



EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR EUROPEAN CIVIL PROTECTION AND HUMANITARIAN AID
OPERATIONS (ECHO)
Disaster Preparedness and Prevention
Knowledge Network and Evidence-Based Policy

European Civil Protection Forum 2024

Call for Exhibitors

As part of the 8th European Civil Protection Forum, we are pleased to invite exhibitors to participate in an exhibition space, the Civil Protection Village. This year's event is dedicated to celebrating the achievements of the European civil protection community in recent years and providing a platform for reflection on the future of the Union Civil Protection Mechanism (UCPM).

For more information on the Forum please refer to the event's concept note.

1. Exhibition objectives

Exhibitors are encouraged to align their proposals with the axes of the Forum - “A stronger community” and “Knowledge for action” - and to focus on themes that are relevant for the shaping of a disaster-resilient Union.

The Village will have the following objectives:

- Showcase innovations: display cutting-edge technologies and methods in civil protection.
- Support knowledge exchange: facilitate the sharing of ideas, experiences, and practices among civil protection stakeholders.
- Encourage collaboration: promote networking and partnerships across sectors and borders.
- Highlight achievements and challenges: reflect on recent progress in civil protection and explore future challenges and opportunities.

2. Stand options and amenities provided

The Civil Protection Village will accommodate up to 40 stands comprising of standard size stands (6m²) and large stands (12m²).

Standard booth: Ideal for individual organisations or small-scale projects. Suitable for focused displays and presentations. Amenities included:

- One high table and two highchairs.
- Adequate lighting and Wi-Fi connectivity.
- A screen for digital presentations and power outlets (if required)
- A modular wall for displaying information.
- Customisation options for visual identity, including a background photo and the UCPKN wordmark.

Large booth: Recommended for exhibitors planning extensive displays, collaborations with multiple organisations, or expecting significant visitor engagement. Amenities included:

- All features of the standard booth, plus an additional counter/table.
- Space for more extensive displays and visitor interaction.

3. Selection criteria

Given the limited number of large booths, the following selection criteria will be applied for larger stands:

- **Extent of Collaboration:** Preference for proposals that demonstrate a high degree of collaboration between multiple organisations, agencies, or stakeholders. This aligns with the Forum's emphasis on partnership and inter-agency cooperation.
- **Complexity of the Exhibit:** Proposals that clearly outline the need for additional space. Exhibits that are complex in nature, requiring more space for proper demonstration or display. This includes sophisticated equipment, large-scale models, or extensive graphical presentations.
- **Interactive and Engaging Features:** Proposals that incorporate significant interactive elements, such as simulations, virtual reality experiences, or hands-on activities, which require more physical space.
- **Potential for High Audience Impact:** Proposals that demonstrate the capacity to draw a high level of visitor interest and engagement.
- **Visual and Thematic Impact:** Proposals that utilise the larger space for impactful visual storytelling or to create immersive experiences related to civil protection themes.
- **Educational and Informational Value:** Preference for proposals that effectively utilise the additional space for educational purposes, such as hosting mini-workshops, presentations, or information sessions within their stand.

Similar criteria may be applied to select exhibitors in case of number of submissions exceeding the number of available booths.

4. Importance of continuous staff presence at the Exhibition booth

The Village is the central component of the 8th European Civil Protection Forum, offering a primary platform for engagement and information exchange. To ensure the effectiveness of this integral part of the Forum, it is important that each exhibition booth is consistently staffed throughout the event duration. Continuous staffing not only enhances the visitor experience but also maximises the impact and effectiveness of your exhibit.

5. Exhibition Details

Venue: Tour & Taxis, Brussels.

Duration: Exhibitors are required to be present from 08:30 on 4 June until 16:30 on 5 June.

Setup: Stands will be prepared the day before the event, on 3 June.

6. Submission Process

Interested parties are requested to submit proposals by filling out the form, detailing their preferred stand size, theme, a brief description, and technical requirements, to ECHO-CP-Forum@ec.europa.eu by **29 February 2024**.

7. Selection and Notification

Applications will be reviewed based on the following selection criteria:

- Relevance: Alignment with the Forum's main themes and exhibition's objectives.
- Innovation: Preference for proposals showcasing innovative and interactive displays.

A notification will be sent to all applicants with the results of the selection process.

8. Additional Information

Comprehensive guidelines on administrative and technical arrangements will be provided to the selected exhibitors. Support will be available for setup and logistics.

Please note that we will provide the necessary stand space and storage facilities for exhibition materials. However, it is important for all exhibitors to be aware that the costs associated with travel, accommodation, and the shipment of materials to and from the venue are not covered by the Forum organisers. Each exhibitor is responsible for managing and funding their own travel, accommodation arrangements, and the transportation of their exhibition materials. We encourage exhibitors to plan these aspects well in advance to ensure a smooth and efficient participation in the Forum.

9. Contact

For more information, please contact ECHO-CP-Forum@ec.europa.eu.