

EXHIBITOR MANUAL

AQUACULTURE 2019

March 7 - 11, 2019

New Orleans Marriott

Orleans, Louisiana USA



TRADE SHOW SCHEDULE

MARCH 2019

THURSDAY March 7	FRIDAY March 8	SATURDAY March 9	SUNDAY March 10
MOVE-IN 10:00am-6:00pm	MOVE-IN 8am-10am EXHIBITS OPEN 10:00am-6:00pm HAPPY HOUR 5:00-6:00pm	EXHIBITS OPEN 10:00am-6:00pm HAPPY HOUR 5:00-6:00pm NAA AUCTION 6:00-8:00pm	EXHIBITS OPEN 10:00am-1:30pm MOVE-OUT 1:30-5:00pm PRESIDENT'S RECEPTION 6:30-9:30pm

MOVE-OUT: Sunday, March 10 1:30pm - 5:00pm

COMPLETE THESE EASY STEPS...

- 1. Check the DEADLINES
- 2. Make HOTEL & TRAVEL arrangements
- 3. Order BADGES ONLINE by Feb. 1, 2019
- 4. Order EXHIBIT SERVICES with Discount by February 14, 2019
- 5. Read the SHIPPING INFORMATION –
Ship your exhibit to ARRIVE between February 1 - March 1, 2019
- 6. Read the SHOW SCHEDULE for each day

ORDER EARLY & SAVE MONEY !

Aquaculture 2019 - Conference Management Office

PO Box 2302 - Valley Center, CA 92082 USA

Tel: +1-760-751-5005 - Fax: +1-760-751-5003 - Email: worldaqua@was.org

WELCOME

Thank you for participating in **AQUACULTURE 2019!**
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!

DEADLINES

NOW

Check your booth configuration against IAEM Rules & Regulations
Book Travel and Accommodation
Check Advertising & Sponsorship Opportunities

-
- NOV. 1, '18** Final Booth Payment Due (refer to contract)
-
- FEB. 1, '19** First day advance shipments to GES warehouse may arrive
-
- FEB. 1, '19** Order Badges Online
- FEB. 14, '19** Discount Deadline for all GES Exhibit Services.
Order at <https://ordering.ges.com/053600419>
- MAR. 1, '19** Last day for shipments to arrive at GES warehouse without surcharge
- None Allowed** No Direct shipments to Exhibit Site will be accepted. All shipments must be sent to the GES warehouse between Feb. 1 and Mar. 1, 2019

Each 8' deep x 10' wide exhibit space comes with:

Identification Sign
Back Drapes: teal blue & white
Side Drapes: solid teal blue
2 Full Registration Badges + 5 Trade Show Badges
The Exhibit Hall is carpeted

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| <input type="checkbox"/> Requirement of Liability Insurance | |

Questions?

AQUACULTURE 2019
Conference Manager
Tel +1-760-751-5005
Fax +1-760-751-5003
Email: worldaqua@aol.com

For GES Services, go to this link:
<https://ordering.ges.com/053600419>

BADGE ORDER

Please complete the order for your badges ONLINE in your exhibitor account. Please add the names of your staff and customers for badges as they come in. You can always add extra names and make changes later on the same link. You can delete names, add names, etc. You can also print the list of all the names if you want.

In order to make sure we have your badges ready to pick up on the morning of setup day, we need to receive your order by one week before setup day (February 28, 2019). It is still possible to add names after that date online and we will do everything we can to get them ready as early as possible on setup day.

We can even make badges for you onsite at the Exhibitor Desk but it takes longer as you need to leave the names with us and pick up. Even when you are onsite you can go to your account and enter new badges and they will be processed faster.

If you cannot order badges online, then you can use this form and email it back to us.

<p>Free with each booth: 2 FULL CONFERENCE Registrations & UNLIMITED TRADE SHOW ONLY GUEST PASSES</p> <ul style="list-style-type: none">• FULL CONFERENCE registration includes: admittance to Sessions, Receptions & Exhibition + conference materials• TRADE SHOW ONLY registration includes: admittance to the Exhibition Hall <u>only</u>• Additional registrations can be purchased with the "Add-On" Registration Form which follows

Deadline: February 1, 2019

AQUACULTURE 2019

All badges will be available to pick up onsite at Exhibitor Registration starting on March 7 at 11:00am.

COMPANY NAME _____

Use one form per booth number please.

BOOTH # _____ *Duplicate this form if your company has more than one booth.*

<p>2 Free FULL CONFERENCE Badges Please print (Titles will not be used on badges)</p> <p>Full Conference Name #1 _____ Company _____ City, State/Prov, Country _____</p> <p>Full Conference Name #2 _____ Company _____ City, State/Prov, Country _____</p>
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<p>Unlimited Free TRADE SHOW ONLY Badges Do <u>not</u> duplicate FULL CONFERENCE names above</p> <p>Tradeshow Only Name #3 _____ Company _____ City, State/Prov, Country _____</p> <p>Send an additional list for additional Guest Trade Show Passes</p> <p>Additional FULL CONFERENCE registrations can be purchased at a discounted price with the "ADD-ON Registration" Form.</p> <p>PLEASE MAKE COPIES OF THIS FORM AS NEEDED</p>
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ADD-ON REGISTRATION Only

Use this form **ONLY** to register personnel **IN ADDITION TO** those listed on the **BADGE ORDER FORM**.

- **FULL CONFERENCE: \$345.00 /person** (other than the 2 FREE that are complimentary with each booth)
- **TRADE SHOW ONLY: \$5.00 /person** (other than the 5 FREE that are complimentary with each booth)

Deadline: February 1, 2019

AQUACULTURE 2019

All badges will be available to pick up onsite at Exhibitor Registration starting on February 19 at 11:00am.

COMPANY NAME _____

BOOTH # _____

Fax: +1-760-751-5003

Please check the type of badge required and include the correct payment.

Make checks payable to **AQUACULTURE 2019** or include complete credit card information here:

VISA MC AMEX

Card # _____ Exp _____ Total Amount US\$ _____

Cardholder (PRINT) _____ Signature _____

*Do not fill out this form if you have already filled out the Badge Order Form. This form is for additional badges **ONLY**.*

FULL CONFERENCE \$345.00 **Name** _____

Company _____

City, State/Prov, Country _____

FULL CONFERENCE \$345.00 **Name** _____

Company _____

City, State/Prov, Country _____

FULL CONFERENCE \$345.00 **Name** _____

Company _____

City, State/Prov, Country _____

FULL CONFERENCE \$345.00 **Name** _____

Company _____

City, State/Prov, Country _____

FULL CONFERENCE \$345.00 **Name** _____

Company _____

City, State/Prov, Country _____

PLEASE MAKE COPIES OF THIS FORM AS NEEDED

SCHEDULE

TRADE SHOW SCHEDULE

M A R C H 2 0 1 9

THURSDAY March 7	FRIDAY March 8	SATURDAY March 9	SUNDAY March 10
MOVE-IN 10:00am-6:00pm	MOVE-IN 8am-10am EXHIBITS OPEN 10:00am-6:00pm HAPPY HOUR 5:00-6:00pm	EXHIBITS OPEN 10:00am-6:00pm HAPPY HOUR 5:00-6:00pm NAA AUCTION 6:00-8:00pm	EXHIBITS OPEN 10:00am-1:30pm MOVE-OUT 1:30-5:00pm PRESIDENT'S RECEPTION 6:30-9:30pm

THURSDAY, Mar. 7	Registration Open	11:00	-	5:00
	▶ EXHIBITOR MOVE-IN	11:00	-	6:00

FRIDAY, Mar. 8	▶ EXHIBITOR MOVE-IN	8:00	-	10:00
	Opening & Plenary	8:30	-	10:15
	▶ TRADE SHOW OPEN	10:00	-	6:00
	Refreshment Break	10:00	-	11:00
	Sessions	11:00	-	5:00
	Lunch (on your own)	12:30	-	1:30
	▶ HAPPY HOUR	5:00	-	6:00
President's Reception	6:30	-	9:30	

SATURDAY, Mar. 9	Sessions	8:30	-	5:00
	▶ TRADE SHOW OPEN	10:00	-	6:00
	Refreshment Break	10:00	-	10:30
	Lunch (on your own)	12:30	-	2:00
	▶ HAPPY HOUR	5:00	-	6:00
NAA Auction	6:00	-	8:00	

SUNDAY, Mar. 10	Sessions	8:30	-	5:00
	▶ TRADE SHOW OPEN	10:00	-	1:30
	Refreshment Break	10:00	-	11:00
	Lunch (on your own)	12:30	-	1:30
	▶ EXHIBITOR MOVE-OUT	1:30	-	5:00
President's Reception	6:30	-	9:30	

**No exhibitor may begin dismantling their exhibit until the show closes at 1:30.*

MONDAY, Mar. 11	Registration Open	11:00	-	5:00
	▶ EXHIBITOR MOVE-IN	11:00	-	6:00

~~Registration Open~~
~~on Monday - only~~
~~Sessions~~

SHOW DIRECTORY ADS - Reserve Your Space Now!

A limited amount of advertising space is now available for the **Aquaculture 2019 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:

<u>Ad sizes:</u>	<u>Camera-ready</u>
Full page (4 1/2"w x 8"h)	\$500
Half page (4 1/2"w x 3 7/8"h)	\$350

Specifications: The directory ads will be printed in one color - black. Please supply ad copy in electronic format.

Position: Will be at the discretion of Aquaculture America 2015.

Deadlines: Place ad order (insertion order) **by January 5, 2015.**

Camera-ready copy must be received **by January 10, 2015.**

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

SPONSORSHIP OPPORTUNITIES - Call Now!

Your company can gain valuable exposure and good will as the sponsor of a show event.
Sponsorship can be shared with another company.

Refreshment Breaks: Host a refreshment break held in the exhibit area. The sponsor will be promoted on signage, announcements and in the conference program.
Cost: \$1000 per refreshment break.

Happy Hours: Host a coffee break held in the exhibit area. The sponsor will be promoted on signage, announcements and in the conference program.
Cost: \$1000 per refreshment break.

President's Reception: Exclusive or shared sponsorship for these receptions is available. Please call to discuss details.

Session Sponsor: Sponsor a session with your company's name on the program and in the session room.

Yes, I would like to run a Directory Ad. Ad size: Full Page Half Page
 Business Card

Yes, I would like to sponsor an event at the show:
 Refreshment Break Happy Hour Reception Session

Company Name: _____ Contact Name: _____

Telephone: _____ Fax: _____

Return this form to: **Aquaculture 2019 Conference Manager**
PO Box 2302, Valley Center, CA 92082 USA
Fax: +1-760-751-5003

HOTEL

AQUACULTURE 2019 HOTEL INFORMATION

We have arranged for a fantastic rate at the Marriott New Orleans for Aquaculture 2019! Be sure to mention Aquaculture 2019 to get the very special rate of \$199. Contact the hotel directly for your reservation:

Tel: +1-504-581-1000 or 1-888-771-4429 Fax: +1-210-482-2312

You can make your hotel reservations directly online by accessing this link:

<https://book.passkey.com/e/49572288>

AIRPORT TRANSPORTATION

To get from the New Orleans International Airport (MSY) to the conference hotel you can take a cab or the shuttle listed below with a discount.

We have arranged a special discount for conference attendees with Airport Shuttle service. Use this link to reserve your shuttle.

[AQUACULTURE 2019 Official Discounted Airport Shuttle](#)

There are a few simple rules—

- In order to be able to book travel online, you must book at least 24 hours prior to your flight arrival time.
- The group has been set up to book online so they can both make and change their existing reservation online.
- The discount only applies to reservations made through this web portal — if not the discount doesn't apply.
- On the next page is an information sheet/map of our airport locations.

APP FOR TRACKING ATTENDEES

As we did in Aquaculture America 2018 in Las Vegas, we will have the WAS Exhibitor App to track attendees available for exhibitors to use at Aquaculture 2019 in New Orleans. The app requires no other equipment than your smart phone.

All you will need to do is download the app through the WAS website and then scan the QR code on attendees' badges when they visit your booth. At the end of the show, we will supply you with an EXCEL file with the contact info for all of your scans.

Further details and a link for downloading the app will be sent in February, 2019



Official Downtown Hotel Shuttle @ Louis Armstrong International Airport

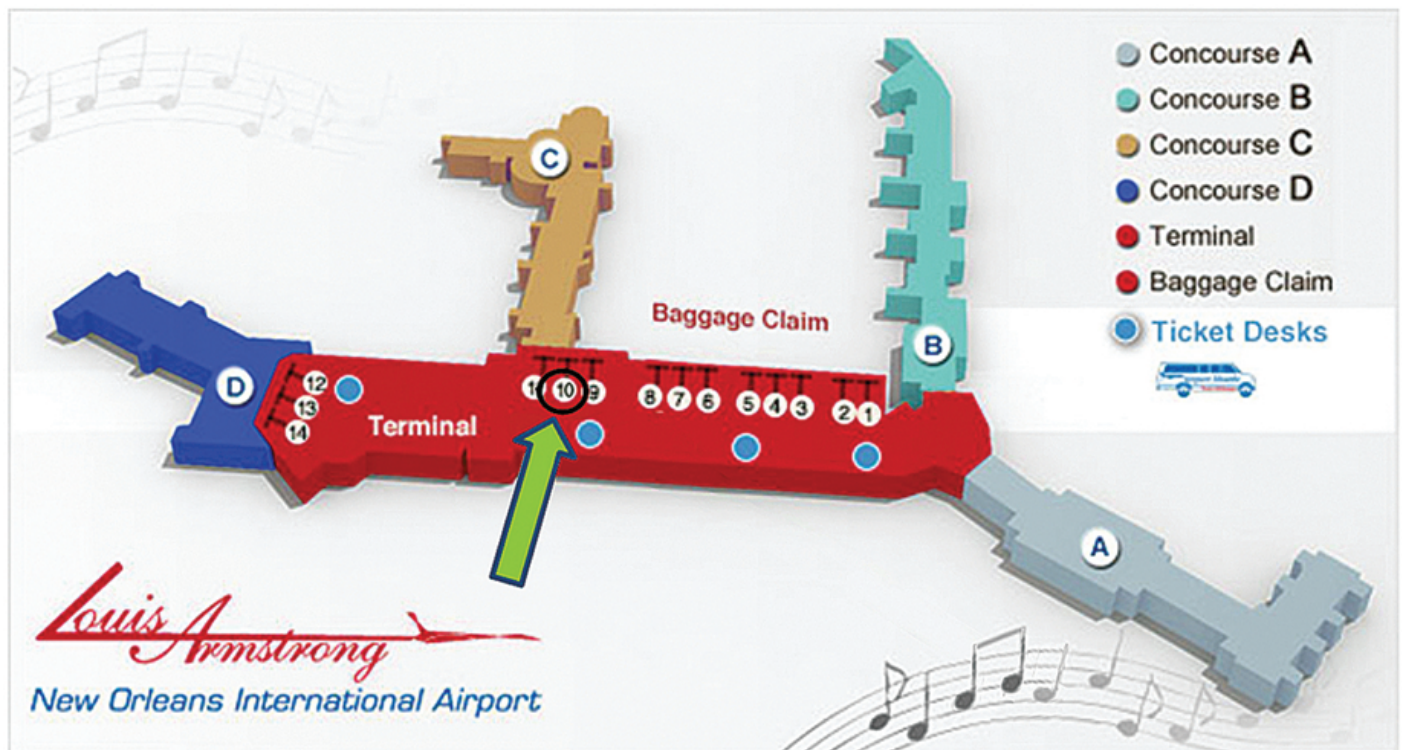
Arrival at New Orleans Airport:

- Once you depart the plane, follow the signs to the baggage claim area on the lower level.
- You will take the escalator to the baggage claim area on the lower level.
- Exit the doors located across from **Baggage Claim area 10** onto the loading dock (see green arrow below)
- Look for Airport Shuttle staff to help direct you to the next available vehicle. You can proceed directly to the Airport Shuttle, present your e-ticket to the driver, and board the van.

NOTE:

- If you have misplaced your ticket, please see the **Airport Shuttle ticket desks** located across from **Baggage Claim areas 1, 5, 9 and 12** (see map below). You must provide the desk staff with your **name or confirmation number** so that they may reprint your ticket. The desk is available daily from 7:00 AM until the last flight arrives.

Baggage Claim area 10: Exits to shuttles



Shuttle vans are white with yellow lettering that says **“Airport Shuttle”** on its side with the phone number **(504) 522-3500**.

GENERAL SHIPPING GUIDELINES

Avoid problems and extra expense -- PLAN EARLY - SHIP EARLY

IMPORTANT: Shipping direct to New Orleans

You can ship directly to GES in New Orleans – use GES Special Show Rates

- * **Direct shipments must arrive after Feb. 1 and before Mar. 1** to ensure placement in booth by set-up day (use “Advance Shipment” label).
- * **No shipments will be accepted at show site – you must send items to arrive at GES warehouse after Feb.1 and before Mar. 1.**

HOW TO SHIP YOUR EXHIBIT:

GES is the official show decorator and handles all freight at the exhibition site.

- Read “**Important Freight Guidelines**” for all shipments, whether handled by a shipping company, UPS, mail, overnight courier, etc.
- Fill out “**Material Handling Order Form**” and “**Key Information**” and return them to GES if you are shipping by any common carrier.
Review the “**Arrival Dates & Surcharges for Shipments**” section at the bottom of the page.
- Use the appropriate “**RUSH! Exhibition Freight**” shipping labels provided to mark ALL your materials for shipping.
 - If you ship early, use the **ADVANCE GES WAREHOUSE** labels.
 - If you ship late, use the **DIRECT SHIPMENT** labels.
- For international shipments, contact **Rock-It Cargo** Customs Brokers & Freight Company.
See “**International Shipping Instructions**”.

For Shipping Information, go to GES Online Ordering Site at this link:

<https://ordering.ges.com/053600419>

You will be able to see the products and services

BE SURE TO USE THE CORRECT SHIPPING LABELS PROVIDED

BASIC EXHIBIT SERVICES

GES is the official decorator for AQUACULTURE 2019

- ◆ GES will maintain an Exhibitor Service Center in the exhibition area that will serve as a focal point in coordinating all details and service requests.
- ◆ The GES Exhibitor Service Center will be open from move-in through move-out.

BE SURE TO READ:

- ➔ **GES SHOW INFORMATION & “Important Dates”**
- ➔ **SHOW SITE WORK RULES**

Each 8' deep x 10' wide exhibit space comes with:

- Identification Sign
- Back Drapes: teal & white - Side Drapes: solid teal
- The Exhibit Hall is carpeted
- 2 Full Conference Registrations & 5 Trade Show Badges

Important note: Exhibitors desiring to use contractors other than GES must advise Aquaculture America 2015 Show Management and GES Exposition Services and submit the necessary Certificates of Insurance in advance so that permission may be secured for said subcontractor to operate.

SAVE MONEY, TIME AND ENERGY - ORDER YOUR SHOW SERVICES EARLY!!

GES discount deadline is Feb. 14, 2019

For all Information and for placing your orders, go to GES Online Ordering Site at this link:

<https://ordering.ges.com/053600419>

You will be able to see the products and services.

SECURITY

Aquaculture 2019 will maintain 24-hour-a-day security staff at the Convention Center 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 (laptops, cell phones, instruments). We suggest that you plan your staff schedule so that your exhibit is not left unattended during these times. GES also has lockable cages available for rent so that sensitive equipment can be locked up.

AQUACULTURE 2019 CANNOT BE HELD LIABLE FOR LOST OR STOLEN ITEMS.

BUSINESS CENTER

There is a Business Center in the Hotel. Standard office services are available.

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.

GENERAL RULES AND REGULATIONS

Each booth will be set with 8' high back drapes and 3' high side curtains. Nothing may be attached to this drape. 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 6 feet 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 GES 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 "IAEM Guideline for Display Rules and Regulations". Contact us for a copy of the "IAEM 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 Aquaculture 2019 Contract for Exhibit Space. Please call your insurance company and verify that your exhibit and personnel are covered.