



EXHIBITOR MANUAL

Thank you for participating in WA2020. 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.

Organised by:



Please find all updated information on

www.was.org

Trade show schedule

June 8 Monday	June 9 Tuesday	June 10 Wednesday	June 11 Thursday
Move in 12:00 – 18:00	Move in 08:00 – 10:00		
	Trade show open 10:00 – 18:00	Trade show open 10:00 – 18:00	Trade show open 10:00 – 16:00
	Happy hour 17:00 – 18:00	Happy hour 17:00 – 18:00	Exhibitor Move-out 16:00 – 19:00
			President Reception 18:00 – 21:30

Deadlines

Now	<ul style="list-style-type: none"> • Check your booth configuration against Convention Centre Rules & Regulation • Book Travel and Accommodation • Check Advertising & Sponsorship Opportunities
May 18, 2020	<ul style="list-style-type: none"> • Final Booth Payment Due
May 2, 2020	<ul style="list-style-type: none"> • Order Badges
May 1, 2020	<ul style="list-style-type: none"> • Discount Deadline for all Exhibit Services
June 1, 2020	<ul style="list-style-type: none"> • Last day for shipments to arrive in Singapore

SINGAPORE
JUNE 8 -12, 2020
Singapore EXPO Convention & Exhibition Centre
1 Expo Drive, #02-01, Singapore 486150.
Main line: +65 6403 2160

Booth information

- Standard booth: \$2500
- Corner booth: \$2800
- 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 WA2020 conference & 50 free trade show passes.

Follow these easy steps and be prepared for the exhibition

How to Register your booth online

- 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”

Register now!

Payment for the booths

- Choose payment option and complete the payment
- Invoice will be sent 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 – May 18, 2020

Deadline payment:
May 18,2020

Make your badges online

- 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 contract ID on Exhibitor agreements you have submitted - scroll down and press “view badges” scroll down and press “add”
- You can always check the list and add names on this link.
- All badges will be ready at the exhibitor registration desk at the convention centre. Just give us the exhibitor name and we ‘ll hand out over the badges to you, your staff or your customers. You can send this information to your invited customers. They just need to mention your company name and we will give them their badges.
- Each booth includes two full conference registrations and 50 trade show passes.
- Extra full conference passes are at USD 345.
- Deadline May 02, 2020

Deadline badge
order: May 2,2020

Shipping agent

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

Abdul Ghani Bin Zainolabidin
APT Showfreight (S) Pte Ltd
10 Bukit Batok Crescent, #05-05 The Spire
Singapore 658079
Tel/Fax: 64998988/64998989, DID: 64998961
Mobile: 96693440
E-mail: ghani@aptshowfreight.com

Last day for arrival
shipments:

June 1,2020

- Please read the shipping instructions carefully in order to get your promotional materials on time at the International Centre.
- Always mention: WA2020 + Booth Number
- Avoid problems and extra expense: plan early, ship early.
- Last day for arrival shipments
- June 1,2020

Extra exhibitor services

Furniture accessories and tailormade booths

Find all info on catalogue on www.marevent.com. Click WA2020 exhibitor section.

Please Contact the official stand assembly company:

Cityneon Events Pte Ltd

Cityneon Building, 25 Tai Seng Avenue #06-01, Singapore 534104

D +65 6571 6399

Contact persons:

Miss Hui Shan.: huishan.siew@cityneongroup.com Tel: +65 65716428

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

Advertisement

A limited amount of **advertisement** space is now available for the WA2020 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 \$

- **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 WA2020.

- **Deadlines:**

Place ad order (insertion order) by May 1st, 2020.

Camera-ready copy must be received by May 1st, 2020.

- **Payment:**

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

Deadline ad. order:

May 1,2020

Contact:

mario@marevent.com

Accommodation

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 centre 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 WA2020 Contract for Exhibit Space. Please call your insurance company and verify that your exhibit and personnel are covered.

Event schedule

Monday June 8	Registration Open Exhibitor Move-in Poster Set-up Welcome drink	Noon – 6:00pm Noon – 6:00pm 1:00pm – 5:30pm 5:00pm – 7:00pm
Tuesday June 9	Registration Open Welcome and award Plenary Session Opening ceremony Exhibitor Move-in Poster Set-up Official opening exhibition Refreshment Break Trade Show & Posters Open Sessions Lunch (On your own) Sessions Refreshment Break Sessions Happy Hour & Poster Student Reception	7:30am – 5:00pm 9:00am – 9:15am 9:15am – 10:15am 10:15am – 10:45am 8:00am – 10:00am 8:00am – 10:00am 10:45am – 10:50am 10:45am – 11:15am 10:00am – 6:00pm 11:15am – 12:55am 12:55pm – 2:00pm 2:00pm – 3:40pm 3:40pm – 4:00pm 4:00pm – 5:00pm 5:00pm – 6:00pm 7:00pm – 9:00pm
Wednesday June 10	Registration Open Sessions Refreshment Break Trade Show & Posters Open Sessions	7:30am – 5:00pm 9:00am – 10:40am 10:40am – 11:00am 10:00am – 6:00pm 11:00am – 12:40am

Lunch (On your own)	12:40pm – 2:00pm
Sessions	2:00pm – 3:40pm
Refreshment Break	3:40pm – 4:00pm
Sessions	4:00pm – 5:00pm
Happy Hour & Poster	5:00pm – 6:00pm
WAS-APC Members meeting	5:00pm – 6:00pm

**Thursday
June 11**

Registration Open	7:30am – 5:00pm
Sessions	9:00am – 10:40am
Refreshment Break	10:40am – 11:00am
Trade Show & Posters Open	10:00am – 6:00pm
Sessions	11:00am – 12:40am
Lunch (On your own)	12:40pm – 2:00pm
Sessions	2:00pm – 3:40pm
Refreshment Break	3:40pm – 4:00pm
Sessions	4:00pm – 5:00pm
Poster Out take down	5:40pm – 6:00pm
Exhibit Move-out	4:00pm – 7:00pm
President's Reception	6:00pm – 9:30pm

**Friday
June 12**

Registration Open	7:30am – 5:00pm
Sessions	9:00am – 10:40am
Refreshment Break	10:40am – 11:00am
Posters Open	10:00am – 4:30pm
Sessions	11:00am – 12:40am
Lunch (On your own)	12:40pm – 2:00pm
Sessions	2:00pm – 3:40pm
Refreshment Break	3:40pm – 4:00pm
Sessions	4:00pm – 5:40pm

Floor Plan

