

LAQUA19

San José, Costa Rica - Noviembre 20 - 22, 2019

WELCOME

Thank you for participating in Lacqua19. 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.

EXHIBITOR MANUAL

Organized by:



Please find all updated information on www.was.org

San José, Costa Rica
November 19 - 22, 2019

WYNDHAM HOTEL HERRADURA, CONVENTION CENTER

San José, Costa Rica
Highway General Canas 5kms South
of Int Airport

Contact : Evelyn Esquivel (+506)
8746 6767 – 2209 9810

eesquivel@wyndhamherradura.com

www.wyndham.com

TRADE SHOW SCHEDULE

November 19 Tuesday	November 20 Wednesday	November 21 Thursday	November 22 Friday
Set up day 8:00 - 18:30	Move-in 8:00 - 10:00		
	Trade show open 10:40 - 19:00	Trade show open 10:00 – 19:00	Trade show open 10:00 -16:00
		President Dinner 19:30 - 21:30	

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
November 1, 2019	<ul style="list-style-type: none"> • Final Booth Payment Due
October 20, 2019	<ul style="list-style-type: none"> • Order Badges
September 20, 2019	<ul style="list-style-type: none"> • Discount Deadline for all Exhibit Services
November 19, 2019	<ul style="list-style-type: none"> • Last day for shipments to arrive in San José

BOOTH INFORMATION

- standard booth: USD 2300
- corner booth: USD 2500
- All booths 3x2m including walls on three sides, electricity, carpet, two chairs & one table, spotlights, fascia identification sign, two free passes for the LACQUA 2018 conference & 20 free trade show passes.

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:
November, 2019

- 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 – November, 2019

MAKE YOUR BADGES ONLINE

deadline badge order:
October, 2019

- 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 October, 2019

EXTRA EXHIBITOR SERVICES

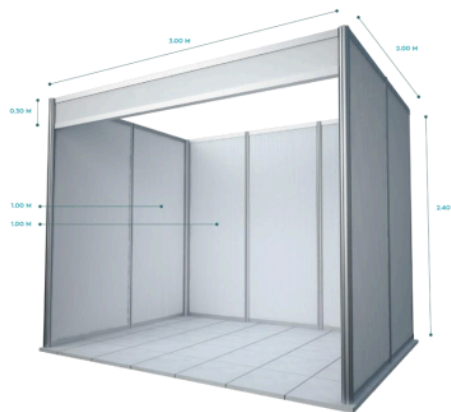
furniture accessories and tailormade booths
audio visual equipment
food & Beverages

For all extra services please contact:

Tecnologia Express
Veronica Chulo
Sales Department
Email: veronica@tecnologiaexpresscr.com
Phone: +506 63013443 – (506) 2226-6756 Ext 109
www.tecnologiaexpresscr.com



CARACTERÍSTICAS INCLUIDAS EN CADA STAND CONTRATADO



The stand includes: White paneling, aluminum profiles, electricity, fascia (3.00 x 0.30m with full color printing on adhesive vinyl), table (1.80 x 80), two hotel-style chairs, 1 double outlet 110v power outlet - 6 amps and 1 40w LED fluorescent light.

SHIPPING AGENT

Andrey Alarcón
Sales Executive



DSV Air & Sea S.A.

Pavas, Oficentro La Virgen, Edificio Torre Ocho, Oficina 405
10109 San Jose, Costa Rica

+506 4033-1680 Phone

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www.dsv.com

PARKING OPPORTUNITIES

Wyndham Hotel provides free parking

SECURITY

Lacqua19 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 pro-

moted on signage, announcements and in the conference program.

contact now !
mario@marevent.com

Bag Insert: 500 USD

President's & Welcome Reception:

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

advertising

A limited amount of advertising space is now available for the Lacqua18 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 USD
Half page (90mm high x 134mm wide) : 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 Lacqua19.
- **Deadlines:**
Place ad order (insertion order) by November 2019
Camera-ready copy must be received by November 2019
- **Payment:**
Fifty percent due with insertion order. Balance is due when directory is printed.

deadline ad. order:
November 2019
contact:
mario@marevent.com

ACCOMMODATION

book now !

Special rates on Wyndham Hotel San José.

Spanish <http://landing.hotelerabonanza.com/rah>

English <http://landing.hotelerabonanza.com/rahe>

Check <https://www.was.org/meeting/pdf/LacQua19HotelInformation.pdf> for more 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 Lacqua18 Contract for Exhibit Space. Please call your insurance company and verify that your exhibit and personnel are covered.

Event schedule

Tuesday Nov 19	Registration Open	11:00 - 18:30
	Exhibitor Move-in	8:00 - 18:30
Wednesday Nov 20	Registration Open	7:00 - 17:00
	Exhibitor Move-in	8:00 - 10:00
	Inauguration	10:00 - 10:40
	Official opening exhibition	10:40
	Coffee break	10:40 - 11:20
	Session	11:20 - 13:00
	Trade Show	10:40 - 19:30
	Lunch (On your own)	13:00 - 14:20
	Session	14:20 - 18:00
	Refreshment break	16:40-17:00
	Happy Hour	18:00 - 19:00
	Thursday Nov 21	Registration Open
Sessions		09:00 - 11:00
Trade Show & Posters		10:00 - 19:00
Refreshment Break		11:00 - 11:20
Sessions		11:20 - 13:00
Lunch (On your own)		13:00 - 14:20
Sessions		14:20 - 18:40
Refreshment Break		16:00 - 16:20
Happy hour		18:00 - 19:00
President Dinner		19:30 - 21:30
Friday Nov 22	Registration Open	08:00 - 15:00
	Sessions	09:00 - 11:00
	Refreshment Break	11:00 - 11:20
	Trade Show & Posters	10:00- 16:00
	Sessions	11:20 - 13:00
	Lunch (On your own)	13:00 - 14:20
	Sessions	14:00 - 17:00

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

LACQUA19 FLOORPLAN

Floorplan Lacqua2019

