere promotion opportunity for your organization.

**Prohibited:** Commercial activities [on-site sales of services/products] as well asthe use and presence of alcoholic beverages or food within the Exhibition booth.

**Liability:** Please note that the Exhibitor is solely responsible for the safeguarding of materials, equipment and displays at all times.

All stands must be set up and in place preferably **by Wednesday, December 12 at 9:00AM.**

Please note that the Exhibition Inauguration will take place at **Wednesday, December 12 at 10:45AM**.

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| **Official Exhibit Hours:**  **Wednesday, December 12: 9:00AM - 6:00PM**  **Thursday, December 13: 9:00AM - 6:00PM**  **Exhibition Inauguration: Wednesday, December 12 10h45 -11h00** | **Note:**  Exhibitors will have access to the exhibition hall before official hours.  Please note that your representative should be **available** at your stand **at all times**. |

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**