

Guidelines from Government of Sri Lanka for exhibitions and booking of office/meeting rooms - CoP18



Colombo (Sri Lanka), 23rd May – 3rd June 2019

1. Any entity/participant interested in booking an exhibition stand and/or office space must first be registered online with the CITES Secretariat. Information on registering and accreditation can be found at: [CITES Notification 2018/101](#) and [CITES Notification 2019/014](#).
2. The CITES CoP18 Sri Lankan Secretariat will approve exhibitions and office space after verifying registration with the CITES Secretariat based in Geneva.
3. Exhibition and office spaces will be allocated on a first come first serve basis, in order of the emails received. *Interested participants are encouraged to suggest both their preferred choice and alternative choice(s) for stand/office allocation.*
4. Organisers can find the updated exhibition stand and office area layouts, in addition to the respective booking forms, on the website (under FORUMS/EVENTS). We shall endeavour to update this as often as possible: <http://citescop18.gov.lk/>
5. Completed request forms must be emailed to CITES2019@mbs.gov.lk. In the event that a new/updated request is submitted by e-mail, the most recent request will be considered.
6. Payment details for charges incurred for the booking of floor space and any optional additional items requested will be duly communicated upon receipt of the signed Terms and Conditions document and the Indemnity Form. If payment is not received within the stipulated time period, the reserved floor space and/or additional items will be released and made available for any other interested participant.
7. Requests for catering services, which the event organizers must cover, can be made by filling in and submitting the Catering Order Form. The Catering Order Form can be obtained by emailing: CITES2019@mbs.gov.lk
8. The CITES CoP18 Sri Lankan Secretariat will post the exhibition layout and office layout on the website and make it available at the meeting venue.