



# EXHIBITOR BROCHURE

*Innovation in the coffee sector*

**122nd Session of the International Coffee Council  
and associated meetings  
London, UK  
17-21 September 2018**



**INTERNATIONAL  
COFFEE  
ORGANIZATION**

ED-2276/18

## OVERVIEW

The International Coffee Organization (ICO) – the main intergovernmental organization for coffee – will be hosting the 122<sup>nd</sup> Session of the International Coffee Council (ICC) and associated meetings from 17-21 September at the International Maritime Organization (IMO) in London.

The ICC is the ICO's governing body and meets twice a year to discuss wide-ranging issues with the aim of promoting a sustainable coffee sector. As part of a five-day programme including Council and Committee meetings, workshops, forums and networking functions, an exhibition on innovation in the coffee sector will be available.

Over 200 high-level policy makers and thought leaders representing Governments, the private sector, international organisations and civil society will be attending.

## INNOVATION IN THE COFFEE SECTOR EXHIBITION

The Exhibition provides an opportunity for ICO Members, associations, donor agencies and corporations to showcase projects, products and services, share innovation, promote good practice and foster cooperation.

Stands will be available on a first-come, first-serve basis, with access for exhibitors to attend events as appropriate.

The exhibition will open at 09:30-18:00 from Monday 17 September through to Thursday 20 September, and from 09:30-13:00 on Friday 21 September.

## DELEGATE PROFILE

- Policy makers and thought leaders from across the public and private sectors
- More than 200 high-level participants
- Delegates from ICO Member states
- Representatives of donor and international organisations
- Researchers and academics
- General public participants.

## BENEFITS OF BEING AN EXHIBITOR

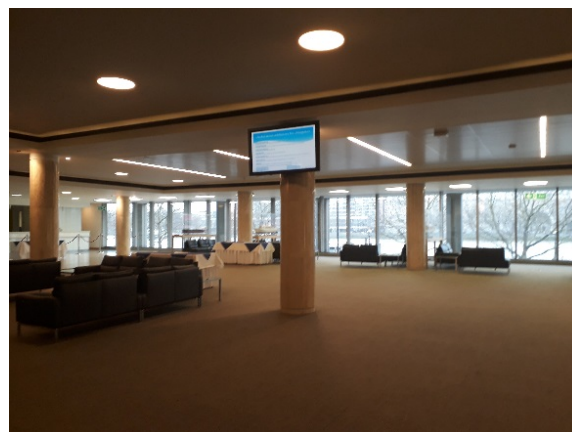
- Exposure to a highly qualified international audience
- Create awareness of projects and services
- Networking and development of new relationships and contacts
- Free spaces to attend workshops/forums
- Learn from thought leaders and be inspired by successful projects/initiatives.

## VENUE



The International Maritime Organization (IMO) will be the venue for the 122<sup>nd</sup> Session of the International Coffee Council.

The exhibition will be in the delegates lounge on the first floor of the IMO building.



## BOOKING OPTIONS

Stands are available in 2m x 2m or 3m x 2m, with 2 x LED lights and a printed name board.

**2x2 Shell Stand (£200)**



**3x2 Shell Stand (£270)**



## Optional extras

| Item   | Cost                                     |
|--|--|
| 2x LED lights  | Included in stand hire                   |
| Printed name board of organisation   | Included in stand hire                   |
| 1m wide x 2.1m high digitally printed graphics (client can take these away at the end of the event ) from artwork supplied | £135.00 (graphic to cover a whole panel) |
| 2 high stools and 1 poseur table   | £65.00                                   |
| 1 literature rack 4 A4 shelves   | £27.00                                   |
| 40" screen including stand for a <b>5-day hire</b>   | £400.00                                  |
| 6w LED slip on spotlights  | £7.50                                    |
| 4 gang power sockets to each stand   | £7.50                                    |
| Pull up Banners 850mm x 2000mm (client can take these away at the end of the event) from artwork supplied.                 | £70.00 each                              |

## PROGRAMME SCHEDULE

| Sunday, 16 September  |  | Room  | Open to   | Notes   |
|-----------------------|--|---|---|---|
| 14:00 – 18:00         | Registration opens   | IMO Ground Floor                                      | ICO Members and observers                                       | ID with photo required  |
| Monday, 17 September  |  | Room  | Open to   | Notes   |
| 08:00 onwards         | Registration   | IMO Reception   | ICO Members and observers                                       | Accreditation/registration of ICO delegates throughout the day. ID with photo required. |
| 08:30 – 09:30         | Briefing meeting   | Committee Room 5<br>(1 <sup>st</sup> Floor)           | Restricted  | Chairs and invited Members  |
| 09:30 – 11:00         | Coordination meetings  | Main Hall (Ground Floor)                              | Producing countries   | Closed meetings   |
|                       |  | Committee Room 5                                      | Consuming countries   |   |
| 11:00 – 11:30         | Coffee break   | Delegates Lounge (1st Floor)                          |   |   |
| 11:30 – 12:30         | Opening Ceremony   | Main Hall   | ICO Members and observers                                       | <i>TBC: Welcome address from representative of the Government of the United Kingdom</i> |
| 12:30 – 12:45         | Council  | Main Hall   | ICO Members and observers                                       | 1. Draft Agenda<br>2. Admission of Observers  |
| 12:45 – 13:00         | Opening of exhibition on innovation in the coffee sector   | Delegates Lounge                                      | ICO Members, observers, registered external participants        |   |
| 13:00 – 14:30         | Lunch and exhibition   | Cafeteria (4 <sup>th</sup> Floor)<br>Delegates Lounge |   | IMO Cafeteria closes for serving at 14:15   |
| 14:30 – 16:00         | Council  | Main Hall   | ICO Members and observers                                       | 3. Votes<br>5. ICO activities for coffee year 2017/18                                   |
| 16:00 – 16:30         | Coffee break/exhibition  | Delegates Lounge                                      |   |   |
| 16:30 – 18:00         | Thematic Workshop:<br>Women in the Coffee Value Chain  | Main Hall   | ICO Members, observers, registered external participants        |   |
| 18:00                 | <i>Welcome reception/<br/>Coffee tasting</i>   | <i>4th Floor/Delegates Lounge</i>                     | <i>ICO Members, observers, registered external participants</i> | <i>TBC: Coffee tasting with local provider.</i>   |
| Tuesday, 18 September |  | Room  | Open to   | Notes   |
| 08:30 – 09:30         | <i>IACO Board meeting</i>  | <i>Committee Room 5</i>                               | <i>IACO Board Members</i>                                       | <i>TBC. No interpretation</i>   |
| 09:30 – 11:30         | Consultative Forum:<br>Harnessing technology and innovation for investments in the coffee sector | Main Hall   | ICO Members, observers, registered external participants        |   |

|                                |  |   |  |  |
|--------------------------------|--|---|--|--|
| 11:30 – 12:00                  | Coffee break/exhibition  | Delegates Lounge                                      |  |  |
| 12:00 – 13:30                  | Consultative Forum cont.   | Main Hall   | ICO Members, observers, registered external participants |  |
| 13:30 – 14:30                  | Lunch and exhibition   | Cafeteria (4 <sup>th</sup> Floor)<br>Delegates Lounge |  |  |
| 14:30 – 16:30                  | Projects Committee: Donors' Forum: project development and funding             | Main Hall   | ICO Members, observers, registered external participants | Speakers from donors, international organizations and IFIs   |
| 16:30 – 17:00                  | Coffee break/exhibition  | Delegates Lounge                                      |  |  |
| 17:00– 18:00                   | Projects Committee   | Main Hall   | ICO Members and observers                                |  |
| 18:00 – 19:00                  | <i>Coffee event</i>  |   | <i>Registered participants</i>                           | <i>TBC</i>   |
| <b>Wednesday, 19 September</b> |  | <b>Room</b>   | <b>Open to</b>   | <b>Notes</b>   |
| 09:30 – 12:30                  | Partnership Fair: Delegations meet donors/international organizations/partners | Committee Room 5 (1 <sup>st</sup> Floor)              | Delegations upon pre-registration                        | Parallel event: bilateral meetings of delegations with donors/ international organizations/ partners (pre-registration required) |
| 09:30 – 11:00                  | Finance and Administration Committee   | Main Hall   | ICO Members only   |  |
| 11:00 – 11:30                  | Coffee break/exhibition  | Delegates Lounge                                      |  |  |
| 11:30 – 12:30                  | Finance and Administration Committee   | Main Hall   | ICO Members only   |  |
| 12:30 – 14:00                  | Lunch and exhibition   | Cafeteria (4 <sup>th</sup> Floor)<br>Delegates Lounge |  |  |
| 14:00 – 15:30                  | Statistics Committee   | Main Hall   | ICO Members and observers                                |  |
| 15:30 – 16:00                  | Coffee break/exhibition  | Delegates Lounge                                      |  |  |
| 16:00 – 17:00                  | Private Sector Consultative Board  | Main Hall   | ICO and PSCB Members                                     | No interpretation  |
| 17:00 – 18:00                  | Promotion and Market Development Committee                                     | Main Hall   | ICO Members and observers                                |  |
| 18:00 – 19:30                  | <i>Coffee event</i>  | <i>Delegates Lounge</i>                               | <i>Registered participants</i>                           | <i>TBC: Book launch event</i>  |

| Thursday, 20 September |   | Room  | Open to                                   | Notes      |
|------------------------|---|---|---|------------|
| 09:30 – 11:00          | Council   | Main Hall   | ICO Members and observers                 |            |
| 11:00 – 11:30          | Coffee break/exhibition                               | Delegates Lounge                                      |   |            |
| 11:30 – 13:00          | Council   | Main Hall   | ICO Members and observers                 |            |
| 13:00 – 14:30          | Lunch and exhibition                                  | Cafeteria (4 <sup>th</sup> Floor)<br>Delegates Lounge |   |            |
| 14:30 – 17:00          | Council   | Main Hall   | ICO Members and observers                 |            |
| 19:30                  | Farewell reception hosted by the Chair of the Council | Delegates Lounge or external location                 | ICO Members, observers and invited guests |            |
| Friday, 21 September   |   | Room  | Open to                                   | Notes      |
| 09:30 – 11:00          | Council   | Main Hall   | ICO Members and observers                 |            |
| 11:00 – 11:30          | Coffee and exhibition                                 | Delegates Lounge                                      |   |            |
| 11:30 – 13:00          | Council   | Main Hall   | ICO Members and observers                 |            |
| 13:00 – 13:30          | Press briefing  |   | Press                                     |            |
| 14:00                  | <i>Visit to coffee roaster</i>                        | <i>London</i>   | <i>Registered participants</i>            | <i>TBC</i> |

## EXHIBITOR APPLICATION FORM

Please return this form to [friend@ico.org](mailto:friend@ico.org) by 31 August 2018

I am interested in booking an exhibition stand as part of the 122<sup>nd</sup> Session of the International Coffee Council and associated meetings from 17-21 September 2018 at the International Maritime Organization in London, UK.

| Shell stand  | Please tick as appropriate |
|--|----------------------------|
| 2m x 2m  |                            |
| 2m x 3m  |                            |
| Optional extras  |                            |
| 1m wide x 2.1m high digitally printed graphics (client can take these away at the end of the event ) from artwork supplied |                            |
| 2 high stools and 1 poseur table   |                            |
| 1 literature rack 4 A4 shelves   |                            |
| 40" screen including stand for a <b>5-day hire</b>   |                            |
| 6w LED slip on spotlights  |                            |
| 4 gang power sockets to each stand   |                            |
| Pull up Banners 850mm x 2000mm (client can take these away at the end of the event) from artwork supplied                  |                            |

### Primary Contact information

|              |  |
|--------------|--|
| Name         |  |
| Position     |  |
| Organization |  |
| Address      |  |
| City         |  |
| Postcode     |  |
| Country      |  |
| Phone        |  |
| Email        |  |

**As exhibition space is restricted, stands will be allocated on a first-come, first-serve basis.**



## CONTACT INFORMATION

For exhibition inquiries and information, please contact:

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**Sponsorship opportunities are also available. Contact [friend@ico.org](mailto:friend@ico.org) for more information.**