



United Nations
Convention to Combat
Desertification

**United Nations Climate Change Conference
COP17**

**EXHIBITOR'S
HANDBOOK**

Delegation Pavilion, Blue Zone

17–28 August 2026 | Ulaanbaatar, Mongolia

Prepared for internal team distribution

Version 2.0 – 10th July, 2026

This handbook is revised regularly as new information becomes available. New information compared to the previous version highlighted **in red**. If you need help clarifying information that has been mentioned to the current version of the handbook, please contact us via email by writing to exhibitioncenter@unccdcop17.org and we will be happy to assist you.

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Purpose & Instructions

Scope: This handbook covers everything exhibitors and vendors need to prepare for participation in the COP17 Exhibition Center – Blue Zone.

It brings together the event overview, key deadlines, booth setup and construction rules, contact information, and legal requirements in one place, so you can plan your participation with confidence. Some details are still being finalized as final confirmations come in from the venue and organizing team – these are marked as noted below, and this handbook will be updated as that information becomes available.

Legend: text highlighted **in yellow marks** details that are still being finalized and will be updated as they become available.

Chapter 1 Official event overview

Basic Exhibition & Venue Information

1.1 Core Event Information

1. Full Name: Delegation Pavilion, Blue Zone, UNCCD COP17 Ulaanbaatar
2. Venue: Exclusive Blue Zone Hall, COP17 Main Convention Centre, Ulaanbaatar, Mongolia
3. Opening Hours: Working days 08:30–20:00; weekends 09:00–18:00. The Blue Zone is a UN-governed official negotiation precinct – entry is restricted to UNCCD officially accredited badge holders only; non-registered visitors are not permitted. Accreditation is issued as a QR code via the official event mobile app (see “General Rules for All Exhibitors” for details) and should be set up and confirmed working before arriving on-site.
4. Event Background: The 17th Conference of the Parties (COP17) to the United Nations Convention to Combat Desertification (UNCCD) will take place in Ulaanbaatar, Mongolia from 17 to 28 August 2026, themed Restoring Land. Restoring Hope. It will gather delegates from 197 member states, together with government officials, industry representatives, experts and various community groups. Participants will jointly address desertification, land degradation and drought, and advance efforts for land restoration, regional stability and security. The two-week event will feature ministerial dialogues, multi-stakeholder forums and thematic discussions covering science, innovation, technology and financing, while driving joint actions on rangeland management, water resilience, food systems and soil health.
5. **Blue and Green Zones**

The COP17 venue is divided into two zones – the **Blue Zone**, the UN-governed official negotiation space reserved for accredited delegates, and the **Green Zone**, an open public platform for side events, exhibitions, and cultural engagement. Together, they bring together formal diplomacy and broader public participation under one site.

- **Green Zone**

Adjacent to the Blue Zone, the Green Zone is an open global platform bringing together steppe and rangeland ecosystems, pastoralist knowledge, and innovation across government, business, and the public.

It will host side events, forums, conference halls, and an innovation exhibition on green technologies and sustainable solutions – while giving visitors a taste of Mongolia's history, culture, and nomadic heritage.

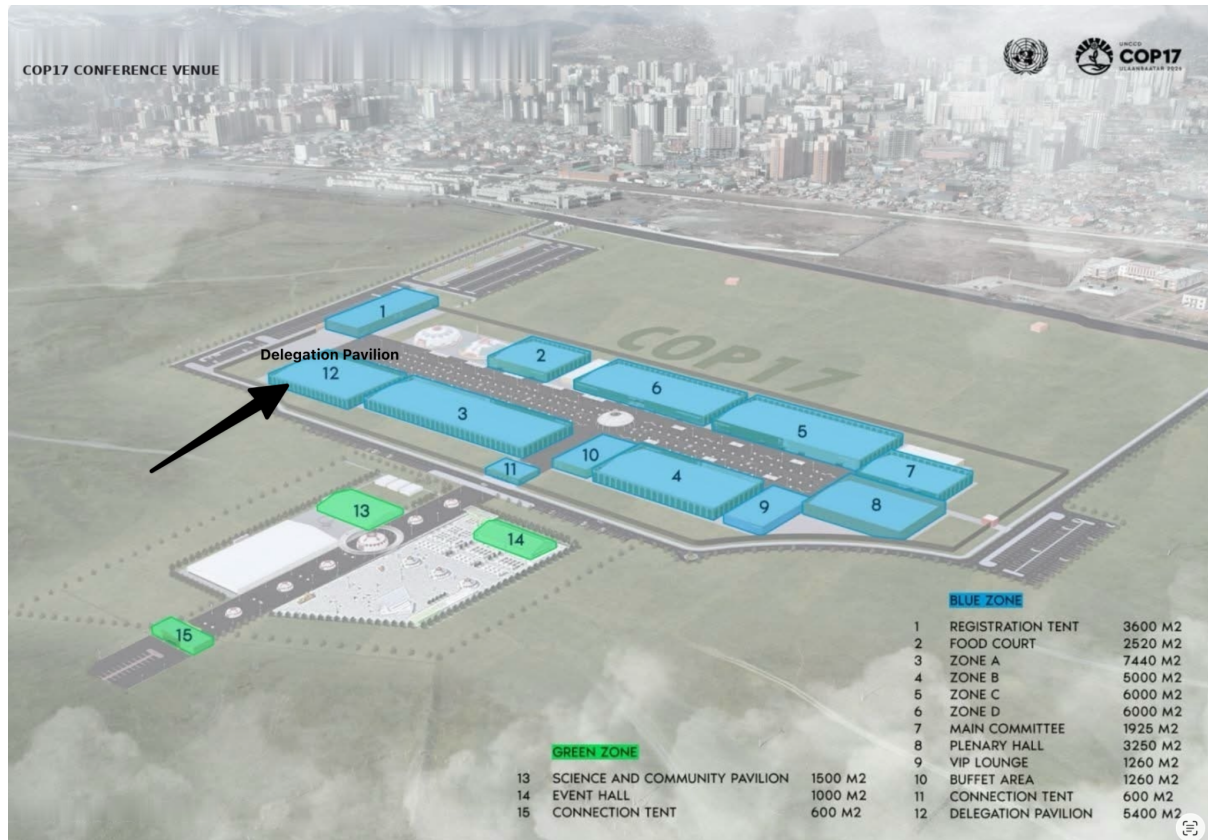
- **Blue Zone**

Coordinated under the UNCCD framework, the Blue Zone is the official negotiation space of COP17, accessible only to accredited delegates.

It hosts formal negotiations, high-level ministerial meetings, and national/thematic pavilions – where global decisions on land degradation, desertification, and drought resilience will be shaped. Coordinated under the UNCCD framework, the Blue Zone is the official negotiation space of COP17, accessible only to accredited delegates.

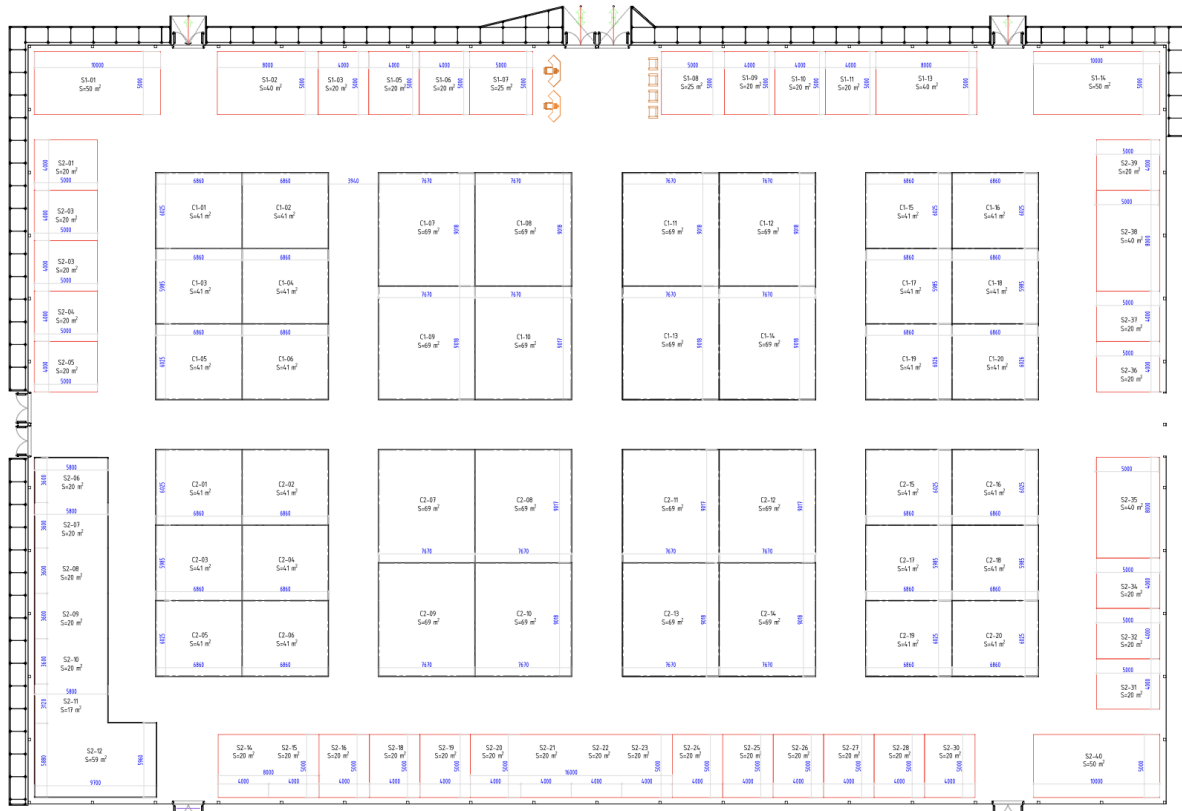
It hosts formal negotiations, high-level ministerial meetings, and national/thematic pavilions – where global decisions on land degradation, desertification, and drought resilience will be shaped.

6.The exhibition will be held in the Delegation Pavilion – one of 12 facilities within the Blue zone.



1.2 Pavilion Zoning & Booth Dimensions

Delegation Pavilion Layout (Please note that floor allocation sizes have been updated)



The entire hall serves as the Delegation Pavilion, divided into four booth categories: S1, S2, C1, and C2.

Based on the official floor plan (S1, S2, C1, C2 booth categories), 96 booths total across 8 distinct sizes.

Based on the floor plan layout, here's what differentiates each category:

S1 – Perimeter booths, front wall

Located along the main entrance wall of the hall. Sizes range widely (17–59 m²), including the largest booths in the building (59 m²) at the corners. These get the most visibility since they're the first thing visitors see on entry.

S2 – Perimeter booths, sides & rear

Line the side walls and rear of the hall – the largest category by count (40 booths). Mostly smaller/standard sizes (17–20 m²), with a few larger corner units (40–59 m²). Less prime placement than S1 since they're along the side/back walls rather than the entrance.

C1 – Inner block, front row

Freestanding booths in the center of the hall, facing the main front aisle. Sizes are 41 m² or 69 m² – larger than most perimeter booths, since these are "island" booths with more open access (walkable from multiple sides, not backed against a wall).

C2 – Inner block, rear row

Directly behind C1, forming the second interior row. Identical size mix to C1 (41 m²/69 m²) – essentially a mirrored duplicate – but with slightly less prominent placement since they're one row back from the main front aisle.

1.3 Core Venue Technical Specifications

1. Maximum build height limit for all stands: 4.8m max for C1/C2 booths, 3m max for S1/S2 booths ; overhead rigging anchor points are unavailable within the hall.
2. Floor loading capacity: 250kg/m² designated point; heavy-duty equipment must be laid on protective base plates before placement on raw floor.
3. Standard power supply: Single-phase 220V/50Hz
4. Fire protection criteria: Full hall construction materials comply with Class B1 fire resistance rating; main aisle ≥3.5m width. All fire hydrants, sprinkler systems and infrared fire detection devices must remain fully unobstructed at all times.

Chapter 2 Key Project Timeline & Deadlines

Note: Some deadlines below have already passed. We apologize for the delay on our end and are actively following up to bring these back on track – outstanding items are being prioritized and we will ensure everything is in order as soon as possible.

<i>Item</i>	<i>Deadline Date</i>	<i>Submission Channel</i>	<i>Remarks</i>



Booth Confirmation & Initial Deposit Payment	12 July 2026	Official UNCCD Online Exhibitor Portal: https://www.cop17bluezone.com/	Failure to settle payment results in automatic booth cancellation
Complete Technical Drawings & Pre-build Documentation Submission	15 July 2026	Official Communication Channel All official communication with exhibitors and vendors – updates, approvals, and support requests – will be conducted through the official COP17 Blue Zone portal: https://www.cop17bluezone.com/ as well as official email exhibitioncenter@unccdcop17.org .	
Exhibitor Personnel Badge Application Cut-off	16 August 2026	Online Registration Portal	Badge is a QR code in the official mobile app – confirm it correctly before travel
Final inbound cargo storage deadline at Ulaanbaatar Local Warehouse	20 July 2026	Appointed Official Logistics Agent	All international sea/air shipments must complete Mongolia customs clearance by this date



Cargo Delivery & Unloading Only	1 - 13 August 2026	Venue Cargo Gate	No on-site erection work permitted on this day
Official Build-in Period	10 July - 16 August 2026, 08:30–18:00 (Extended till 22:00 on 16 Aug)	Exhibition Floor	
Opening Ceremony & Official Venue Launch	17 August 2026, 09:00	Full Venue Access	Exhibitor entry opens at 06:00
Official Exhibition Run	17–28 August 2026 (08.30 - 20.00 weekdays, 09.30 - 18.00 weekends)	Daily 08:30–20:00 (Early closure 18:00 on 28 Aug)	Full venue power cut at 18:00 on 28 Aug, dismantling commences thereafter
Final Dismantling & Full Venue Clearance Deadline	18:00, 29 August 2026 to 2 September 2026	Entire Pavilion	Abandoned leftover goods shall be disposed of as waste without compensation

Official Communication Channel

All official communication with exhibitors and vendors – registration, updates, approvals, and support requests – will be conducted through the official COP17 Blue Zone portal: <https://www.cop17bluezone.com/> as well as email address: exhibitioncenter@unccdcop17.org.

Organizations should rely on this portal as the single source of truth rather than informal channels, since all announcements, deadlines, and document submissions will be tracked and confirmed here.

A companion **mobile app** will also be available, through which each accredited person's access badge is issued as a **QR code**. Only individuals granted access through the portal/app will receive a working QR code – this is what grants physical entry to the Blue Zone. Exhibitors and vendors should download the app and confirm their QR code loads correctly ahead of arrival, since on-site support for last-minute access issues may be limited.

Chapter 3 Organizing Structure & Official Contact Details

3.1 Organizers

- Hosting Bodies: UNCCD Secretariat (Bonn, Germany), Ministry of Environment and Climate Change, Mongolia
- Operational Management: COP17 Ulaanbaatar Organising Committee, Blue Zone Pavilion Management Centre

3.2 Specialised Service Contacts

<i>Service Category</i>	<i>Contact Person</i>
Registration & Badge Administration	All official communication with exhibitors and vendors – registration, updates, approvals, and support requests – will be conducted through the official COP17 Blue Zone portal: https://www.cop17bluezone.com/ as well as email address: exhibitioncenter@unccdcop17.org. Organizations should rely on this portal as the single source of truth rather than informal channels, since all announcements, deadlines, and document submissions will be tracked and confirmed here. A companion mobile app will also be available, through which each accredited person's access badge is issued as a QR code. Only individuals granted access through the portal/app will receive a working QR code – this is what grants physical entry to the Blue Zone. Exhibitors and vendors should download the app and confirm their QR code loads correctly ahead of arrival, since on-site support for last-minute access issues may be limited.
Stand Construction Approval	
International & Domestic Logistics	
Furniture & Floral Rental	
Exhibition Insurance	

Chapter 4 Venue Location & Ulaanbaatar Transportation Guide

4.1 Access from International Airports

(Details reserved for supplementary official data insertion)

4.2 Access from Downtown Railway & Bus Terminals

(Details reserved for supplementary official data insertion)

4.3 Accommodation Booking, visa, and airport pickups

Hotel accommodation in Ulaanbaatar is booked separately through the official COP17 hotel booking platform: <https://hotel.unccdcop17.org/> or email hotel@unccdcop17.org. This site is now live and is the official channel for reserving accommodation for the event – please book directly through this platform rather than through informal or third-party channels, to ensure your booking is recognized as part of the official COP17 room block.

Note: this is a separate system from the exhibitor portal

<https://www.cop17bluezone.com/> – the exhibitor portal handles your booth, badges, and construction requests, while <https://hotel.unccdcop17.org/> handles your accommodation booking specifically.

4.4 Pavilion Zoning & Cargo Entrances

The entire hall serves as the Delegation Pavilion, consisting of three exhibition zones: S1, S2, C1 and C2. There are four cargo entrances; exhibits and construction materials may only be transported through these – no vehicles are permitted at visitor entrances.

4.5 Catering

(Details reserved for supplementary official data insertion)

4.6 Event Domes & Additional Pavilion Structures

Layout and setup requests for event domes or any other event-related pavilion structures outside your standard booth allocation should also be submitted through the official exhibitor portal <https://www.cop17bluezone.com> or email exhibitioncenter@unccdcop17.org, the same as your other service requests. This ensures all structural additions are reviewed for placement, safety compliance, and coordination with the overall site plan before approval.

Chapter 5: General Rules for All Exhibitors

Eligibility, Check-in & Registration

- Mandatory on-site check-in documents: original exhibition contract, institutional registration certificate/business license, and a full personnel list with valid passport numbers. Check-in counter: Blue Zone Main Lobby Service Desk.
- Exhibitor Access Badge: issued free of charge per pre-submitted roster; non-transferable; a replacement fee applies for lost credentials.
- Badge Format: badges are issued digitally as a QR code through the official event mobile app – there is no separate physical pre-printed badge to collect. Each registered person should download the app and confirm their QR code is visible and working before arriving on-site, ideally before travel, since on-site connectivity/support for last-minute app setup may be limited.
- Construction Worker Pass: a separate, exclusive ID required for build-in/dismantling personnel – on-site access is denied without a valid pass.

Exhibit & Content Compliance

- All physical exhibits, graphic panels, video materials, and promotional publications must centre on land restoration, desertification mitigation, drought-resistant technology, and sustainable grassland management; unrelated commercial displays are strictly forbidden.
- No confidential information, inappropriate geopolitical statements, or IP-infringing visuals; English documentation is preferred for all printed materials.
- Retail trading is prohibited within the Blue Zone. Any early removal of exhibits requires a formal written Exit Application approved by venue management prior to cargo release.

On-site Security & Access

- Joint 24/7 on-site patrol by UN Security Detachment and Mongolian National Police. Exhibitors bear full custody responsibility for their own displays and belongings; the organizer is not liable for loss or theft.
- Indoor smoking is entirely banned; permitted only at designated outdoor precincts, with financial penalties for violations.
- All on-site equipment testing must be pre-approved; hazardous equipment requires prominent warning signage. Open flame, welding, and on-site paint spraying are banned indoors.

Intellectual Property & Promotional Materials

- Compliance with UN Exhibition IP Rules and Mongolia's Copyright & Trademark legislation is mandatory; infringing exhibits will be sealed and removed immediately upon a valid formal complaint.
- Unauthorized poster pasting or leaflet distribution along fire exits, escape routes, or public walls is prohibited; materials may be confiscated and repeated violations deducted from the security deposit.

Noise & Event Control

- Maximum ambient sound level per booth: 70 decibels (short-term peak cap 90 decibels). Repeated excessive noise results in power shutdown and a security deposit forfeiture equivalent to 500 MNT.
- In-booth mini-seminars or round tables require advance reservation of public presentation space at least three working days ahead; unauthorized off-booth public gatherings are prohibited.

Dismantling & Cargo Exit

- Full venue power cut at 18:00 on 28 August; dismantling starts at 17:30. All exhibits and construction waste must be fully cleared before 18:00 on 2 September.
- No goods may exit without an official Cargo Release Slip issued by venue administration; security may refuse passage without valid documentation.
- All construction debris must be hauled away by the respective exhibitor; leftover waste on-site results in full forfeiture of the construction security deposit.

Chapter 6: Stand Construction Administration

Stand Construction Administration

Construction work for your booth is coordinated by your appointed stand contractor. As an exhibitor, you don't need to manage permits, deposits, or compliance directly — but here's a quick overview of what's involved, since some items can affect your final invoice.

Sustainability (Green Build) Standards

All stands are built using modular, demountable construction with eco-certified materials, energy-efficient lighting, and fire-resistant finishes, in line with UNCCD sustainability goals. Your contractor ensures compliance.

Flooring

Existing venue flooring cannot be cut or drilled into without prior approval. Any floor penetrations your booth needs are made only through your contractor's own installed flooring, not the venue's.

Documentation & Security Deposit

Your contractor is responsible for submitting the required licenses, insurance, and construction drawings to the venue (deadline: 15 July 2026), and for the refundable construction security deposit. Deposit deductions apply for on-site safety violations (e.g. missing safety gear, exceeding approved build height, blocking fire equipment, unauthorized open flame work, or leftover construction waste) — your contractor manages this, so it shouldn't require any action from you.

Costs That May Appear on Your Invoice

If build-in or dismantling runs beyond standard hours, overtime charges apply. Power and network connections are billed for the full exhibition cycle. Both will be reflected in the quotation/invoice sent to you through the portal.

If you have questions about your specific booth's construction plan or costs, just reach out — we'll coordinate directly with your assigned contractor.

Chapter 7: Auxiliary Supporting Service

Logistics

- An exclusive appointed freight agent is authorized for cross-border customs clearance, in-warehouse storage, and on-site loading/unloading within the venue.
- All cross-border consignments must complete Mongolia customs clearance and inbound warehousing before 15 August 2026; any schedule delay risk is borne solely by the respective exhibitor.

Chapter 8: Applicable Legal Framework

UNCCD Blue Zone Pavilion Internal Regulations

- All on-site side events, product launches, and seminars must receive prior written approval from the UNCCD COP17 Secretariat, per official UNCCD procedural rules.

Mongolia Large-Scale Public Event Safety Statute

- All stand erection and on-site activities must comply with Mongolian national fire prevention and work safety legal provisions; venue management reserves the authority to halt non-compliant construction work.

Global Exhibition Intellectual Property Regulations

- Any verified IP infringement leads to immediate exhibit confiscation, product removal, and disqualification from ongoing exhibition activities, per internationally recognized exhibition IP clauses.



Chapter 9: Booth Setup & Layout – Delegation Pavilion (Blue Zone)

9.1 Building Overview

- The Delegation Pavilion is a temporary structure intended for international and regional delegates, used for presentations, information dissemination, and internal meetings. It is located in the Blue Zone.
- Total building area: 5,400 m² (60.0m × 90.0m). Exterior wall height: 6.0m. Wall structure: fire-resistant ABS panel with aluminum frame.
- Internal layout consists of a main hall, lobby, and individual pavilions. Pavilions are allocated to international delegates, who furnish and arrange their own space according to their needs.

9.2 Booth Options: Standard vs. Custom

- Booth type (Standard or Custom) has already been assigned per each organization's registration – see “Pavilion Zoning & Booth Rate Schedule” for full zone details and inclusions.
- Zone S is a Shell Scheme (Standard) booth: a pre-set layout, dimensions, and furnishing package provided and installed by the organizers (see “Pavilion Zoning & Booth Rate Schedule” above for full inclusions).
- **Zones C1 and C2 are raw space (Custom) booths: floor only, with all construction self-organized by the exhibitor.**

9.3 For Custom Booths (Zone C1, C2) – Process

- Step 1 – Design submission: prepare a 2D design (front view and floor layout) showing overall dimensions, wall height, entrance/orientation, and furniture placement.
- Step 2 – Documentation: submit the design together with the full pre-build documentation package (construction company license, liability insurance, safety/fire commitment letters, certified electrician credentials, crew roster, utility application forms) – see “Stand Construction Administration” for the complete checklist.
- Step 3 – Deadline: both the design and documentation are due **by 15 July 2026** to exhibitioncenter@unccdcop17.org or via portal <https://www.help.cop17bluezone.com/>
- **Step 4 – Compliance Check:** As your service provider, we will handle all compliance requirements on your behalf, ensuring designs meet the mandatory green build specifications (material class, energy-efficient lighting, fire-resistance certification) and remain within the approved wall height for the zone.
- Step 5 – Approval & deposit: once approved, pay the refundable construction security deposit before build-in begins (amount depends on booth area – see “Stand Construction Administration and all communication will go via <https://www.help.cop17bluezone.com/> and email exhibitioncenter@unccdcop17.org).
- Design approval turnaround time and the responsible reviewer/contact: *to be confirmed with the Stand Construction Approval contact.*

9.4 For Standard Booths (Zone S1, S2) – Inclusions

Furniture and fixtures included with each standard (S1/S2) booth size are still being finalized.

The following are included in the rental fee and provided ready-to-use upon handover:

- Modular perimeter walls and floor covering
- Standard ceiling-mounted lighting
- One base electrical connection point (220V/50Hz, Type C/E socket)
- One LAN internet connection point Identification name sign (fascia board with your organization's name)
- One information/reception desk
- Four chairs
- One TV screen 55 inch
- One waste bin
- Daily common-area cleaning and general venue security during operating hours

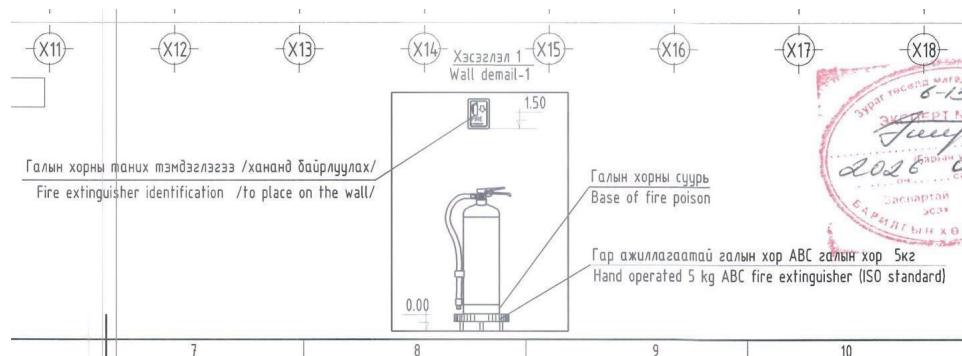
Items not included: such as additional furniture, upgraded electrical capacity, extra internet bandwidth or Wi-Fi, audiovisual equipment, custom branding and graphics, catering, interpretation equipment, storage and logistics, interior booth cleaning, plants, photography, and staffing – may be ordered through the official portal <https://help.cop17bluezone.com/> upon your wishlists at separate cost.

The Contractor is currently finalizing the price list for these additional services and will share it directly with you once ready.



9.5 Fire Safety Requirements

- Basis: Drawing assignment No. 2025/47 (approved 2025.11.17); BNbD 40-05-16 (water supply/drainage); BNbD 21-02-02 and BNbD 21-01-02 (construction fire safety norms).
- Fire extinguishers: one 5kg hand-operated ABC extinguisher per 120 m², wall-mounted with fire extinguisher identification signage (see diagram below).
- Fire engines: 2 stationed in the Blue Zone and 1 in the Green Zone at all times during the event.
- Water & fire hydrants: external water supply per drawing HTSE_08/25 (XTCИ_08/25); fire hydrant wells located at 3 points around the structure.



9.6 Emergency Response & First Aid

- On-site ambulance and first aid stations will be available throughout the event.
- Evacuation plans will be posted visibly at each hall and entrance.
- An emergency contact list will be distributed to all team leads before the event.

9.7 Fire Safety Reference Diagrams

Fire station, mobile command post, and zone layout plan — the aerial site map with the 3 fire stations and mobile command post marked



External fire hydrant planning diagram — hydrant locations around the Blue/Green Zone



Fire extinguisher placement plan – the full zone-by-zone quantity breakdown (700 units total), per MNS 5566:2020

