

EXHIBITOR MANUAL



Dubrovnik

aquaculture



17 CROATIA
OCTOBER 17 - 20

The annual meeting of

For more info on
TRADESHOW & SPONSORSHIP

mario@marevent.com

For more info on the
CONFERENCE

www.aquaeas.eu

TRADE SHOW SCHEDULE

October 17 Tuesday	October 18 Wednesday	October 19 Thursday	October 20 Friday
Move in 12.00 - 18.00	Trade show open 10.00 - 19.00	Trade show open 10.00 - 19.00	Trade show open 10.00 - 16.30
Opening Ceremony & Welcome Drink 18.30 - 20.00	Happy hour 17.30 - 19.00	Presidents' reception 19.00 - 22.00	

COMPLETE THESE EASY STEPS:

- Check the deadlines
- Make hotel & travel arrangements
- Send badge order form by...
- Order exhibit services by ...
- Read shipping information & important deadlines
- Read the show schedule for each day

ORDER EARLY AND SAVE MONEY

ACTION REQUIRED DEADLINES

Now	<p>Check your booth configuration against Convention Center Rules & Regulation</p> <p>Book Travel and Accommodation</p> <p>Check Advertising & Sponsorship Opportunities</p>
SEPT. 15, 2017	Final Booth Payment Due
SEPT. 15, 2017	Order Badges – see Badge Order Form
SEPT. 15, 2017	Discount Deadline for all Exhibit Services
OCT. 17, 2017	Last days for shipments to arrive in Dubrovnik
OCT. 9-13, 2017	Shipments can be accepted at the convention center

BOOTH INFORMATION

- standard booth: €2250
- corner booth: €2500
- All booths on 6 m² (2x3) including walls on three sides, electricity, carpet, two chairs & one table, spotlights, fascia identification sign, two free passes for the AE2017 conference & 5 free trade show passes.
- Please mention if you need water or electricity (more than 220v) in the booth

WELCOME

Thank you for participating in **AE2017**. This manual will help you prepare everything you need for your booth so that when the exhibit doors open, you are ready to do business!

CONTENTS

Urgent ! Action Required
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General Information & Travel
Show Schedule - Advertising - Sponsorship - Exhibition Floor Plan - Hotel & Accommodation
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General Shipping Guidelines
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Basic Exhibit Services - Security, Business Center - Messages - Info on furniture & accessories - Interpreters - Translation staff
Rules & Regulations
General Rules & Regulations - Requirement of Liability Insurance

BADGE ORDER INFO

Please register your staff and customers online.

Use similar link as you registered for your booth and add names.

<https://www.was.org/EasOnline/Login.aspx?ReturnUrl=%2fEasOnline%2fexhibitor%2fdefault.aspx>

Add the names for your badges on the link similar to your booth registration. www.was.org, click the event you prefer, click exhibitor online, fill in your account and password and fill in the names for the badges.

You can invite up to 20 people for trade show passes.

Each booth includes two complimentary full conference registrations. Extra registrations at 345 €.

Deadline September 15th.

GENERAL INFORMATION & TRAVEL

SPONSORSHIP OPPORTUNITIES **CONTACT NOW !**

Your company can gain valuable exposure and good will as the sponsor of a show event.

Please contact mario@marevent.com to discuss details.

Refreshment Breaks:

Host a refreshment break held in the exhibit area. The sponsor will be promoted on signage, announcements and in the conference program.

Happy Hours:

Host a coffee break held in the exhibit area. The sponsor will be promoted on signage, announcements and in the conference program.

President's & Welcome Reception:

Exclusive or shared sponsorship for these receptions is available.

ADVERTISING

A limited amount of advertising space is now available for the AE2017 Show Directory. Directory ads are an effective way to increase your company's success on and off the show floor as buyers refer to this Directory all year. Show attendees refer to the directory constantly during the conference and an effective ad will increase your visibility tremendously!

The ads will be interspersed throughout the directory. Specifications for the ads are as follows:

Ad sizes: black & white / Camera-ready

Full page (188mm high x 134 mm wide)	1000 €
Half page (90mm high x 134mm wide)	750 €

Specifications:

The directory ads will be printed in black in the yellow page. Please supply ad copy in electronic format.

Position:

Will be at the discretion of AE2017.

Deadlines:

Place ad order (insertion order) by Sept. 1st, 2017.

Camera-ready copy must be received by Sept. 1st, 2017.

Payment:

Fifty percent due with insertion order. Balance is due when directory is printed.

Would you like to

- run a Directory Advert
- sponsor an event at the show (refreshment break, happy hour, reception, session)

please contact AE2017 Conference Manager

Begijnengracht 42, 9000 Gent, Belgium

E-mail: mario@marevent.com

HOTEL & ACCOMMODATION

AE2017 will be held at the fantastic VALAMAR HOTEL and RESORT near to Dubrovnik .
We have arranged a wide range of quality accommodations at special rates.
Please check the website www.aquaeas.org for hotel details.

SHIPPING

ATA Carnet

If ATA Carnet is operating in your country, please note that custom procedures can be done with ATA Carnet guarantee more conveniently.

ATA Carnet is an international customs document that permits the duty-free and tax-free TEMPORARY import of goods for up to one year.

For detailed instructions, please contact your Country's Chamber of Economy or Chamber of Commerce.

- Shipping Instructions:
http://www.marevent.com/2017-AE_DUBROVNIK/shipment%20instructions.pdf
- Please read the shipping instructions carefully in order to get your promotional materials on time at Valamar.
- Always mention: AE2017
- Avoid problems and extra expense: plan early, ship early.

BASIC EXHIBIT SERVICES

SECURITY

AE2017 will maintain 24-hour-a-day security staff at the Convention Centre from the initial move-in period until 8:00 pm on move-out day. These guards will check to make sure that unauthorized persons are not wandering around the building.

Even with this protection, exhibitors are asked to take precautions in guarding their exhibits and personal belongings. Move-in and move-out hours are particularly sensitive times when thefts of small, easily carried items are more likely to occur (VCR's, monitors, fire extinguishers, cellular phones). We suggest that you plan your staff schedule so that your exhibit is not left unattended during these times.

AE2017

**CANNOT BE HELD LIABLE FOR
LOST OR STOLEN ITEMS.**

MESSAGES

A Message Board will be located near the Registration Area where you can pick up messages or leave messages for other exhibitors or conference attendees.

Show Management cannot deliver messages to your booth. If you will be receiving phone calls during the exhibition, please plan to have your own phone in your booth or arrange to rent a cell phone or pager.

FURNITURE, ACCESSORIES AND TAILORMADE BOOTHS

OFFICIAL STAND ASSEMBLY COMPANY

ŠTAND EXPO D.O.O.

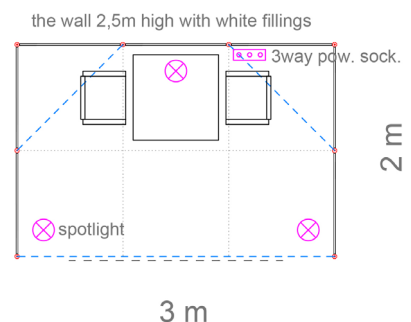
Vojina Bakića 6
10020 Zagreb
Croatia

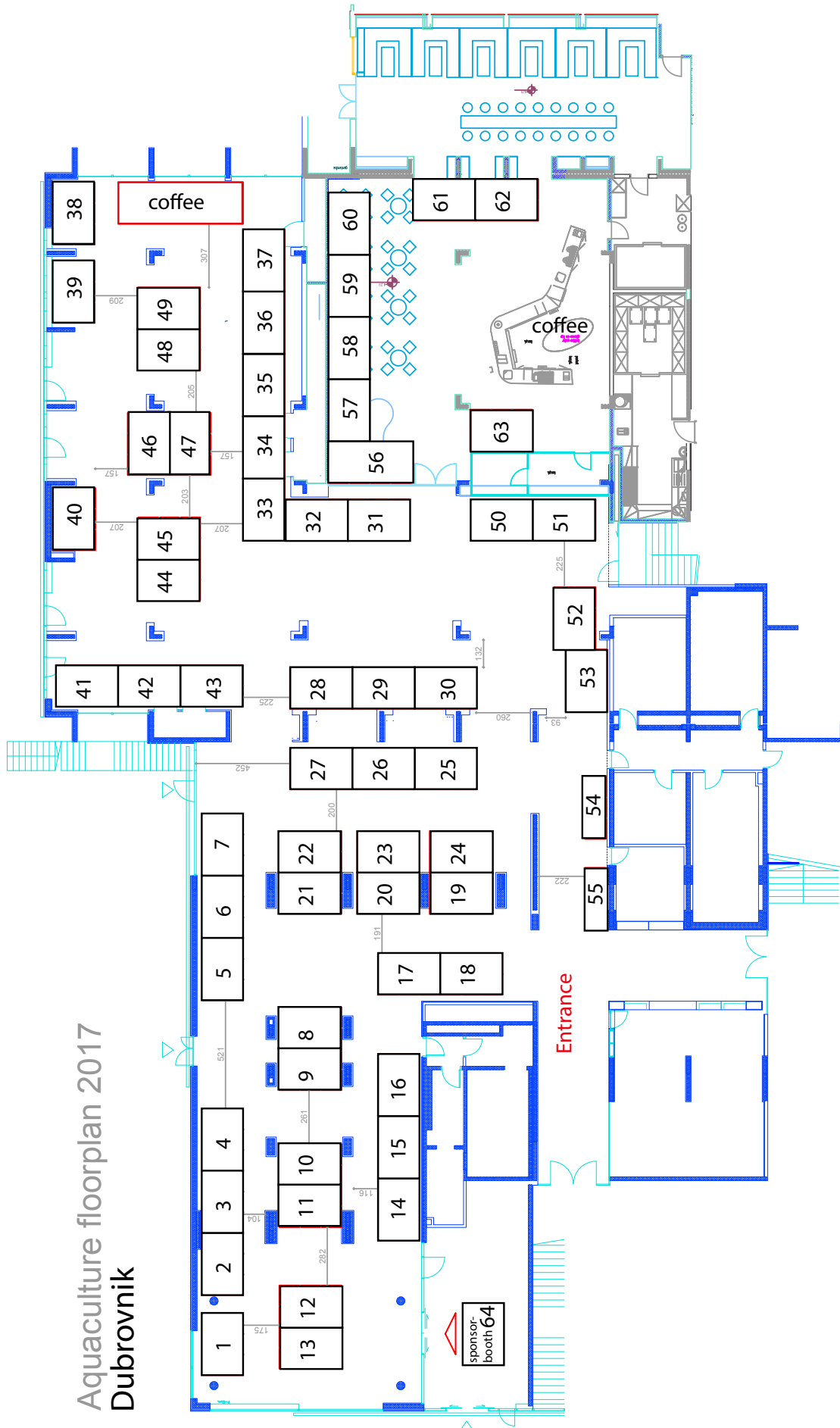
tel 00385 1 6636 010
00385 1 6636 415

fax 00385 1 6636 010
00385 1 6636 416

email info@stand-expo.hr

list of additional equipment:
www.marevent.com





Aquaculture floorplan 2017
Dubrovnik

RULES & REGULATIONS

GENERAL RULES AND REGULATIONS

- All activities must be contained within your booth area. Distribution of literature or other activities will not be allowed in the aisles and lobbies.
- Loudspeakers and “carnival” tactics will not be permitted.
- All exhibitors should read and be familiar with the Rules and Regulations on the back of the Exhibit contract.
- There must be at least 3 meters of clearance at all exit doors.
- All cords at any doorways or across any aisles must be securely taped down and covered with carpet.
- You must have prior approval from decorator/construction company/convention center to bring in any vehicle or machinery into the exhibit area. The gas tank must be drained and purged and have the battery disconnected. A drop cloth must be under it.
- Any material such as draping or curtains brought into the exhibit area must have a certificate stating that it is an inherently fireproof material or has been fireproofed.
- Appropriate business attire should be worn during the show.
- Exhibitions are “public accommodations” under the provisions of the Americans with Disabilities Act (ADA). You should take care to comply with the provisions of the act. The IAEM Handbook for Accessible Exhibitions, a guide that contains detailed information about how you can achieve ADA compliance is available from the publications department of IAEM. Failure to comply with the ADA can be a serious matter involving litigation and fines. For further information contact IAEM at +1-972-458-8002.
- **All exhibits must adhere to the “Convention Center Guideline for Display Rules and Regulations”. Contact us for a copy of the “Convention Center Guideline for Display Rules and Regulations” for more information on exhibition rules.**

REQUIREMENT OF LIABILITY INSURANCE

Your company must have property damage, public liability and personal injury insurance as specified in the AE2017 Contract for Exhibit Space. Please call your insurance company and verify that your exhibit and personnel are covered.