

26 July 2017

**Subject: CMS COP12 exhibitions**

Dear Sir or Madam,

The **12<sup>th</sup> Meeting of the Conference of the Parties to the Convention on the Conservation of Migratory Species of Wild Animals (CMS COP12)** will be held at the Philippine International Convention Center in Manila, **Philippines, from 23 to 28 October 2017**. On Friday, 27 October, an excursion will be organized and offered free of charge by the host country for all COP participants.

Parties, country observers and relevant organizations are encouraged to present their work or any related issue relevant to the objectives of the Convention on Migratory Species and specifically to the items of the COP12 agenda in the form of an exhibit.

We kindly request those that are interested in this opportunity to inform the Secretariat by filling out the enclosed application form (also available on <http://www.cms.int/en/cop12/side-events>). Please return it to the Secretariat (E-mail: [cms.secretariat@cms.int](mailto:cms.secretariat@cms.int) or fax: +49 228 815 2449) **no later than 15 September 2017**.

***Booth allocation***

Exhibition booths will be provided free of charge at the venue throughout the conference period. The Secretariat will allocate the successful applications after the indicated deadline and will confirm them soonest afterwards.

Exhibition booths cannot be set up before 21 October 2017. The final deadline for dismantling is the evening of 28 October 2017.

***Technical specifications***

Exhibition booths are normally equipped with a table, chairs, panels, power socket and WiFi internet access. Exhibitors are free to bring their own equipment, including technical items, at their own risk. Materials additional to that available at the booth can be ordered from a technical supplier by the exhibitor and at his/her own costs. Please consult the CMS website for more technical details and updates: <http://www.cms.int/en/cop12/side-events>

***Shipment of items***

Exhibitors that wish to ship items (information materials and/or equipment) to the conference venue may contact the designated person. Contact details will be posted on the CMS website as soon as they become available. Exhibitors are responsible for the transport, display of their items and their customs clearance.

Kindly note that only registered persons with a badge have access to the conference venue. Please register on the following webpage:  
<https://meetings.cms.eaudeweb.ro/meetings/COP12/registration>

We would like to take this opportunity to thank all exhibitors for their support and interest in this process.

In addition, we would like to remind you and your organization/institution of the opportunity to register for the organization of **side events** at CMS COP12. The official deadline for that will be **1 August 2017**.

Finally, please do not hesitate to contact us if you need more information.

We are looking forward to seeing you in Manila.

Best regards

UNEP/CMS Secretariat