# **Submission form for a stand at**

# **the Professional Marketplace**

9th Convergences World Forum

Paris, 5-7 September 2016

Since 2008, the Convergences World Forum has provided a unique space where public, private and solidarity actors, as well as academics and media, can meet and debate to build together a “Zero exclusion, Zero carbon, Zero poverty” world.

The 9th edition of the Convergences World Forum “Inventing tomorrow’s sustainable cities and territories” will be organised around three pillars:

Towards sustainable cities and territories



Meeting the new Sustainable Development Goals



An economy serving the Common Good

This form is destined to organisations wishing to run a stand at the Professional Marketplace during the first two days of the Convergences World Forum, on the 5th and 6th of September 2016, in the Nave of the Palais Brongniart, in Paris.

# **General information on the Call for proposals**

1. **INSTRUCTIONS**

* **Guidelines of the Call for proposals:** Please take the time to read the Guidelines of the Call for proposals before filling in this submission form for a stand at the Professional Marketplace of the Convergences World Forum 2016.
* **Deadline**: please submit your proposal before **April 15th 2016** to [camille.pesquet@convergences.org](mailto:camille.pesquet@convergences.org).

1. **EVALUATION CRITERIA –** **STAND AT THE PROFESSIONAL MARKETPLACE**

Consistency with the themes of the Forum – 60%

Interactivity (animation) – 20%

Communication – 20%

1. **COMMITMENTS**

The conditions for running a stand at the Professional Marketplace are the following:

* **Collaboration:** selected exhibitors will contact the Convergences team ahead of the World Forum to specify their needs and propose potential animations. Exhibitors commit to respecting Convergences’ recommendations and deadlines.
* **Installation:** exhibitors will install and dismantle their equipment in accordance with the dates and delays fixed by Convergences, and in respect with the requests of the Palais Brongniart. All stands must be dismantled by Tuesday 6th of September 2016 evening. The Palais Brongniart is in charge of installing the stands’ structure and side equipment (electricity, carpet etc.).
* **Price of a stand:** exhibitors undertake to pay the full price fixed by Convergences for a stand. By submitting a stand request, potential exhibitors accept to pay the amount indicated below if they are selected. Selected exhibitors are granted a free 6-person pass for the Convergences World Forum 2016, as well as an access to the networking space of the Palais Brongniart.

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| --- | --- | --- | --- |
| STAND SIZE | 4 m² | 9 m² | 15 m² |
| Non-profit organisation, social enterprise, university | 1 700 € TTC | 2 800 € TTC | 3 900 € TTC |
| Company, foundation, public sector, international organisation | 2 700 € TTC | 4 900 € TTC | 7 100 € TTC |

NB: Main financial partners and associate financial partners are granted a free stand at the Professional Marketplace. For more information about the types of financial partnerships, please contact [celine.rotcajg@convergences.org](mailto:celine.rotcajg@convergences.org) or + 33 (0)1 42 65 78 84.

* **Interactivity:** in order to encourage dynamic exchanges in the Professional Marketplace and to showcase their actions, exhibitors commit to respecting the following conditions:
  + - Set a team at their stand during the two days of the Forum (with at least one person, although it is recommended to be at least two to have more dynamic exchanges, take shifts, and make this experience more pleasant for you as well).
    - Favour an interactive animation on the stand, ideally by proposing activities related to the themes of the Forum, and more precisely to the 2016 theme “Sustainable cities and territories”.
* **Communication:** by running a stand at the Professional Marketplace, you make the Convergences World Forum 2016 yours. As an exhibitor and stakeholder of the World Forum, you commit to communicating ahead on your participation at the Convergences World Forum 2016 and to inviting your collaborators and stakeholders. Exhibitors may use the communication tools provided by Convergences, as well as any other communication tools.

# **General information on your stand**

**Desired stand size:**

4m²

9 m²

15 m²

**Exhibiting organisation (name and short description of activities):**

**Type of structure (determining the applicable tariff):**

Public actor

International organisation

Academic organisation

Foundation

Firm

Start-up

Social enterprise

Association or NGO

**Focal point of the organisation (first name, LAST NAME, position, e-mail address and mobile phone number):**

# **Content and interactivity of your stand**

In order to encourage dynamic exchanges at the Professional Marketplace and to showcase your actions, Convergences recommends that you prepare your animation before the World Forum to make your stand as attractive as possible to other participants.

**What type of support will you use on your stand?**

Kakemono

Paperboard

Computer

Tablet

TV screen

Games. Please specify:

Publications. Please specify their type and quantity:

Other. Please specify:

**Will you organise any particular animation on your stand?**

Yes

No

**If yes, please specify:**

Describe the animation you plan to organise - theme, objective, format, etc. (max. 800 characters space included)

# **Communication**

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**How will you promote your stand at the Convergences World Forum 2016?**

Please specify your communication strategy (max. 600 characters including spaces)

**Which communication tools will you use?**

Article on website

Article in newsletter

Promotion on Facebook

Promotion on Twitter

Invitations to members of your network

Media relations

Other. Please specify:

Please send back the completed form before **April 15th 2016** to [camille.pesquet@convergences.org](mailto:camille.pesquet@convergences.org).