



Organised by:

**WORLD
AQUACULTURE
Society**

Please find all updated information on
www.was.org

trade show shedule

April 23 Monday	April 24 Tuesday	April 25 Wednesday	April 26 Thursday
Move in 12:00 - 18:00	Move-in 8:00 - 10:00		
	Trade show open 10:00 - 18:30	Trade show open 10:00 - 18:30	Trade show open 10:00 - 16:00
Welcome reception 19:00 - 21:30	Happy hour 17:20 - 18:30	President Reception 19:30 - 21:30	Move out 16:00 - 22:00 Closing Happy hour 17:20 - 18:30

deadlines

now	<ul style="list-style-type: none"> Check your booth configuration against Convention Center Rules & Regulation Book Travel and Accommodation Check Advertising & Sponsorship Opportunities
March 23, 2018	<ul style="list-style-type: none"> Final Booth Payment Due
March 23, 2018	<ul style="list-style-type: none"> Order Badges
March 23, 2018	<ul style="list-style-type: none"> Discount Deadline for all Exhibit Services
April 11, 2018	<ul style="list-style-type: none"> Last days for shipments to arrive in Taipei

booth information

- standard booth: \$2300
- corner booth: \$2500
- All booths on 6 m² (3x2) including shellsheme hard walls on three sides, electricity, carpet, two chairs & one table, spotlights, fascia identification sign, two free passes for the APA18 conference & 20 free trade show passes.

EXHIBITOR MANUAL

Thank you for participating in APA18. 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.

Taipei - Taiwan
April 23 - 26, 2018

Taipei International Convention Center

1 Hsin-Yi Road
Sec.5, Taipei 11049,
Taiwan ROC
Email: ticc@taitra.org.tw
TEL+886(2)2725-5200
FAX+886(2)2723-2589

follow those easy steps and be prepared for the exhibition

how to Register your booth online

register now !

- go to www.was.org
- click on the event logo
- Go to the exhibitor map
- Click on the online exhibitor contract
- Use your username and password or make your own account and password
- fill in company details
- Click "finish and payment"

payment for the booths

deadline payment:
march 23 2018

- Chose payment option and complete the payment
- Invoice will be send once you finalized the registration.
In case you did not receive the invoice please send a reminder to worldaqua11@was.org – mention event and booth number.
- Deadline payment – March 23 2018

make your badges online

deadline badge order:
march 23 2018

- Go to www.was.org
- Click on the event log
- Click ONLINE exhibitor Contract in the Exhibitor map
- you can add badges by pressing the button: submit badge data in the bottom of the contract summary.
- To add badges on a later time:
go to exhibitor home - press the contractID on Exhibitor agreements you have submitted - scroll down and press "view badges" scroll down and press "add"
- Each booth includes two full conference registrations and 20 trade show passes.
- Extra full conference passes are at a reduced rate.
- deadline march 23 2018

shipping agent

last day for arrival
shipments:
april 11 2018

- go to www.marevent.com and click on preferred event.
- Find the forms and information under exhibitor section.
- contact shipping agent:

Agility Fairs & Events (new name for Trans-Link)
Room 5-2, 5th Floor No 99 Chung Shan North Road
Sec 2, Taipei, Taiwan Taipei, Taiwan
frances@trans-link.com.tw
TEL +886-2-2581-1133
MOBILE +886-933 216 944
FAX +886-2-2523-9449
www.agilitylogistics.com

- Please read the shipping instructions carefully in order to get your promotional materials on time at the International Center.
- Always mention: APA18
- Avoid problems and extra expense: plan early, ship early.

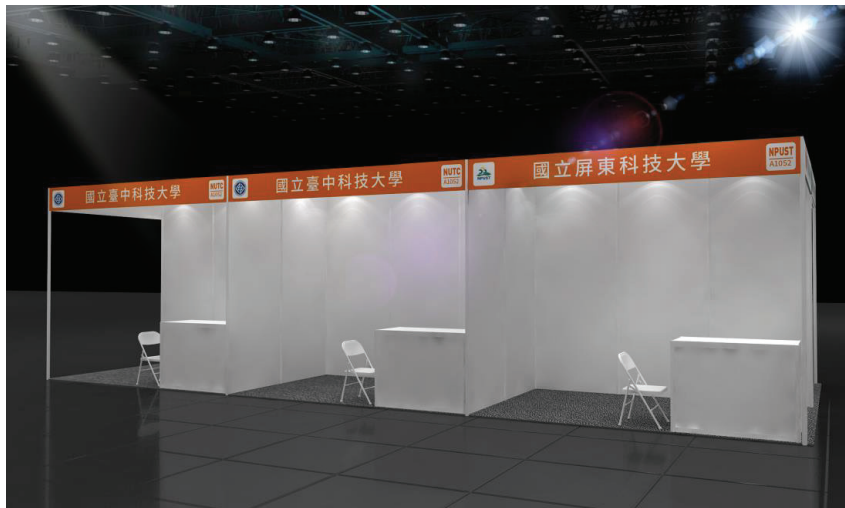
extra exhibitor services

furniture accessories and tailormade booths

Find all info on catalogue on www.marevent.com. Click APA18 exhibitor section.

Contact the official stand assembly company:

Uniplan Taiwan Corporation Rm. 408, No. 333
Keelung Rd Sec. 1.
Taipei 110
Taiwan
angie.lin@interplan.com.tw
Christy.chen@interplan.com.tw
Tel: +886 2 2758 5450, +886-927-207-937
Fax: +886 2 2729 0720
www.uniplan.com.tw



security

APA18 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.

sponsorship opportunities

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: 2500 USD

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

Bag Insert: 1000 USD

President's & Welcome Reception:

Please contact Mario Stael for more information: mario@marevent.com

contact now!
mario@marevent.com

advertising

A limited amount of advertising space is now available for the APA18 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 APA18.
- **Deadlines:**
Place ad order (insertion order) by March 1st, 2018.
Camera-ready copy must be received by March 1st, 2018.
- **Payment:**
Fifty percent due with insertion order. Balance is due when directory is printed.

deadline ad. order:
1 march 2018
contact:
mario@marevent.com

accomodation

book now!

Check www.was.org for hotel details.

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 APA18 Contract for Exhibit Space. Please call your insurance company and verify that your exhibit and personnel are covered.

event schedule

Monday April 23	Registration Open	noon - 18:30
	Poster Set-up	13:00 - 17:30
	Welcome Reception	19:00 - 21:30
Tuesday April 24	Registration Open	7:30 - 17:00
	Plenary session	8:30 - 10:00
	Exhibitor Move-in	8:00 - 10:00
	Coffee break	10:00 - 10:40
	Session	10:40 - 12:20
	Trade Show	10:40 - 18:30
	Lunch (On your own)	12:20 - 13:50
	Session	14:40 - 17:20
	Refreshment break	15:30 - 16:00
	Happy Hour	17:20-18.30
Wednesday April 25	Registration Open	7:30 - 17:00
	Sessions	08:30 - 10:00
	Trade Show & Posters	10:00 - 17:30
	Refreshment Break	10:10 - 10:40
	Sessions	10:40 - 12:20
	Lunch (On your own)	12:20 - 13:50
	Sessions	13:50 - 15:30
	Refreshment Break	15:30 - 16:00
	Sessions	16:00 - 17:20
	President Dinner	19:30 - 22:30
Thursday April 26	Registration Open	07:30 - 17:00
	Sessions	08:30 - 10:10
	Refreshment Break	10:10 - 10:40
	Trade Show & Posters	10:00- 16:00
	Sessions	10:40 - 12:20
	Lunch (On your own)	12:20 - 13:50
	Sessions	16:00 - 17:20
	Closing Happy hour	17:20 -18:30

**All coffeekbreaks and happy hours
are in the coffee corners at the exhibition hall**

