The CFS 44 Information Marketplace will be located in the Atrium of FAO and will run from 8.30 Monday 9 October to mid-day Friday 13 October. During the times when there are people moving through the Atrium (8.30 – 10.00, 12.30 – 15.00 and 17.00 to 18.00) it is preferable that the table is staffed so that queries can be answered. As a minimum tables must be checked three times each day to ensure that the display is tidy and well stocked. Set up is on Friday 6 October from 14.00 to 16.00.

All materials on display must be relevant to food security and nutrition, the mandate of CFS or its products. Each exhibitor may bring up to a maximum of ten publications (not including language versions). A table measuring approximately 80 x 160 cm and a chair will be provided. The table will be covered and include a sign with the name of the exhibit and the organizer. Display materials may be stored under the table as long as they are not in sight. Please do not put heavy materials or sit on the tables. Also do not plan to glue or tape anything to the tables. No electrical outlets are available but one video per exhibitor may be submitted for inclusion in a video loop on a shared screen which will also be located in the Atrium. Slideshows or videos with subtitles are preferred.

No banners or pop up displays (including posters or hanging items) are permitted in the Atrium area.

In line with the CFS greening initiative, participants are encouraged to display cards with information on how their material can be downloaded (such as a link or QR code) rather than the publications themselves. All material – both cards and publications – should be listed below.

The number of tables is limited. In the event that more requests are received than space available, requests will be handled on a first come, first served basis. The date of the email with this form attached will serve as the request date.

The sponsoring organization is asked to request the visas for those managing the information marketplace stall. The CFS Secretariat is not able to assist with visa processing. Building passes for a maximum of two people may be requested once your display table has been confirmed.

Please complete all relevant sections below and email this form to CFS44-Side-event@fao.org by 25 August with **Information Marketplace** in the subject line. You will receive a response with the result of your request by Monday 5 September.

## Focal point(s):

|  |
| --- |
| **Exhibit focal point(s)** This is the person (or people) responsible for setting up, checking regularly that the table is stocked and tidy during the week and for removing the material |
| Name(s) |  |
| Emails(s) |  |
| Cell phone(s) |  |

## About the exhibit:

|  |
| --- |
| **Title of the exhibit:** This will be included on the sign displayed on the table – maximum 170 characters including spaces |
|  |
| **Organizer of the exhibit:** This will be included on the sign displayed on the table – maximum 60 characters including spaces |
|  |

## About the materials to be displayed:

A maximum of ten publications is permitted (not including language versions)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No** | **Title** | **Format\***  | **Langs** | **Qty**(all langs) | **Link\*\*** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |

\* Card with link, publication, book, brochure, etc.

\*\* If no link is available, please include a PDF version when submitting this form

## Do you have a video or slideshow you would like included in the shared loop?

Videos or slideshows with sound will only be looped during high traffic times. Videos or slideshows without sound will be looped continuously. One video per exhibitor.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title and subject of the video/slideshow** | **Length (mins)** | **Format** | **Sound?**  | **Link** |
|  |  |  |  |  |