

IGF 2024 Exhibitors Manual

Table Of Content

01 Overview

- 01.1 Overview
- 01.2 Themes and Objectives

02 General Information

- 02.01 Key Contacts
- 02.02 Registration
- 02.03 Travel Information

03 Exhibition and Booth Setup

- 03.01 Layout Overview
- 03.02 IGF Village
- 03.03 Booth Specification

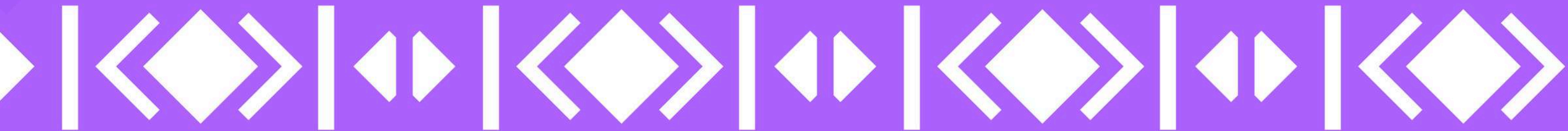
04 Shipping and Logistics

- 04.01 Shipping and Labeling
- 04.02 Customs and Import Procedure

05 FAQ and Support

- 05.01 Common Questions

01. Overview



01 Overview

01.01 Overview

About IGF

The Internet Governance Forum (IGF) is a global and inclusive platform for multi-stakeholder policy dialogue on internet related issues, with special emphasis on the complementarity between all stakeholders involved. It was Established by the United Nations World Summit on the Information Society (WSIS) in 2006. The mandates of the forum is to bring all stakeholders to address key challenges and opportunities in the digital era.

+ 300

Workshops

+ 170

Countries

+ 1000

Speakers

+ 70

Exhibitors



- [IGF Website](#)
- [DGA Website](#)



King Abdulaziz Conference Center, Riyadh,
Saudi Arabia

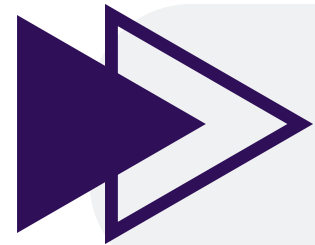


15th – 19th 2024



Hybrid (In-person and Virtual)

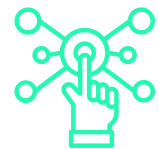




Key Themes



Harnessing Innovation and Balancing Risks in the Digital Space



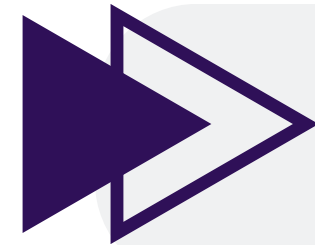
Enhancing the Digital Contribution to Peace, Development, and Sustainability



Advancing Human Rights and Inclusion in the Digital Age



Improving Digital Governance for the Internet We Want



Why Exhibit at IGF ?



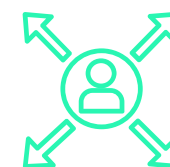
Global Participation

Expected attendance of thousands of participants from more than 170 countries.



High Level Networking

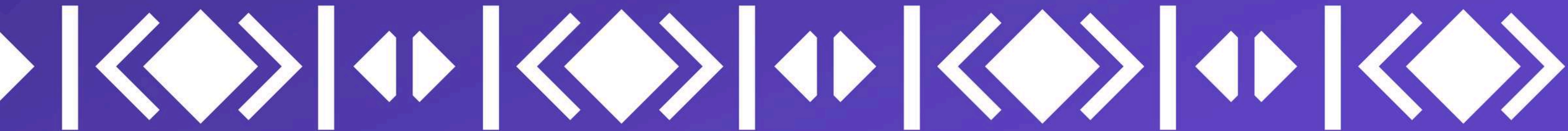
Meet and engage with over 1,000 speakers and thought leaders.



Industry Exposure

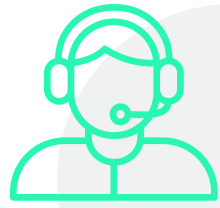
Showcase your services in the **IGF Village** and the **Digital Saudi Exhibition**, attended by decision-makers and industry influencers.

02. General Information



02 General Information

02.01 Key Contacts



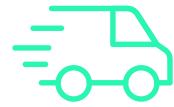
Exhibitor Support



Exhibitor Team

Name :
Exhibition Team
Email:
salassai@cubex.sa
IGF-Exhibition@cubex.sa
Galghofili@cubex.sa

Contact for:
General exhibitor
inquiries, booth setup,
and exhibitor guidelines.



Logistics and Shipping

Name :
IGF Logistics
Email:
hhaqwe@cubex.sa
IGF-Logistics@cubex.sa
Galghofili@cubex.sa

Contact for:
Shipping address ,
Shipping notification ,
warehousing, shipment
handling



Registration and Access

Name :
Anja Gengo
Email:
anja.gengo@un.org

Contact for:
Badges , Registration and
Access



General Support

Name :
Eleonora Mazzucchi
Email:
eleonora.mazzucchi@un.org

Contact for:
IGF inquiries

02 General Information

02.02 Registration

Register for IGF Riyadh 2024

You need to register with the UN Accreditation System for both attending the conference in person and attending online in advance. Admission to the IGF Riyadh 2024 is free of charge.

REGISTER NOW ✓

[HERE](#) 

For any **technical issues** please contact the support team by writing an email to :



Contact Us

support.accreditation@un.org

01. Create a user account

02. Activate your account

03. Register for IGF Riyadh 2024

04. Bring the INDICO confirmation language with the photo at the entrance



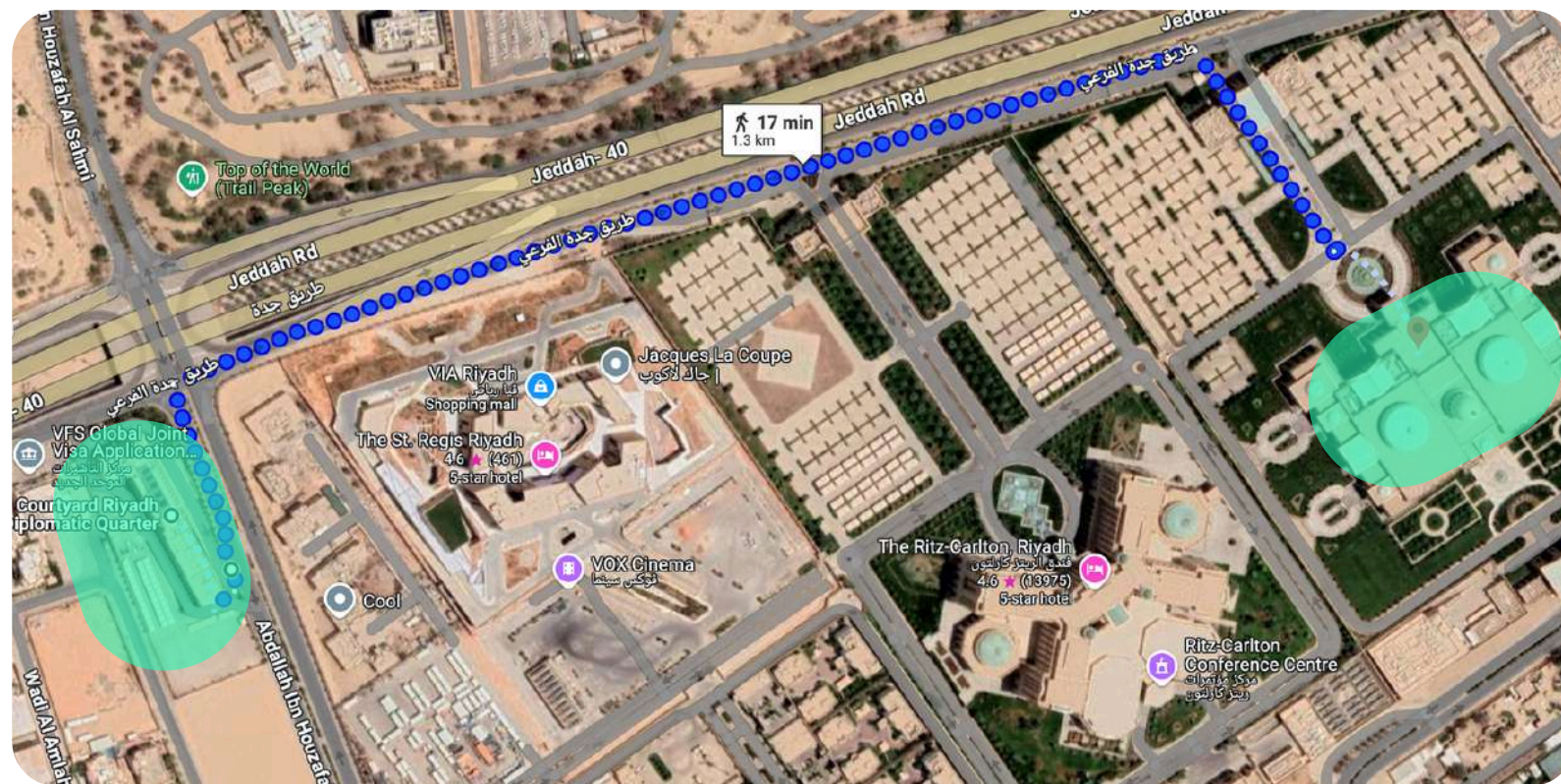
Please wear your ID badge which you received at the registration desk at the visible position.

02 General Information

02.02 Registration

Badge Collection

Badges to be collected from **Courtyard By Marriot** close to **KAICC**



Courtyard By Marriot



10th – 19th December 2024



02 General Information

02.03 Agenda



IGF Opening ceremony will be on the 16th of December to see the agenda please visit the official UN website below



IGF HOURS

Date	Open	Close
15th - 19 December	09:00	18:00

02 General Information

02.03 Travel Information



Travel information

Airport



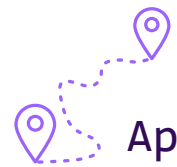
King Khalid International Airport (RUH)

IGF Venue



King Abdul Aziz International Conference Center

Distance



Approximately 35 minutes from and to the venue.

Transportation Options:



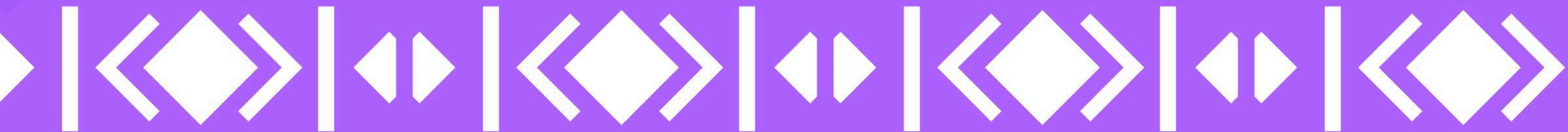
Complimentary shuttle services TBA.



Uber and Careem services are readily available in Riyadh. Average fare from the airport to the venue is approximately 100 Saudi Riyal.



03. Exhibition and Booth Setup

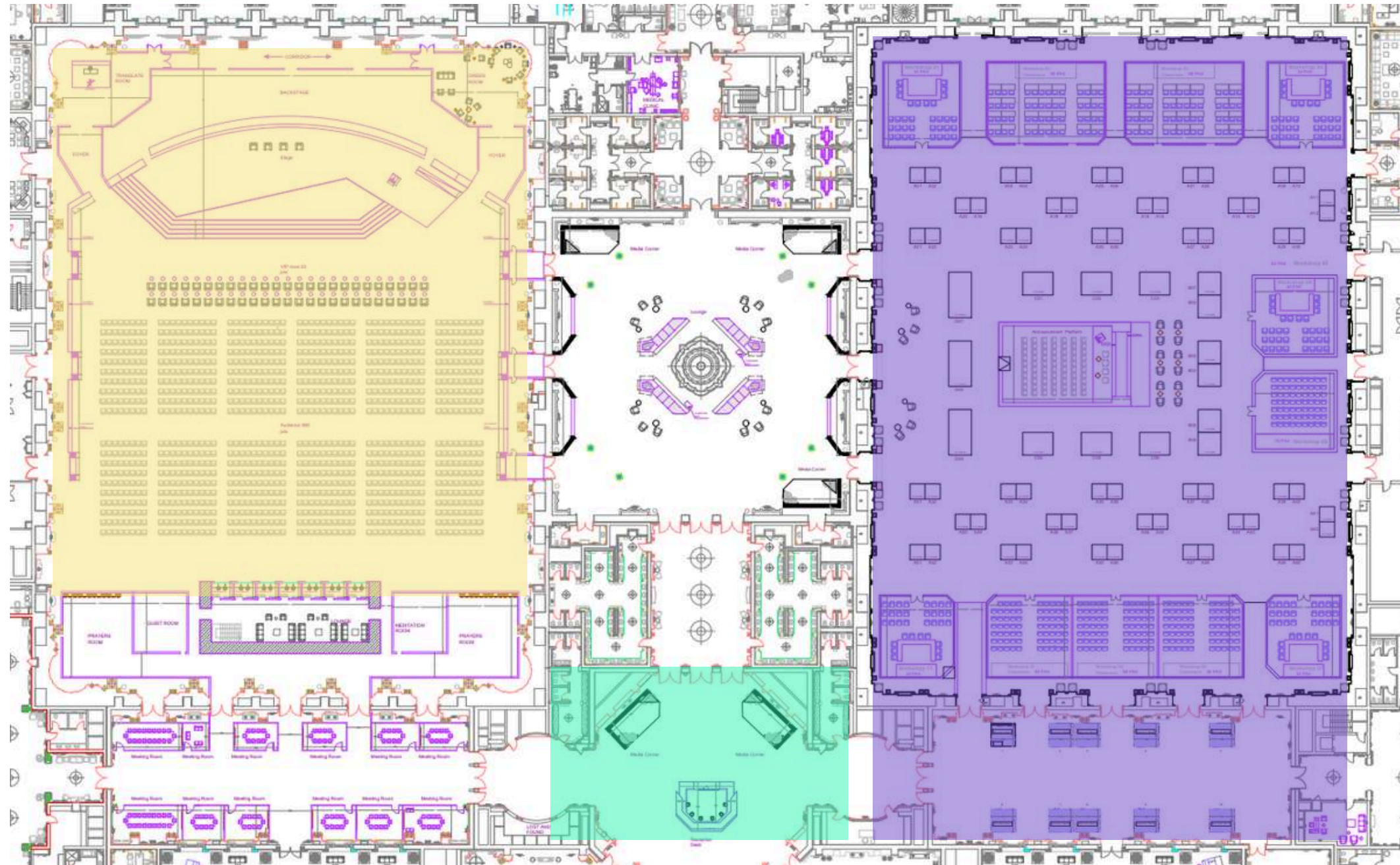


03 Exhibition and Booth Setup

03.01 Layout Overview



LAYOUT



Key Area

-  IGF Village
-  Plenary
-  Info Desk

03 Exhibition and Booth Setup

03.02 IGF Village

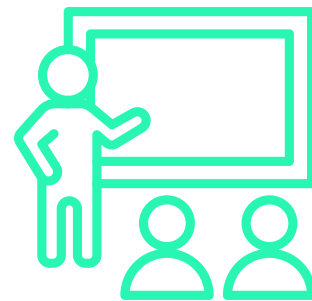


What is IGF Village

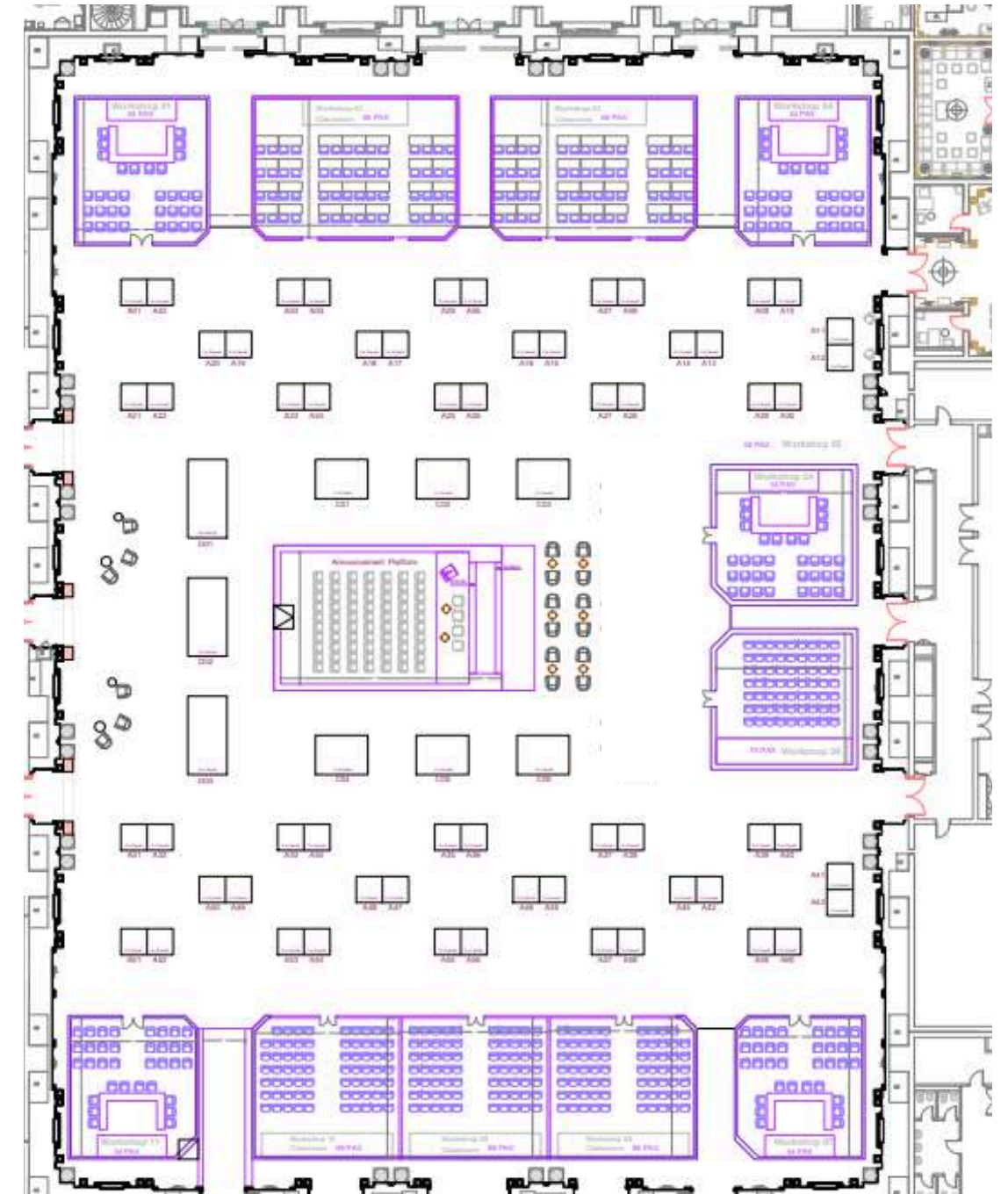
The **IGF Village** is the central exhibition for participants at IGF 2024, designed to promote interaction between exhibitors and attendees.



Stands

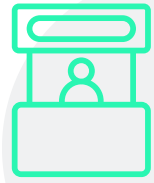


Workshops



03 Exhibition and Booth Setup

03.02 IGF Village



Layout Allocation

Digital Saudi

- Digital Partners
- Silver Partners

Northern Area

- Global & Regional Internet Governance
- Cybersecurity and Technology Innovation
- Accessibility and Digital Inclusion

Southern Area

- Government & Legal Tech
- Education, Research, and Innovation
- Technology and Governance
- Saudi Entrepreneurial Stands



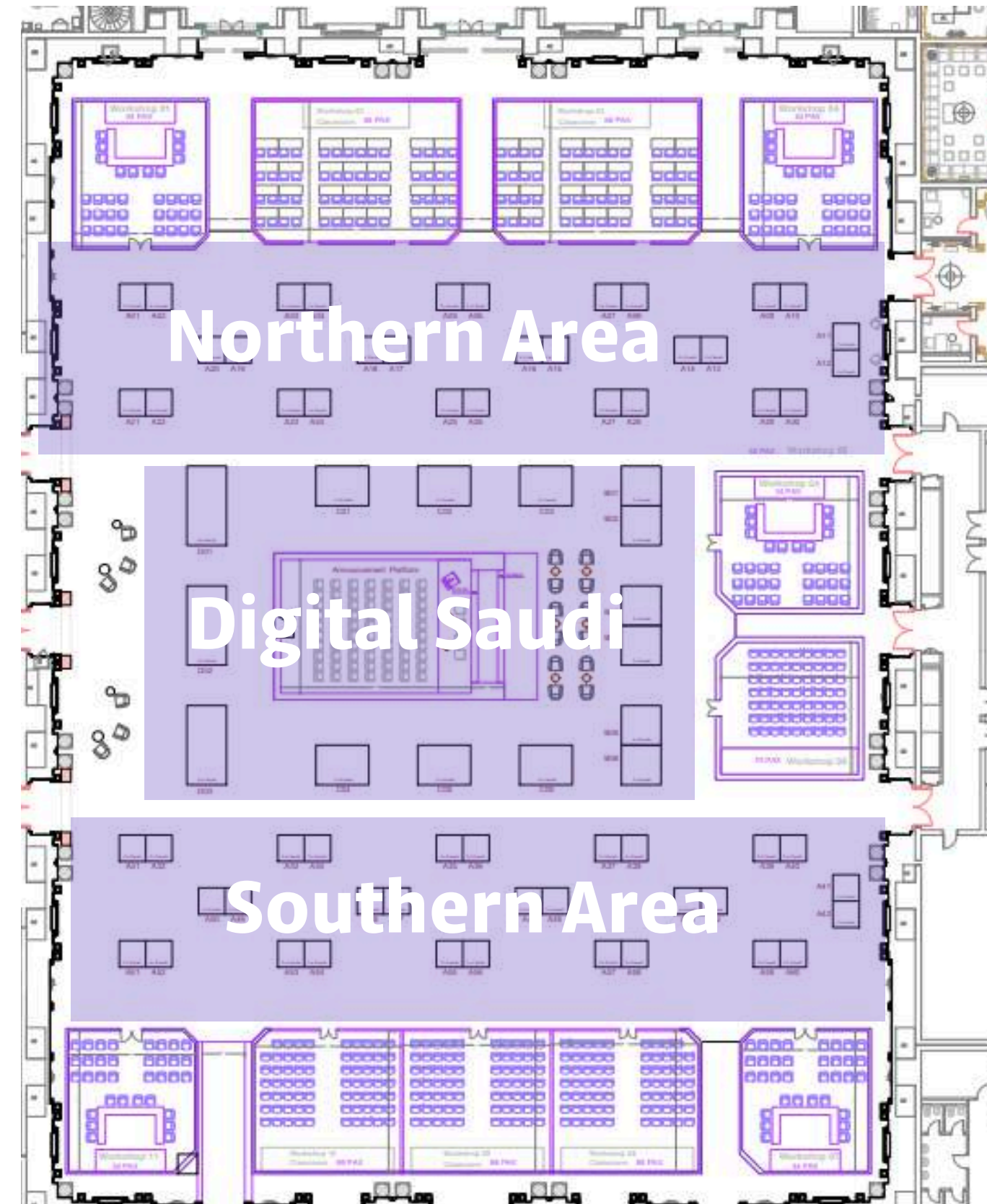
U-01 - U60 IGF Participants



K-01 - K-08 Silver Partners



S-01 - S06 Digital Partners

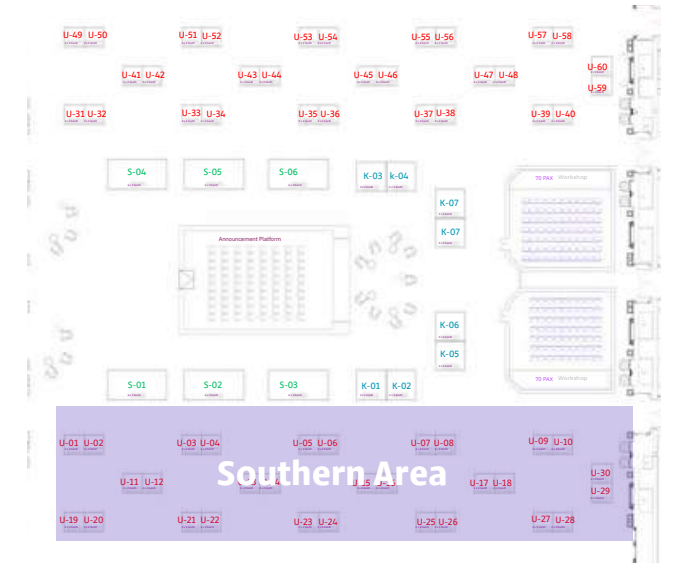


03 Exhibition and Booth Setup

03.02 IGF Village



Southern Area



Australian Government U-01	Ministry of Digital Development of the Kyrgyz Republic U-02
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JUS.smart - Legaltech Ecosystem U-03	ORGANIZATION FOR DIGITAL AFRICA U-04
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Government Blockchain Association U-05	IGF Dynamic Coalitions U-06
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UNODC-NAUSS Interregional Center of Excellence U-07	African Parliament Network on Internet Governance U-08
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MOZN U-09	IR4LAB U-10
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Kenya ICT Action Network U-11	NIC.br U-12
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International Chamber of Commerce U-13	Universal Postal Union U-14
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Center for Global IT-Cooperation U-15	Insafe U-16
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Learn Internet Governance U-17	South School on Internet Governance U-18
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ATHEER Connectivity U-30

OTO U-19	Academy of Digital Health Sciences U-20
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Diplo Foundation U-21	The Alan Turing Institute AISquare U-22
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SPIDER U-23	Health Parliament U-24
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Institute for Intelligent Society Governance, Tsinghua University U-25	Koneta Hub U-26
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Unifonic U-27	Quani U-28
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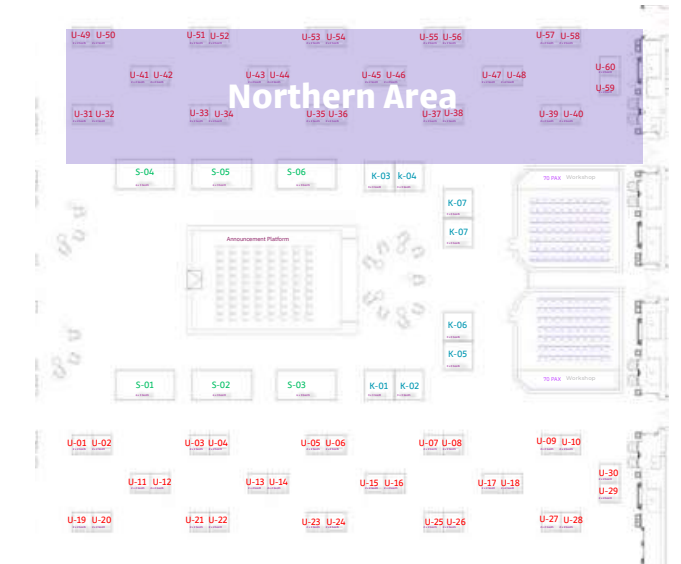
Lucidya U-29

03 Exhibition and Booth Setup

03.02 IGF Village



Northern Area



Internet Society
U-49

Number Resource Organization
U-50

DotAsia
U-51

Mano River Union Internet Governance Forum
U-52

CNNIC
U-53

Saudi Internet Society Association
U-54

EuroDIG
U-55

FGI COTE D'IVOIRE
U-56

Fuxi Institution eQualitie
U-57

ISOC Bénin/FGI Benin
U-58

Creators Union of Arab ECOSOC Consultative Status-UN
U-41

Internet Society of China
U-42

Tanzania Internet Governance Forum
U-43

Tanzania Internet Society Chapter
U-44

Accessibility Lab
U-45

Ghana Digital Centres Limited
U-46

Youth Alliance for Rural Development in Liberia (YARD-Liberia)
U-47

Youth IGF Movement
U-48

Africa Open Data and Internet Research Foundation (AODIRF)
U-60

Kaspersky
U-31

ATR
U-32

Centre For Strategic and International Studies
U-33

Swiss Cyber Institute
U-34

CCIT/CAST
U-35

SENDiWSA
U-36

Digital Cooperation Organization
U-37

D4D Hub
U-38

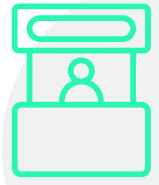
FIT LIFE
U-39

Amnesty International
U-40

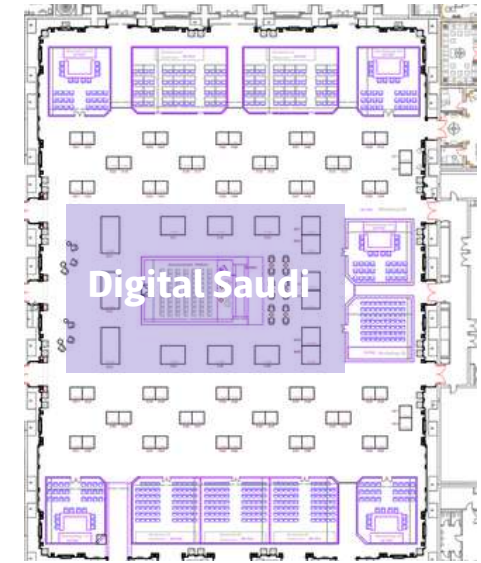
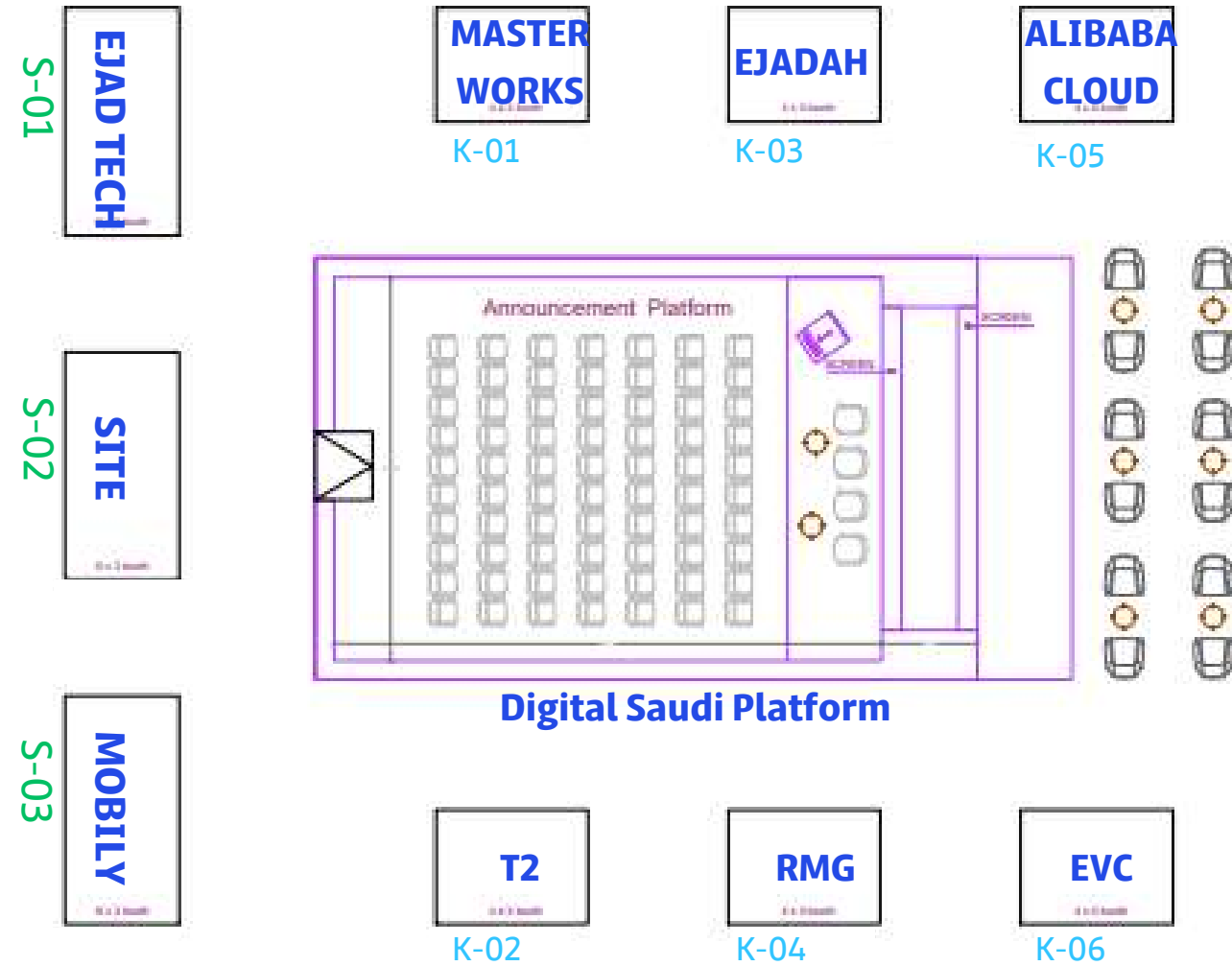
Central African IGF IGF Czechia
U-59

03 Exhibition and Booth Setup

03.02 IGF Village

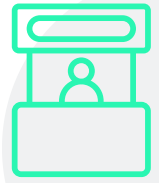


Digital Saudi

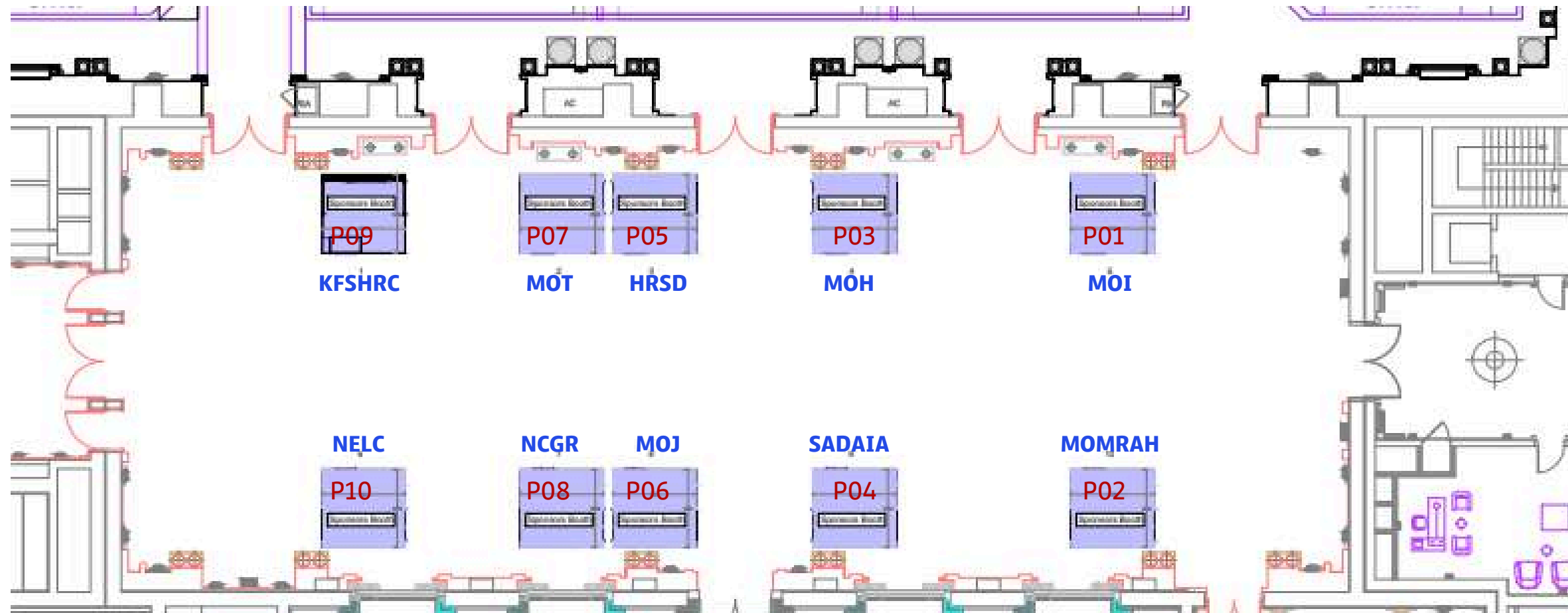
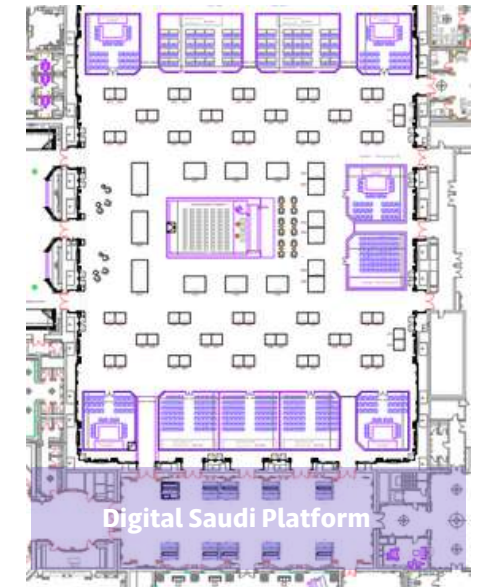


03 Exhibition and Booth Setup

03.02 IGF Village

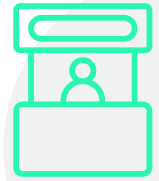


Digital Saudi Platform



03 Exhibition and Booth Setup

03.03 Booth Specification



Stand Classification

Booth Dimensions

2mx2m

Features

50 - Inch Screen

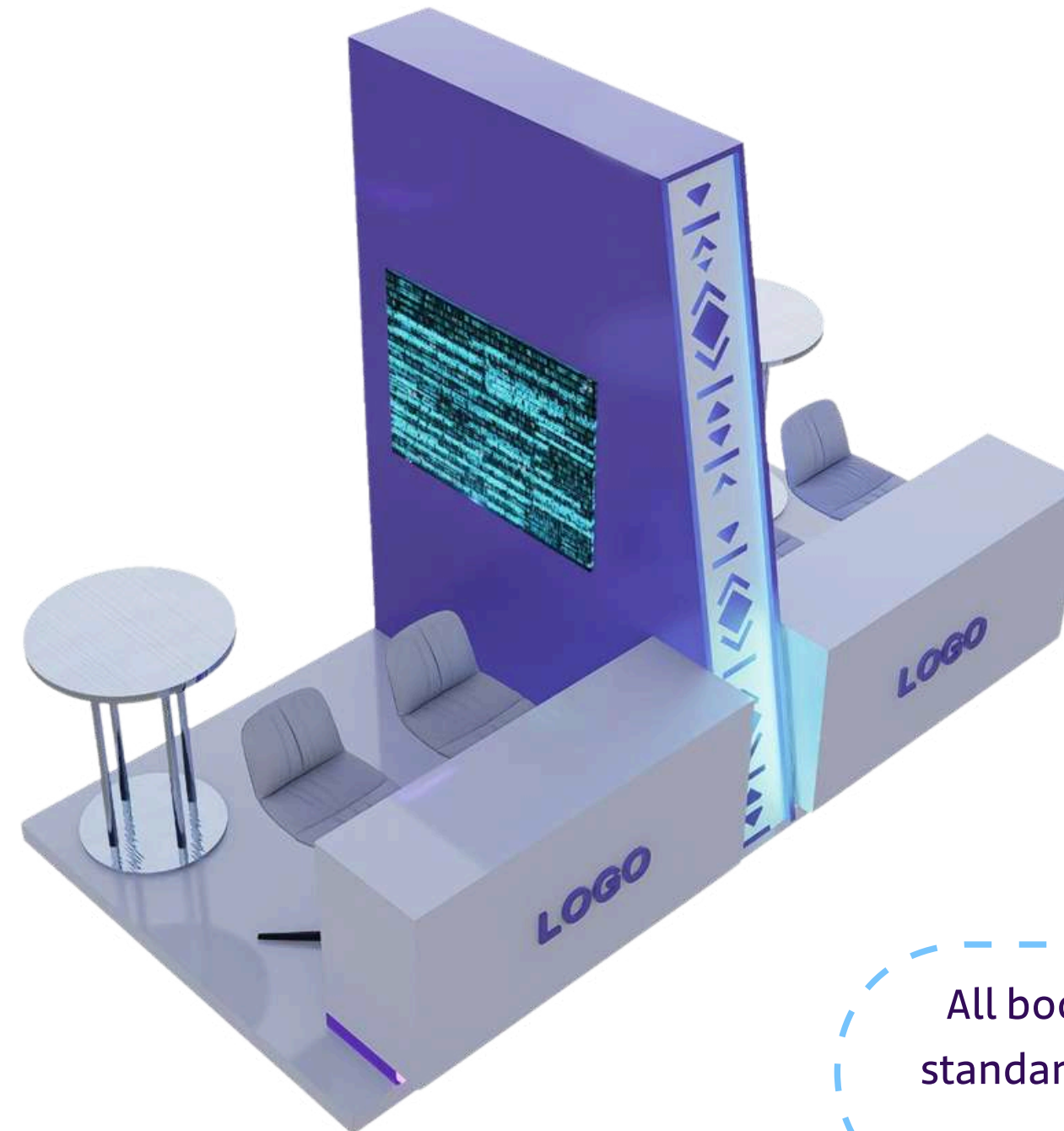
Reception Counter

High table / 2 chairs



Basic Wi-Fi access will be available to all exhibitors

Stand Design



All booth designs are standard and cannot be branded

03 Exhibition and Booth Setup

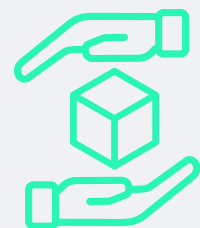
03.03 Booth Specification



Logo Classification

▶ Logo and Ratio

Exhibitors can implement their logo on the reception counter. To ensure clear visibility and proper branding, the logo should follow the dimensions given. Logo will be applied and centered by the event managing company



Material

The logo will be printed in high-resolution by **die cutting** and applied to the counter.



Logo Submission

Email to the exhibition team **IGF-Exhibition@cubex.sa**
(**IGF Logo Submission - Stand name - Stand number**)

No need to send your logo again if you sent it already and it meets the requirements here

▶ Logo Submission Requirements

File Format

Accepted formats: AI, EPS, SVG , or high-resolution PNG

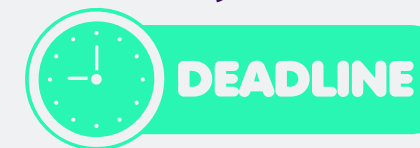
Dimensions : 120 CM W x 70 CM H

Logo Size

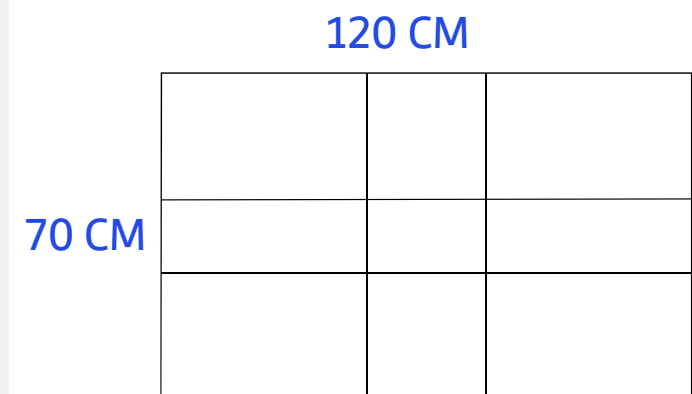
Ensure that the logo follows the ratio

Color Mode

Submit the logo in CMYK color mode for printing to ensure accurate color reproduction. If using Pantone colors, please specify the exact Pantone code for your brand colors



All logo files must be submitted by
December 2nd 2024 to ensure timely printing



Ratio

03 Exhibition and Booth Setup

03.03 Booth Specification

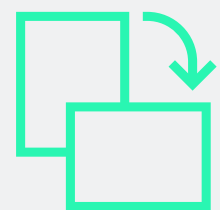


Screen Classification

▶ Resolution and Aspect Ratio

The screen has a 16:9 aspect ratio

Ensure that all content is optimized for a **1920x1080** resolution (Full HD) to prevent distortion or pixelation.



File Format:

Accepted formats for **videos**: MP4, MOV, AVI

Accepted formats for **presentations**: PPT, PPTX, PDF

Accepted formats for **images**: JPG, PNG

▶ USB Content Delivery

Exhibitors are required to bring a USB flash drive containing their pre-prepared content to the event.

The booth will be equipped with a USB outlet for exhibitors to plug in their drive and manage content from the screen.

Content Testing

It is highly recommended to test your content in advance on a similar device to ensure everything runs smoothly when plugged into the booth screen.

The technical support team is available on site if any support is needed

03 Exhibition and Booth Setup

03.03 Booth Specification



Additional Requests

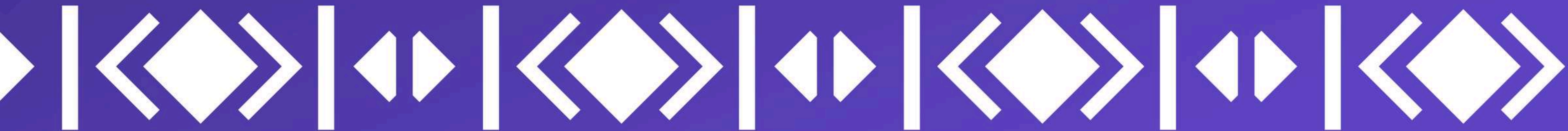
Exhibitors who require extra furniture or would like to add custom requests to their booths can reach out via email with their request. Please note that all additional requests will require an extra charges.

How to Request Extra Furniture or Decorations:

Please reach out to **IGF-Exhibition@cubex.sa** with the details of your requirements to know more .

Deadline for Requests: All requests must be submitted by December 2nd 2024 to ensure timely processing and availability.

04. Shipping and Logistics



04 Shipping and Logistics

04.01 Shipping and Labeling



All exhibitor shipments must be shipped to the official event warehouse by November 20th. Please ensure that all packages are properly labeled and **shipped to:**

IGF 2024 Warehouse address

Motion Supply Chain Warehouses
Mashaal Street
Riyadh , As sulay , 14329



Labeling Requirements

To use absolutely on all your parcels in addition to emailing shipment notification to the logistic team. without it the parcels cannot be accepted by the venue

Event Name: IGF 2024

Exhibitor Name: [Your Company Name]

Booth Number: [Your Assigned Booth Number]

Contact Person: [Your Representative Name and Phone Number]

Number of Parcels : [Number of shipments]

Ensure that the label is applied to all sides of your packages for easy identification during handling and delivery.



DEADLINE

International Shipments

Must arrive at the warehouse by November 20th.

Domestic Shipments

Must arrive by December 3rd



IGF-Logistics@cubex.sa

The event organizers will handle the transportation of all materials from the warehouse to the venue , any extra requirement will be charged accordingly

04 Shipping and Logistics

04.01 Shipping and Labeling



Shipment Notification and Tracking

Shipment Notification Procedure

Once your shipment has been dispatched, please send an email with the following details to the logistics team:

Email Subject :

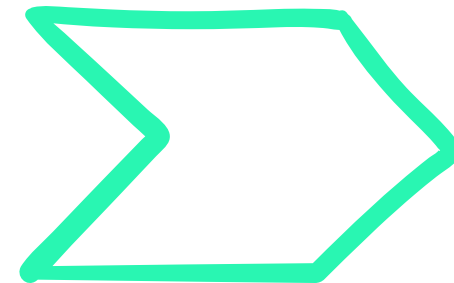
IGF 2024 – Shipment Notification – [Your Company Name and stand number]

Information to Include in the Email:

- Exhibitor Name
- Booth Number
- Shipping Carrier
- Tracking Number
- Number of Packages
- Estimated Delivery Date
- Contact Person for Shipment
- Packing list



IGF-Logistics@cubex.sa



Post Receiving the email

After your email is received, the logistics team will acknowledge receipt and provide you with any additional instructions if necessary.

Your shipment will be tracked from the time it arrives at the warehouse until it is delivered to your booth at the event.

Without prior notification, there may be delays in processing your shipment, which could affect the timely delivery of your materials to the exhibition venue.

04 Shipping and Logistics

04.02 Customs and Fulfillment



For international exhibitors, it is essential to follow Saudi customs regulations to avoid delays. Below are the required documents and procedures for customs clearance.

Required Documentation

For international exhibitors, it is essential to follow Saudi customs regulations to avoid delays. Below are the required documents and procedures for customs clearance.

Required Documentation:

1. Commercial Invoice: Include detailed descriptions of the contents, value, and intended use of all goods.
2. Packing List: A breakdown of each package's contents, including weight and dimensions.
3. Certificate of Origin: This may be required for certain goods, particularly manufactured items.
4. HS Codes: All goods should be classified using the correct Harmonized System (HS) codes for customs processing.

Prohibited Items

Certain items are prohibited from being imported into Saudi Arabia, including:

- Alcoholic beverages
- Weapons and explosives
- Other restricted substances or items (refer to Saudi customs regulations for more details).

Customs Declaration



All customs duties, taxes, and fees are the responsibility of the exhibitor. Ensure all documentation is accurate to prevent delays.

04 Shipping and Logistics

04.02 Customs and Fulfillment



Freight Handling

Delivery to Warehouse

All shipments must be sent to the Motion Supply Chain warehouse, as exhibitors cannot bring their materials directly to the event venue

Once your materials arrive at the warehouse, they will be stored until the event move-in period.

Delivery to Venue

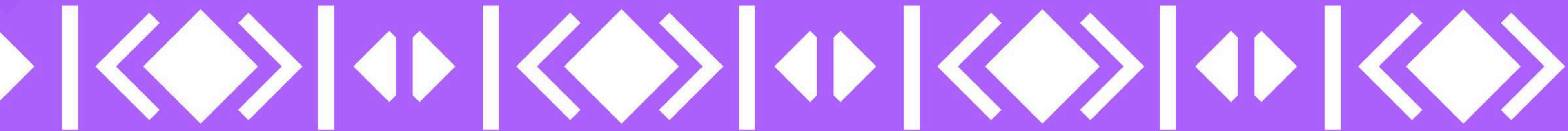
The event organizers will manage the transportation of all materials from the warehouse to the exhibition venue

All shipments will be delivered directly to the respective booths on December 13th, 2024 before the exhibitor move-in period.

On-Site Assistance

On-site logistics staff will be available to assist with any issues regarding delivery, setup, or missing shipments.

05.FAQ



05.FAQ

05.01 Common Questions



Frequently Asked Questions (FAQ)

1. How do I submit my booth logo?

Answer: If you have already submitted your booth logo and it meets the required file formats and size guidelines outlined in the exhibitor manual, there is no need to resend it. However, if you have not yet submitted your logo or if it requires adjustments, please ensure it is sent to **IGF-Exhibition@cubex.sa** by November 20th, 2024.

2. Can I bring my own shipment directly to the event venue?

Answer: No. All shipments must be sent to the Motion Supply Chain warehouse. Exhibitors are not allowed to bring shipments directly to the venue. Event organizers will transport your materials from the warehouse to your booth.

3. What are the move-in and move-out times?

Answer:

Move-In:

December 14th, 2024 from 10:00 AM – 8:00 PM.

Move-Out:

December 19th, 2024 from 6:00 PM – 8:00 PM.

Exhibitors must have all materials packed and ready by 8:00 PM.

4. Can I brand my own stand.

Answer: To maintain the theme of the event all stands must keep the same design , exhibitors are not permitted to brand or decorate their own stands , however they can use the screens to showcase their branding.

05.FAQ

05.01 Common Questions



General Rules

Booth Setup and Decoration:

- Do not hang any banners or external signage to the booth walls.
- All booth setup must be completed within the allocated time frame. Exhibitors should not start setting up their booth outside the designated times.
- Do not place any materials, signage, or promotional items in the aisles or outside your booth space. The pathways must remain clear for safety and access.

Safety and Compliance:

- All electrical equipment used within the booth must comply with safety standards. If additional power is required, it must be ordered through the official event contractor.
- Flammable materials such as open flames, candles, or any other fire hazards are not allowed within the booth space.

Food and Beverages:

- Food and beverages must be ordered through the official catering services of the event. Exhibitors are not permitted to bring outside food or catering services into the venue.



For any further clarification on the rules or general inquiries, please contact

IGF-Exhibition@cubex.sa

THANK YOU