



## ORGANIZATION OF RECEPTIONS/ART EXHIBITIONS AT THE WTO

### NOTE FROM THE SECRETARIAT

#### *Revision*

The Missions to the World Trade Organization (WTO) or associated entities may have occasion to organize receptions or exhibitions at the Centre William Rappard in connection with WTO events or activities.

The Secretariat wishes to draw the attention of WTO Members to the procedure for the organization of (i) receptions and (ii) art exhibitions at the WTO.

#### 1 RECEPTIONS

##### 1.1 Reception areas

The lobby of the Salle William Rappard (SWR), the Gallery and the Atrium (see plans and photos in Annexes II, III and IV) are available to Members for holding official receptions on WTO work days between 6 p.m. and 11 p.m. The Atrium and the Gallery can accommodate up to 350 people, while the SWR lobby can accommodate up to 250 (depending on configuration). The Atrium is available primarily for evening receptions, while the SWR lobby and the Gallery are more suitable for exhibitions.

##### 1.2 Reservations

The Missions should send their reservation requests to the WTO Facility Management Service by email ([WTO.Receptions@wto.org](mailto:WTO.Receptions@wto.org)).

Requests from associated entities will first have to be endorsed and validated by a WTO division.

The reservation will be confirmed by the Facility Management Service following the validation of the request form, which must be duly completed and submitted by the person making the request (see Annex I). This form must be submitted at least **eight days** before the date of the reception. The Secretariat will do its utmost to accommodate all requests but reserves the right to reject a request.

##### 1.3 Standard fees

Since the organization of receptions on WTO premises involves a number of services such as setting up the reception room, security for the duration of the reception, and cleaning services, the WTO requests a lump sum contribution of CHF 800 from the Member organizing the event for receptions between 6 p.m. and 8.30 p.m. An additional fee of CHF 600 will be charged if the reception extends beyond 8.30 p.m. Under no circumstances may a reception end any later than 11 p.m. The ending time must be validated by the organizer and the Security and Safety Service before the organizer's departure.

## 1.4 Equipment

Any equipment needed for the reception should be requested by the event organizers when making their reservation (a list of suggested items appears on the request form). It should however be noted that the WTO is unable to provide electrical appliances.

## 1.5 Safety regulations and instructions

The Member organizing the event is free to make arrangements for a catering service, provided that the caterer observes WTO safety regulations. In particular, taking food and drink into meeting rooms and cooking on WTO premises is prohibited. The only electrical appliances allowed are those used to re-heat food that has already been prepared (appliances with a naked flame or cooking appliances as such are not permitted). The WTO security services must approve of where the appliances are to be placed, either from a plan or on site on the day of the reception.

The following information must be submitted to the WTO Security and Safety Service at least two working days before the reception (email: [BCI@wto.org](mailto:BCI@wto.org), fax: 022 739 6111, tel.: 022 739 5958):

- a full guest list (preferably in alphabetical order in a Microsoft Excel file);
- the names of catering staff (or any other outside service providers), the registration numbers of their vehicles, and a list of the appliances they plan to use;
- the number of parking spaces required (which will be allocated according to availability);
- the names of any VIP guests;
- the details of a contact person at the Mission organizing the event, who will be present at the WTO for the reception.

Everyone participating in the reception, including catering staff, will have to produce valid official identification (passport, identification card or WTO badge).

The WTO must be notified at least two working days before the reception if the event is cancelled or postponed.

If any of these instructions are not observed, the reservation will be cancelled.

The WTO reserves the right to hold the organizer responsible in the event of any damage to WTO property and to request the repair, replacement or reimbursement of the damaged property.

## 2 ART EXHIBITIONS

### 2.1 Exhibition areas

The Gallery in the new WTO building and the lobby of the SWR are available for holding art exhibitions, providing that such exhibitions conform to the standards prescribed by an international organization. The Gallery can accommodate up to 150 people, depending on the amount of space taken up by the exhibition. The SWR lobby can accommodate up to 250 people.

### 2.2 Reservations

All requests should be sent to the WTO Facility Management Service by email ([WTO.Receptions@wto.org](mailto:WTO.Receptions@wto.org)) at least **40 days** before the date set for the exhibition. The reservation will be confirmed by the Service following the validation of the request form, which must be duly completed and submitted by the person making the request (see Annex I).

Since the organization of receptions (in this case vernissages) on WTO premises involves a number of services such as setting up the reception room, security for the duration of the

reception, and cleaning services, the WTO requests a lump sum contribution of CHF 800 from the Member organizing the event for receptions between 6 p.m. and 8.30 p.m. An additional fee of CHF 600 will be charged if the reception extends beyond 8.30 p.m. Under no circumstances may a reception end any later than 11 p.m. The ending time must be validated by the organizer and the Security and Safety Service before the organizer's departure.

It should be noted that requests for art exhibitions must come from the Permanent Missions, which will appoint a contact person within the respective Mission for the duration of the exhibition, subject to the WTO's approval.

It should also be noted that the WTO will only validate requests for exhibitions after receiving photos, in electronic or print form, of all the exhibits that are to be displayed. No artwork depicting nudity or of a political and/or religious nature will be accepted. An on-site check will be carried out on the day the exhibition is set up.

### **2.3 Duration of the exhibition**

The exhibition may be held for up to two weeks, depending on whether any other events are scheduled.

### **2.4 Safety regulations and instructions**

The safety regulations and instructions for receptions, described in point 1.5 above, also apply to exhibitions. The following specific instructions should also be noted:

- **Artists:** artists will be given a "Regular visitor" badge that will be valid for the duration of the exhibition. To obtain the badge, they must provide valid official identification. The badge does not allow the artist to sign in other visitors. It does not allow access through the turnstiles - the artist must enter the site through the Welcome Pavilion.
- **Vernissage:** a list of guests who do not have a WTO badge or a badge recognized by the WTO must be sent to the Welcome Pavilion at least two working days before the vernissage. A valid form of official identification must be provided in exchange for an access badge. Access will not be granted to anyone whose name does not appear on the list.
- **Exhibition:** only WTO badge holders or holders of badges recognized by the WTO and guests accredited by a WTO staff member or a delegate may visit the exhibition in the days following the vernissage. Accredited visitors must be signed in and accompanied for the duration of their visit.

### **2.5 Setting up and removing exhibits**

The exhibits will be set up by the artist or his/her representative, in the presence of a WTO staff member, on the working day prior to the opening of the exhibition and will be removed, at the latest, on the working day following the end of the exhibition under the same conditions.

### **2.6 Insurance**

The artwork must be insured by the exhibitor for the duration of the exhibition (including setting up and removal).

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**ANNEX I****RESERVATION REQUEST**

To be completed and returned by email to [WTO.Receptions@wto.org](mailto:WTO.Receptions@wto.org)

<b>1</b>	<b>Event</b>	Reception <input type="checkbox"/>	Exhibition <input type="checkbox"/>
<b>2</b>	<b>Date</b>		
<b>3</b>	<b>Organizer</b> <i>(Permanent Mission)</i>		
<b>4</b>	<b>Contact</b> <i>(Contact details of the person organizing the reception)</i>  Contact person at the WTO on the day of the reception	Name: Tel.: Email:	Name: Tel.:
<b>5</b>	<b>Place</b> <i>(SWR Lobby, Atrium or Gallery)</i>  <i>If the Atrium, specify the type of configuration selected (see Annex III, pages 7 and 8)</i>	A <input type="checkbox"/>	B <input type="checkbox"/> C <input type="checkbox"/>
<b>POINTS 6 to 12 - To be completed for all reception/vernissage requests</b>			
<b>6</b>	<b>Date of preliminary visit</b>		
<b>7</b>	<b>Number of guests expected</b>		
<b>8</b>	<b>Setting-up time</b>		
<b>9</b>	<b>Date and time of removal of exhibits</b>		
<b>10</b>	<b>Caterer</b>	Name: Tel.: Address:	Email:
<b>11</b>	<b>Billing address</b> <i>(Name of contact person for billing purposes)</i>		
<b>12</b>	<b>Equipment required:</b> <i>(indicate quantity)</i>	Podium <input type="checkbox"/>	Lectern <input type="checkbox"/>
		Video projector <input type="checkbox"/>	Screen <input type="checkbox"/>
		Microphone/ loudspeakers <input type="checkbox"/>	Stand-up tables <input type="checkbox"/>
		Tables <input type="checkbox"/>	<input type="checkbox"/>
<b>13</b>	<b>Additional information</b>		
<b>14</b>	<b>Ending time of reception</b> <i>(to be filled in on the day of the reception)</i>  Validation by the organizer:  Validation by the Security and Safety Service:	_____  _____	

I accept the conditions set forth in document WT/INF/174/Rev.1.

Date and signature

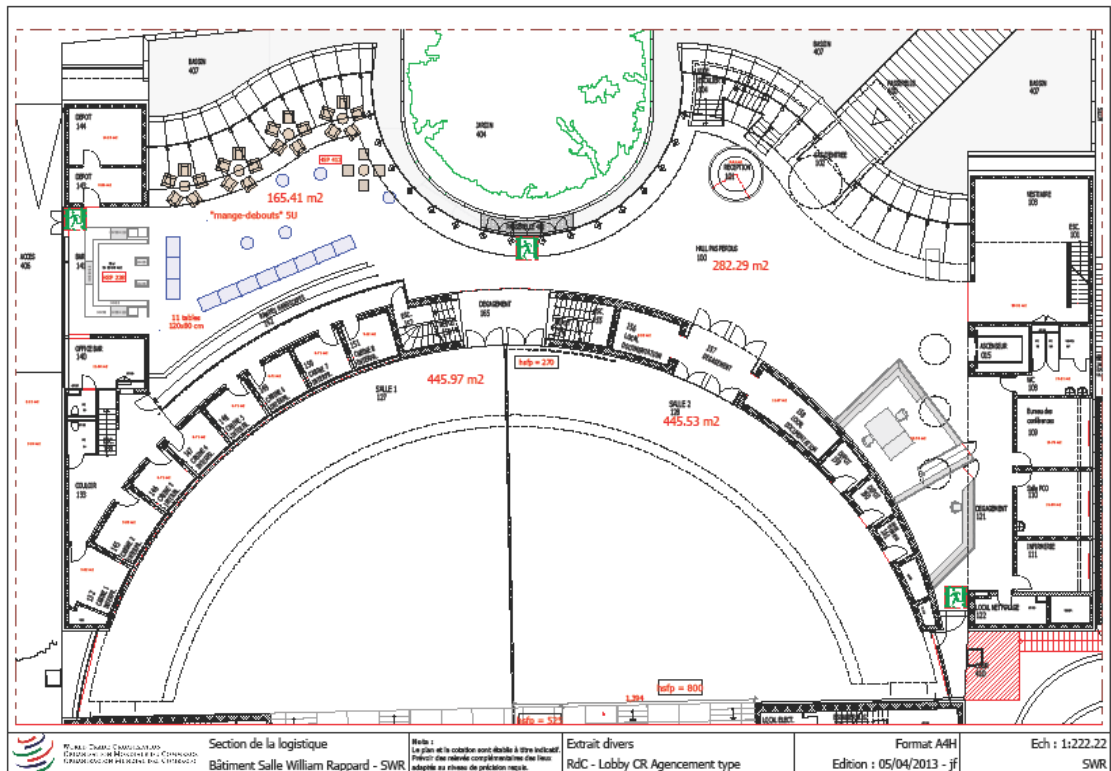
Seal of the Mission

**ANNEX II**

**LOBBY OF THE SALLE WILLIAM RAPPARD**

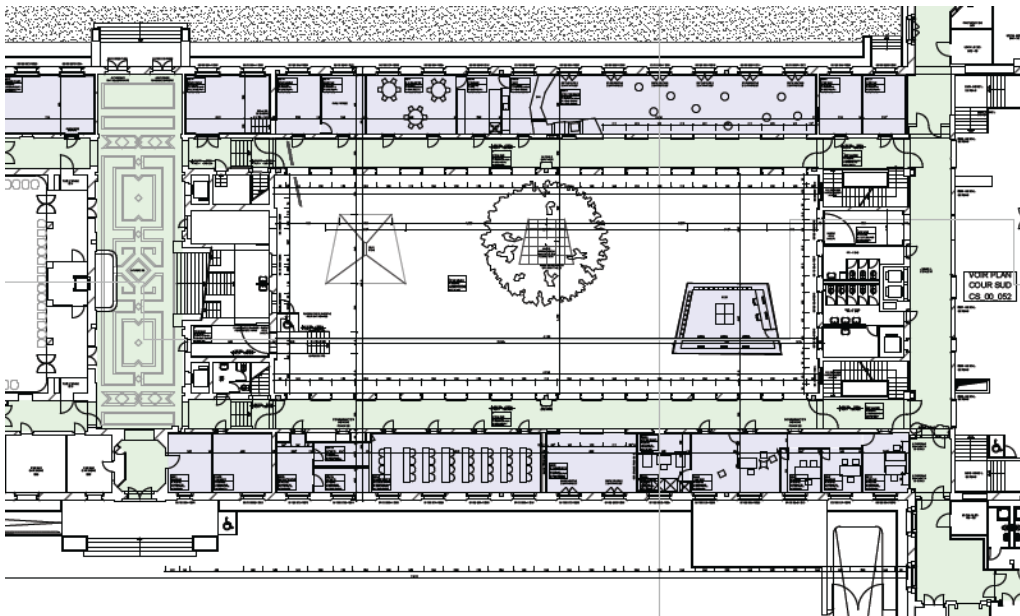


Configuration of cocktail and stand-up tables in the SWR lobby



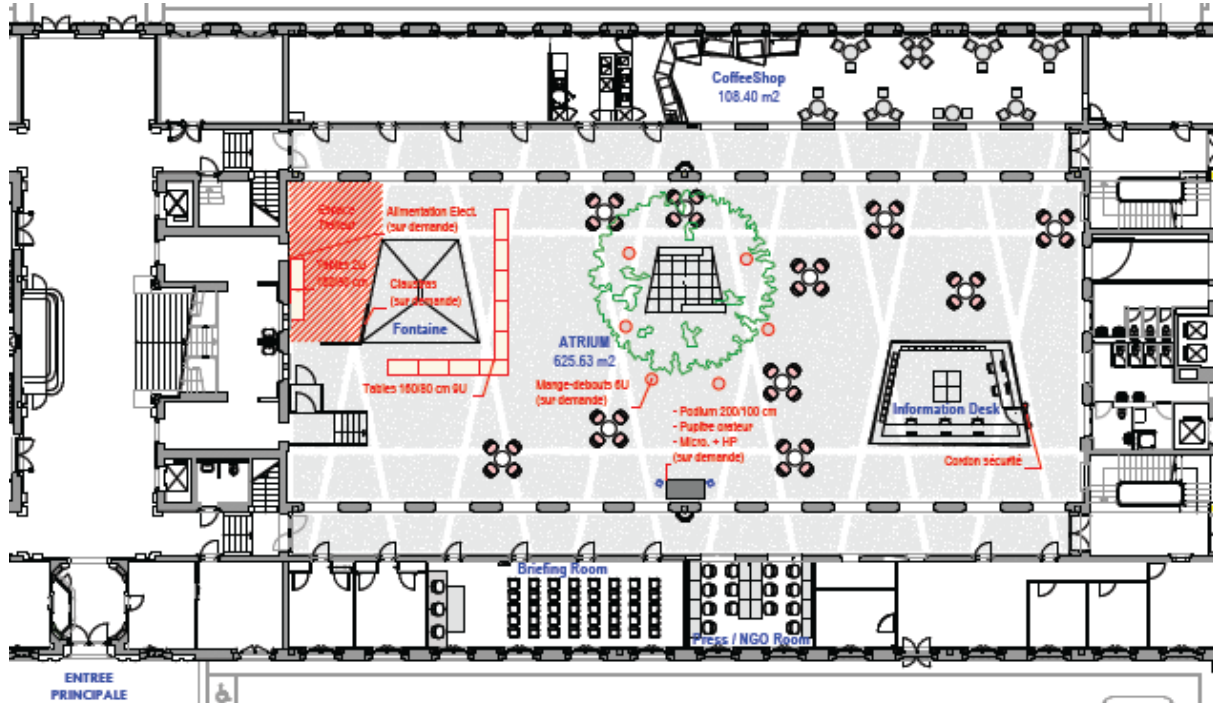
**ANNEX III**

**ATRIUM - GROUND FLOOR, CENTRE WILLIAM RAPPARD**

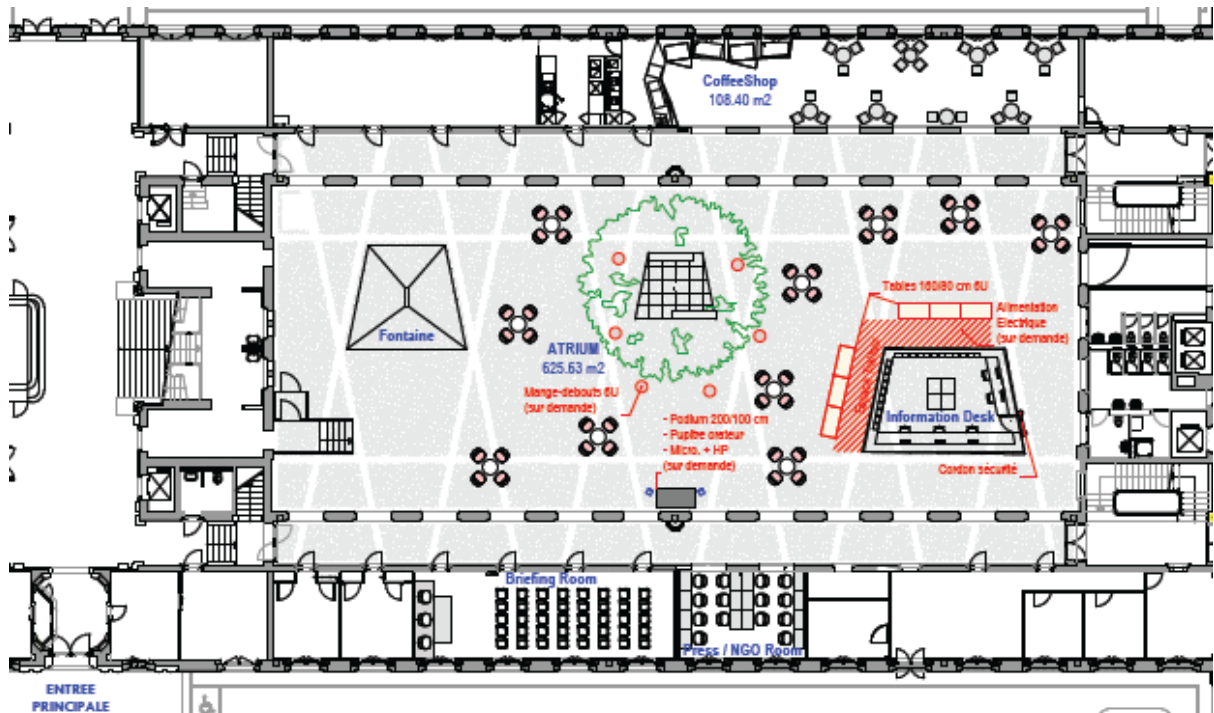


CONFIGURATION OF COCKTAIL TABLES IN THE ATRIUM

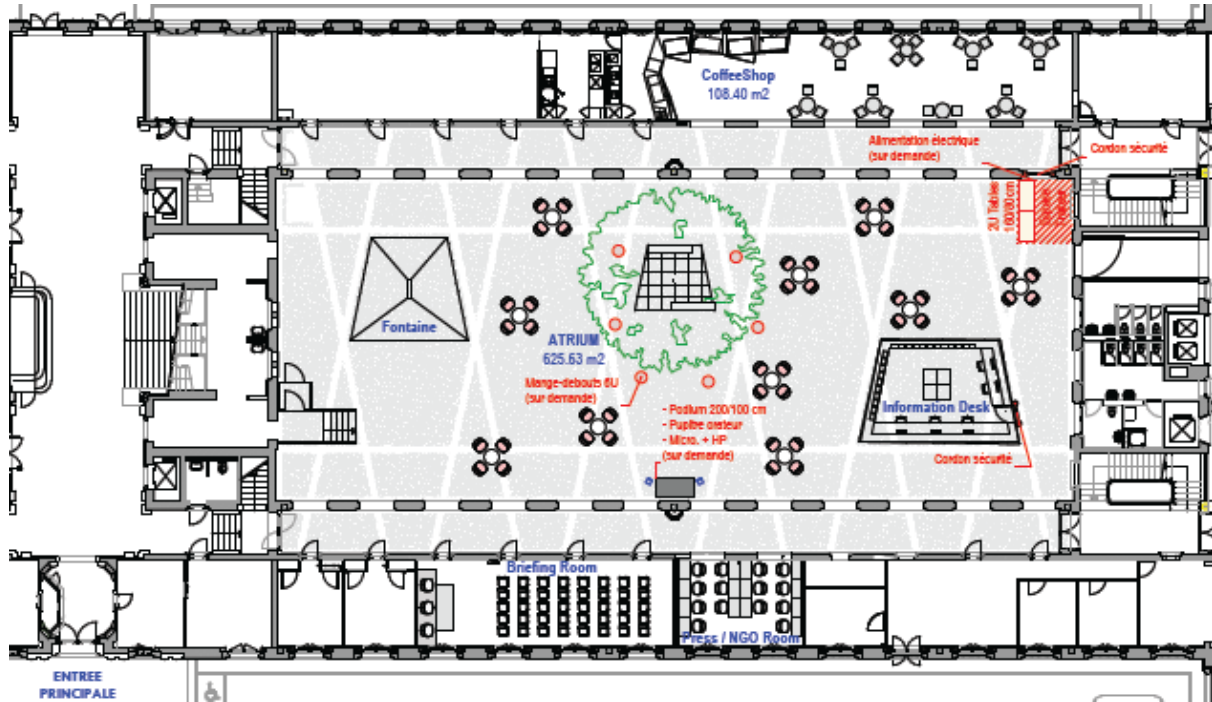
Configuration A: eleven normal tables and six stand-up tables



Configuration B: six normal tables and six stand-up tables



Configuration C: two normal tables and six stand-up tables





# ANNEX IV

## PLAN OF THE GALLERY

