

EXHIBITOR MANUAL

World Aquaculture 2015 Aquaculture for Healthy People, Planet and Profit

**JEJU ISLAND KOREA
MAY 26 - 30 2015**



Trade Show Schedule

May 26 Tuesday	May 27 Wednesday	May 28 Thursday	May 29 Friday
Move in 10.00 - 17.00	Trade show open 11.00 - 18.00	Trade show open 10.30 - 18.00	Trade show open 10.30-1600
Opening Ceremony & Welcome Drink 17.30 - 21.00	Happy hour 17.10 - 18.00	Happy hour 17.10 - 18.00	Move Out 16.00 - 19.00 President's reception 19.00 - 21.00

For more info on
TRADESHOW & SPONSORSHIP
mario@marevent.com
For more info on
the CONFERENCE
www.was.org

Complete these easy steps

1. Check the DEADLINES
2. Make HOTEL & TRAVEL arrangements
3. Send BADGE ORDER FORM
by March 26, 2015
4. Order EXHIBIT SERVICES
by March 15, 2015
5. Read SHIPPING INFORMATION
Important Deadlines
6. Read the SHOW SCHEDULE for each day

Order early & save money

WELCOME

Thank you for participating in **WA2015**.
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 !

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URGENT ! ACTION REQUIRED

DEADLINES

- **Now** Check your booth configuration against Convention Center Rules & Regulations
Book Travel and Accommodation
Check Advertising & Sponsorship Opportunities
- **MARCH 15, 2015** Final Booth Payment Due
- **MARCH 26, 2015** Order Badges – see Badge Order Form
- **MARCH 15, 2015** Discount Deadline for all Exhibit Services
- **MAY 14 & 15, 2015** Last days for shipments to arrive in Jeju Island
- **MAY 14 & 15, 2015** Shipments can be accepted at the convention center

FOR ALL SHIPPING DETAILS, PLEASE READ THE SHIPPING INSTRUCTIONS ON PAGE 9

Booth information

- **standard booth: \$2195**
- **corner booth: \$2595**
- **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 WA15 conference**
- **Please mention if you need water or electricity (more than 220v) in the booth**

BADGE ORDER FORM

Please fill out this form to register your company personnel & send in ASAP via fax +1 760 751 5003 or

COMPLETE THE FORM ONLINE www.easonline.org.

- FREE WITH EACH BOOTH: 2 FULL CONFERENCE** Registrations & **5 TRADE SHOW ONLY** Registrations
- **FULL CONFERENCE** registration includes: admittance to Sessions, Receptions & Exhibition + conference materials
 - **TRADE SHOW ONLY** registration includes: admittance to the Exhibition Hall only
 - Additional registrations can be purchased with the "Add-On" Registration Form which follows

DEADLINE: MARCH 26, 2015 WORLD AQUACULTURE 2015

ALL BADGES WILL BE AVAILABLE TO PICK UP ONSITE AT THE EXHIBITOR CHECK-IN DESK AT REGISTRATION STARTING ON MAY 26 AT NOON.

COMPANY NAME _____

BOOTH # _____ Use one form per booth number please.
Duplicate this form if your company has more than one booth.

2 FREE FULL CONFERENCE BADGES *Please print (Titles will not be used on badges)*

Full Conference

Name #1 _____ City _____

Company _____ St/Prov _____ Country _____

Full Conference

Name #2 _____ City _____

Company _____ St/Prov _____ Country _____

5 FREE TRADE SHOW ONLY BADGES *Do not duplicate FULL CONFERENCE names above*

Tradeshow Only

Name #1 _____ City _____

Company _____ St/Prov _____ Country _____

Tradeshow Only

Name #2 _____ City _____

Company _____ St/Prov _____ Country _____

Tradeshow Only

Name #3 _____ City _____

Company _____ St/Prov _____ Country _____

Tradeshow Only

Name #4 _____ City _____

Company _____ St/Prov _____ Country _____

Tradeshow Only

Name #5 _____ City _____

Company _____ St/Prov _____ Country _____

Additional **FULL CONFERENCE** or **TRADE SHOW** registrations can be purchased with the "**ADD-ON** Registration" Form.

PLEASE MAKE COPIES OF THIS FORM AS NEEDED

ADD-ON REGISTRATION ONLY

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

COMPLETE THE FORM ONLINE www.easonline.org.

- **FULL CONFERENCE:** 395 USD/person (other than the 2 **FREE** that are complimentary with each booth)
- **TRADE SHOW ONLY:** 10 USD /person (other than the 5 **FREE** that are complimentary with each booth)

DEADLINE: MARCH 26, 2015 WORLD AQUACULTURE 2015

ALL BADGES WILL BE AVAILABLE TO PICK UP ONSITE AT THE EXHIBITOR CHECK-IN DESK AT REGISTRATION STARTING ON MAY 26 AT NOON.

COMPANY NAME _____

BOOTH # _____

Fax: +1-760-751-5003

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

Make checks payable to WA2015 or include complete credit card information here:

VISA

MC

AMEX

Card # _____ Exp _____ Total Amount Euro _____

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.

<input type="checkbox"/> Full Conference	395 USD	Name _____
<input type="checkbox"/> Tradeshow Only	10 USD	Company _____
		City _____ St/Prov _____ Country _____
<input type="checkbox"/> Full Conference	395 USD	Name _____
<input type="checkbox"/> Tradeshow Only	10 USD	Company _____
		City _____ St/Prov _____ Country _____
<input type="checkbox"/> Full Conference	395 USD	Name _____
<input type="checkbox"/> Tradeshow Only	10 USD	Company _____
		City _____ St/Prov _____ Country _____
<input type="checkbox"/> Full Conference	395 USD	Name _____
<input type="checkbox"/> Tradeshow Only	10 USD	Company _____
		City _____ St/Prov _____ Country _____

PLEASE MAKE COPIES OF THIS FORM AS NEEDED

GENERAL INFORMATION & TRAVEL

TRADE SHOW SCHEDULE

May 26 Tuesday	May 27 Wednesday	May 28 Thursday	May 29 Friday
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***NO EXHIBITORS MAY BEGIN TO DISMANTLING THEIR EXHIBIT UNTIL THE SHOW CLOSES.**

ADVERTISING

SHOW DIRECTORY ADS. RESERVE YOUR SPACE NOW !

A limited amount of advertising space is now available for the WORLD AQUACULTURE 2015 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

Full page (188mm high x 134 mm wide)

Half page (90mm high x 134mm wide)

Camera-ready

1000 USD

750 USD

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 WORLD AQUACULTURE 2015.

Deadlines:

Place ad order (insertion order) by April 1, 2015.

Camera-ready copy must be received by April 1, 2015.

Payment:

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

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.

Yes, I would like to run a Directory Ad.

Ad size: ___ Full Page or ___ Half Page

Yes, I would like to sponsor an event at the show:

___ Refreshment Break ___ Happy Hour ___ Reception ___ Session

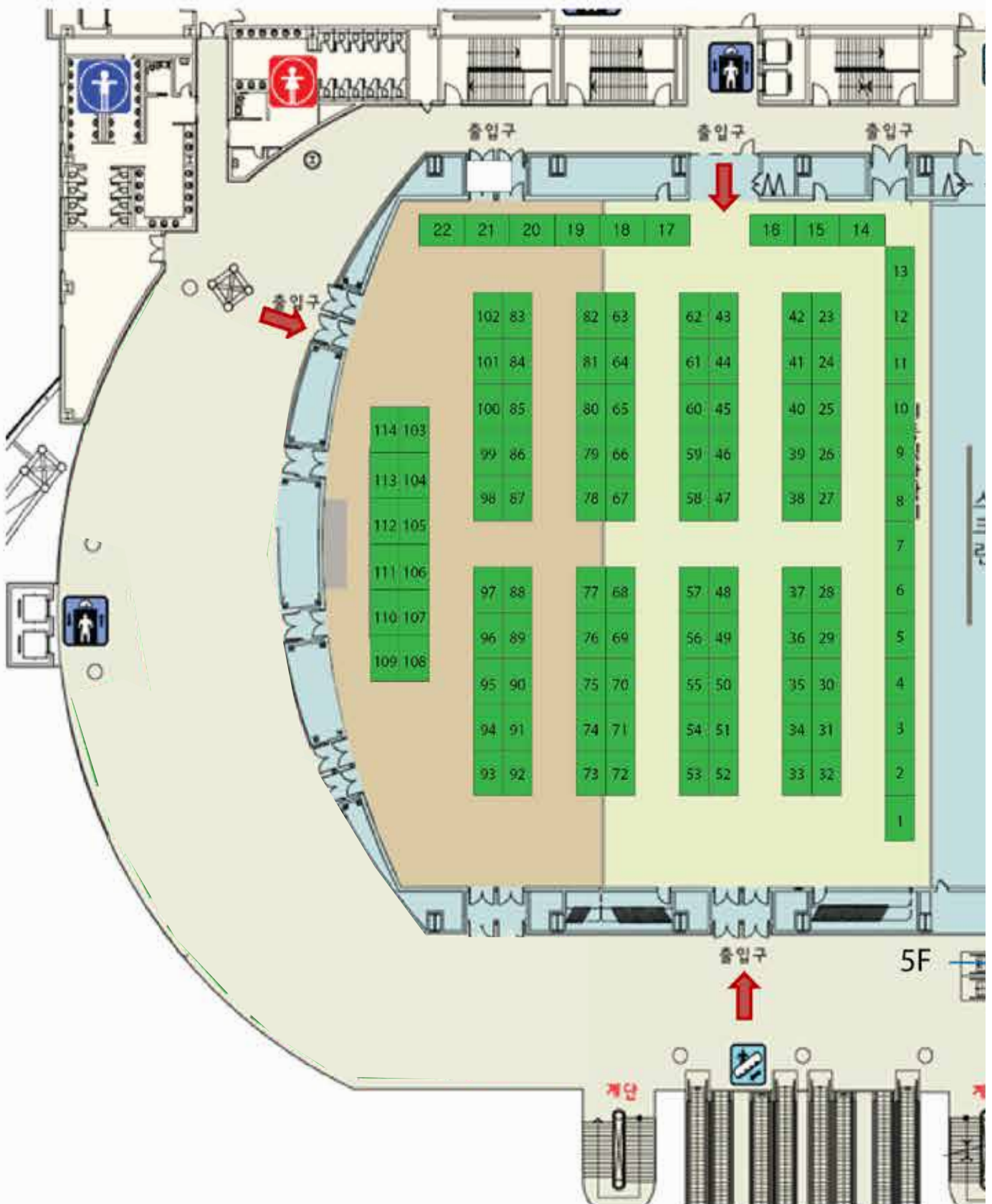
Company Name: _____ **Contact Name:** _____

Tel.: _____ Fax: _____ E-mail: _____

Return this form to:

WA2015 Conference Manager
Begijnengracht 40, 9000 Gent, Belgium
E-mail: mario@marevent.com

2015 세계양식학회대회 부스도면 (11.08)



HOTEL & ACCOMMODATION

HANA TOUR JEJU INC. / GLORIA DAYEONG JEONG
Email: housingbureaujeju@gmail.com

More info on:
www.was.org

SHIPPING

AVOID PROBLEMS AND EXTRA EXPENSE -- PLAN EARLY - SHIP EARLY



KEMI-LEE CO., LTD.

RM. 201 Arcvally, 37 Seongsui-ro 22-gil
Sungdong-gu Seoul, Korea 133-120

Phone: 82-2-565-3716

Fax: 82-2-553-0731

Home: www.kemi-lee.co.kr

E-mail: seon@kemi-lee.co.kr

all info on page 10 & 11

ALWAYS MENTION WORLD AQUACULTURE 2015.

CONTACT DETAILS

KEMI-LEE CO., LTD.
RM. 201 Arcvally, 37 Seongsui-ro 22-gil
Sungdong-gu Seoul, Korea 133-120
Phone: (82) 2 565 3716
Fax: (82) 2 553-0731

Mr. Seon Jeon (seon@kemi-lee.co.kr), Mr. Eric Jo (ericjo@kemi-lee.co.kr)
Mr. Robin Yoon (robin@kemi-lee.co.kr), Mr. Daniel Kim (daniel@kemi-lee.co.kr)
Mr. Simon Kim (simon@kemi-lee.co.kr), Ms. Chloe Jin (chloe@kemi-lee.co.kr)
Ms. Lauren Jung (lauren@kemi-lee.co.kr)
Home: www.kemi-lee.co.kr

SCHEDULE

CONSIGNMENT ARRIVAL DEADLINES

To ensure the timely delivery of your exhibits to the exhibition site, your shipments must arrive in Korea by the following dates:

Seafreight (LCL,FCL)

Deadline Busan seaport May 14th 2015

Airfreight

Deadline Incheon(ICN) airport May 15th 2015

DOCUMENT DEADLINES

Enabling us to prepare customs declaration prior to the arrival of consignments, documents must be received at least 2 days before arrival of the carrier at Korea.

SEAFREIGHT CONSIGNMENT:	1 express BL, 1 set Invoice / Packing Lists
AIRFREIGHT CONSIGNMENT:	1 original M(H)AWB 1 set Invoice / Packing Lists

For airfreight consignments, a fax or e-mail pre-alert must be sent to us advising the flight details combined with copy of Airway Bill as well as copy of Invoice / Packing Lists at least 3 days before arrival of goods at Incheon airport

BILL OF LADING / AIR WAYBILL

Please issue the Bill of Lading as follows:

Consignee: KEMI-LEE CO., LTD.
RM. 201 Arcvally, 37 Seongsui-ro 22-gil
Sungdong-gu Seoul, Korea 133-120
Tel: 82-2-565-3716, Fax: 82-2-553-0731
Attn: Mr. Simon Kim

Notify: "World Aquaculture 2015 Jeju"
C/O Exhibitor Name
Hall No.
Stand No.

Freight terms: MUST BE "PREPAID"

MARKING AND PACKING

MARKING

Please mark each case the following way:

World Aquaculture 2015 Jeju

May 26-30, 2015

Jeju, Korea

Company / Exhibitor :

Hall / Stand No.:

Case No. : of i.e. 1/5 of 5/5

Dimensions : CM x CM x CM

Gross Weight : KG

Net Weight : KG

We recommend to mark each side of the case with above mentioned text.

Of course, you can use the attached marking label. If you need additional label, we will send you more upon request.

BASIC EXHIBIT SERVICES

SECURITY

WORLD AQUACULTURE 2015 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.

WORLD AQUACULTURE 2015 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

TO DESIGN AND BUILD YOUR SPECIAL BOOTH:

A-TECH

wa2015jeju.exhibition@gmail.com

EXTRA SERVICES AT WA15

http://www.marevent.com/WA15JEJU_Korea/WA2015_Product%20List.pdf

APPLICATION FORM:

http://www.marevent.com/WA15JEJU_Korea/WA2015_Application%20Form.pdf

please send form to wa2015jeju.exhibition@gmail.com

APPLICATION FORM ELECTRICITY:

[http://www.marevent.com/WA15JEJU_Korea/Application%20Form\(Electricity\).pdf](http://www.marevent.com/WA15JEJU_Korea/Application%20Form(Electricity).pdf)

please send form to wa2015jeju.exhibition@gmail.com

INTERPRETERS

JEJUSTARCOM

PROFESSIONAL INTERPRETATION SERVICES IN JEJU PROVINCE.

MR. SUNGHAK OH, CEO

H.P. +82-10-3695-9886

TEL. +82-64-743-0503

FAX. +82-64-743-0590

JEJUSTARCOM@NAVER.COM



010 3695 9886
jejustarcom@naver.com

제주특별자치도 제주시 과원북 4길 69(연동, 5층 504호) Tel.064 743 0503 | Fax.064 743 0590
Hyo-jung Building #504 69 Gwawonbuk 4 Gil Jeju-City Jeju Province,690-170, Korea

RULES AND 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 WORLD AQUACULTURE 2015 Contract for Exhibit Space. Please call your insurance company and verify that your exhibit and personnel are covered.

**WA2015
JEJU ISLAND KOREA
MAY 26 - 30 2015**

