

EXHIBITOR MANUAL

OCT. 14-17, 2014
KURSAAL
SAN SEBASTIAN, SPAIN

aquaculture
europe



14

Adding Value

TRADE SHOW SCHEDULE

October 14 Tuesday	October 15 Wednesday	October 16 Thursday	October 17 Friday
Move in 12.00 -18.00	Trade show open 10.00 -19.00	Trade show open 10.00 -19.00	Trade show open 10.00 -16.30
Opening Ceremony & Welcome Drink 18.30-20.00	Happy hour 17.30 -19.00	Happy hour 17.30-19.00 Presidents' reception 19.00 -22.00	Move Out 16.30

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

COMPLETE THESE EASY STEPS

1. Check the DEADLINES
2. Make HOTEL & TRAVEL arrangements
3. Send BADGE ORDER FORM
by November 10, 2013
4. Order EXHIBIT SERVICES
by November 10, 2013
5. Read SHIPPING INFORMATION
Important Deadlines
6. Read the SHOW SCHEDULE for each day

ORDER EARLY & SAVE MONEY

WELCOME

Thank you for participating in **AE2014**.
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
- **SEPT 15, 2014** Final Booth Payment Due
- **SEPT 15, 2014** Order Badges – see Badge Order Form
- **SEPT 15, 2014** Discount Deadline for all Exhibit Services
- **OCT 10 & 13, 2014** Last days for shipments to arrive in San Sebastian
- **OCT 10 & 13, 2014** Shipments can be accepted at the Kursaal (convention center).

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

Booth information

- standard booth: €2000
- corner booth: €2500
- 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 AE2014 conference

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: SEPT 15, 2014 **AQUACULTURE EUROPE 2014**

**ALL BADGES WILL BE AVAILABLE TO PICK UP ONSITE AT THE
EXHIBITOR CHECK-IN DESK AT REGISTRATION STARTING ON OCTOBER 14 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:** 345 euro /person (other than the 2 **FREE** that are complimentary with each booth)
- **TRADE SHOW ONLY:** 10 euro /person (other than the 5 **FREE** that are complimentary with each booth)

DEADLINE: SEPT 15, 2014 **AQUACULTURE EUROPE 2014**

ALL BADGES WILL BE AVAILABLE TO PICK UP ONSITE AT THE EXHIBITOR CHECK-IN DESK AT REGISTRATION STARTING ON OCTOBER 14 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 AE2014 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	345 euro	Name _____
<input type="checkbox"/> Tradeshow Only	10 euro	Company _____
		City _____ St/Prov _____ Country _____
<input type="checkbox"/> Full Conference	345 euro	Name _____
<input type="checkbox"/> Tradeshow Only	10 euro	Company _____
		City _____ St/Prov _____ Country _____
<input type="checkbox"/> Full Conference	345 euro	Name _____
<input type="checkbox"/> Tradeshow Only	10 euro	Company _____
		City _____ St/Prov _____ Country _____
<input type="checkbox"/> Full Conference	345 euro	Name _____
<input type="checkbox"/> Tradeshow Only	10 euro	Company _____
		City _____ St/Prov _____ Country _____

PLEASE MAKE COPIES OF THIS FORM AS NEEDED

GENERAL INFORMATION & TRAVEL

TRADE SHOW SCHEDULE

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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 AQUACULTURE EUROPE 2014 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

750 euro

500 euro

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 AQUACULTURE EUROPE 2014.

Deadlines:

Place ad order (insertion order) by Sept 1, 2014.

Camera-ready copy must be received by Sept 1, 2014.

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

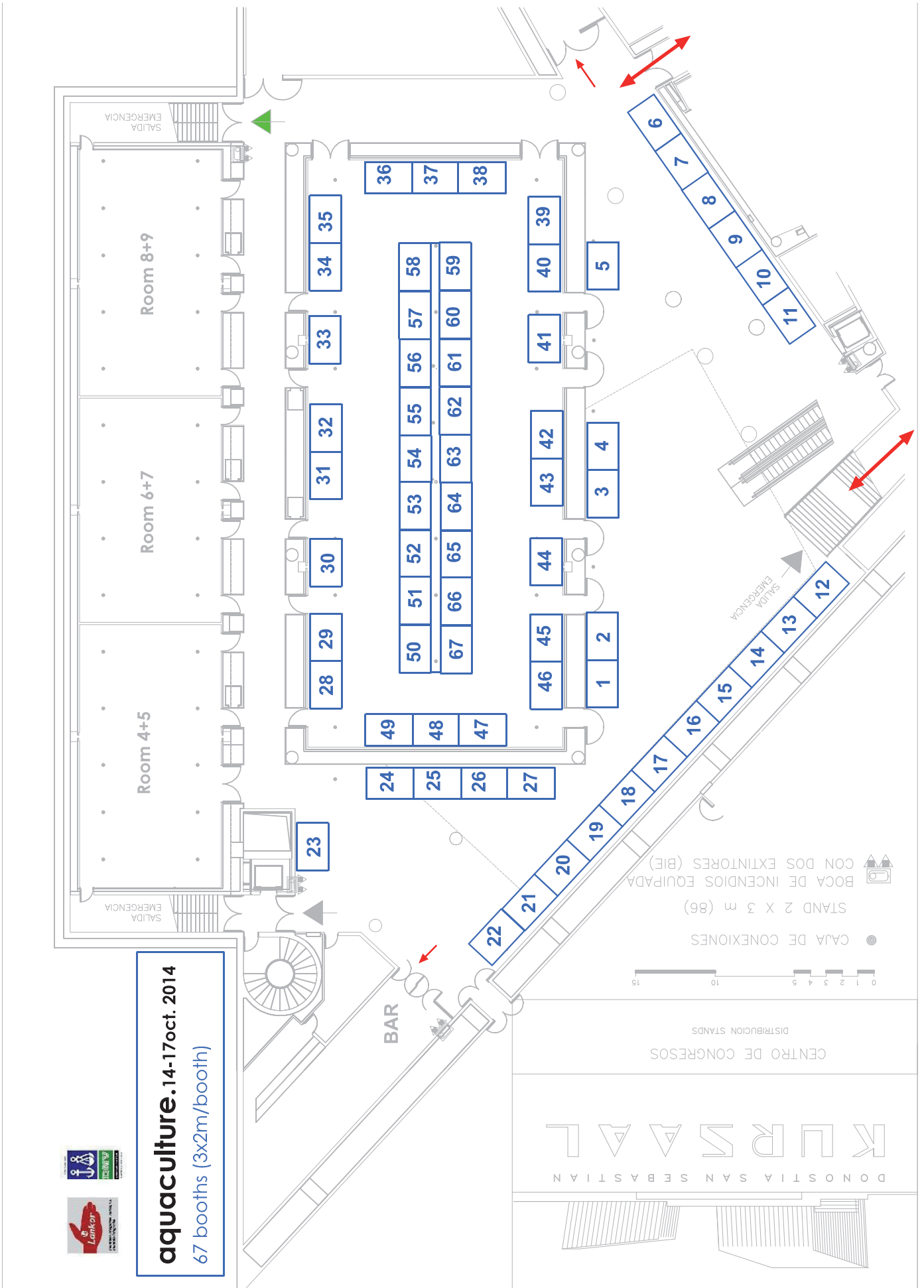
Company Name: _____ **Contact Name:** _____

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

Return this form to:

AE2014 Conference Manager
Begijnengracht 40, 9000 Gent, Belgium
E-mail: mario@marevent.com

EXHIBITION FLOORPLAN



HOTEL & ACCOMMODATION

www.astoria7hotel.com
www.tryporly.com
www.hotelsansebastian.net
www.barcelocostavasca.com
www.hlondres.com
www.nh-hotels.com
www.amaraplaza.com
www.villasoro.es
www.hotelpalaciodeaiete.com
www.hotelniza.com
www.hotelparma.com
www.arrizul.com

SPECIAL OFFER FOR STUDENTS:

www.nest-hostels.com
www.colegiomayorolarain.com

SHIPPING

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



IPARLA Y ARAMBURU

www.iparlayaramburu.com
contact: Xabier Garrido
e-mail: xabier@iparlayaramburu.com
telephone: +34 943632772

HOW TO SEND YOUR SHIPMENT TO KURSAAL CONGRESS CENTRE:

go to website: <http://intranet.kursaal.org> and fill in the form to register

All shipments directly to the Kursaal will be accepted at the Kursaal on October 10th and 13th.

Label your materials and mention AE14 and your booth number.

Please organize your shipment this way when not using the forwarder..

ALWAYS MENTION AQUACULTURE EUROPE 2014.

BASIC EXHIBIT SERVICES

SECURITY

AQUACULTURE EUROPE 2014 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.

AQUACULTURE EUROPE 2014 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.

TO DESIGN AND BUILD YOUR SPECIAL BOOTH CONTACT:



LANKOR

Contact: LORE JAUREGI

lore@lankor.com

Tel: 943 42 81 11

SKYPE: lore.jauregi1

Parque Empresarial Zuatzu | Edificio Zurriola, Planta Baja, Local 5.
20018 Donostia - San Sebastián.

MORE INFO CONCERNING ADDITIONAL EQUIPMENT:

WWW.MAREVENT.COM

http://www.marevent.com/AE14_SanSebastian/additional_material_AE_14.pdf

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 AQUACULTURE EUROPE 2014 Contract for Exhibit Space. Please call your insurance company and verify that your exhibit and personnel are covered.



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