

## Exhibits Committee Guidelines

The United Nations Exhibits Committee is a standing body established by the Secretary-General to review and approve exhibits proposed for display in the UN Visitors Lobby and/or the UN Exhibits website. The basic policy governing the Committee's decisions is as follows:

1. Exhibit proposals can be submitted by a UN Entity (department/office; special political or peacekeeping mission; regional commission or resident coordinator; fund, programme or specialized agency; other entity of the UN system), or a Permanent or Observer Mission to the United Nations.

The submitting Entity is responsible for the content of such exhibit and is required to perform due diligence checks of any co-organizer(s) and exhibitor(s).

2. Any proposal originating from a non-UN Entity, Permanent or Observer Mission must be accompanied by a letter from a UN Entity, Permanent or Observer Mission formally endorsing the proposal (the Sponsor).

The Sponsor assumes responsibility for the content and confirms in writing that due diligence checks of the organizer(s) and exhibitor(s) were performed.

3. The following criteria serve as the basis for consideration of proposals:

All exhibits must be compatible with the aims, purposes, and principles of the United Nations, in both content and presentation. They cannot be of a profit-generating nature or promote any specific for-profit entity, brand, product or service.

Themes of exhibits must be specific to the work and activities of the organizations of the United Nations system, must be international or universal in character, and must illustrate these topics through informative content.

**Exhibit proposals focusing exclusively on a specific individual, country, non-United Nations entity or religion, or originating from a single artist are not permitted.**

Priority is given to exhibit proposals relating to commemorations or observances established by the General Assembly or by other governing bodies of the United Nations system.

Written confirmation must be given that all subjects in the exhibit have given their express consent for their image to appear.

4. All exhibits are subject to the same criteria. The Committee may, at its discretion, reject an application in its entirety or require the elimination or alteration of any part thereof. The final decision as to whether an exhibit will be displayed in the UN Visitors Lobby and/or the UN Exhibits website rests with the Committee.

5. In light of the above guidelines and with consideration for the availability of exhibit space, the following schedule must be adhered to:

All proposals for an exhibit must be submitted to the Secretariat of the Exhibits Committee at least six months in advance of the proposed exhibit date. In the event that a proposal for an exhibit requires an accompanying letter of endorsement, such proposal will not be considered complete until the letter of endorsement has been submitted to the Secretariat of the Exhibits Committee.

The proposal must include full details of the suggested exhibit, including title, UN-related theme, purpose, information on the artists, medium (photos, sculpture, etc.), and the number of pieces and scalability of the project, as well as a portfolio with all content to be included, all in electronic format. The text should be properly edited to ensure clarity, accuracy, and correct grammar. Original photos, slides or artwork that must be returned to the sender should not be submitted.

Proposals for an exhibit that are not submitted six months in advance will be considered by the Exhibits Committee only in exceptional circumstances and at its discretion.

6. Arrangements for the exhibit:

All exhibits authorized by the Exhibits Committee must be organized by and coordinated with the Department of Global Communications.

Exhibits must be displayed as approved by the Exhibits Committee.

Corrections and/or changes to the exhibit must be submitted to the Secretariat of the Exhibits Committee at least one month prior to the exhibit date.

The text of ancillary material, such as invitations, brochures, promotional material, and digital materials that visitors are directed to for additional information about the exhibit must be submitted to the Secretariat of the Exhibits Committee for review and approval at least one month before display or distribution.

All costs related to the exhibit are borne by the organizer of the exhibit. If the organizer fails to meet the costs, the UN entity endorsing the exhibit will be responsible.

The organizers of an exhibit are responsible for delivering, insuring, storing, installing, maintaining, dismantling, crating and shipping their exhibits, for storage of shipping and packing cases during the exhibit, as well as for all related costs.

The Secretariat of the Exhibits Committee may change the dates and/or location of an approved exhibit when necessary. Under such circumstances, the Secretariat of the Exhibits Committee will give as much notice as possible.

Proposals should be sent electronically, via WeTransfer, to:

Secretary, United Nations Exhibits Committee  
e-mail [exhibitscommittee@un.org](mailto:exhibitscommittee@un.org)

For information regarding design and production:

Ms. Melissa Budinic, Exhibit Designer & Production Manager  
e-mail [budinic@un.org](mailto:budinic@un.org)

For information regarding logistics:

Ms. Aurélie Jochimek, Exhibit Coordinator  
e-mail [aurelie.jochimek@un.org](mailto:aurelie.jochimek@un.org)

The United Nations Exhibits Committee Guidelines are based on [ST/SGB/2022/1](#) and [ST/AI/2022/3](#).