



APA 16

ASIA PACIFIC AQUACULTURE
2016

EXHIBITOR MANUAL

SURABAYA INDONESIA
2016 APRIL 26 - 29

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

TRADE SHOW SCHEDULE

April 26 Tuesday	April 27 Wednesday	April 28 Thursday	April 29 Friday
Move in 12.00 -18.00 Trade show open 18.00 - 20.30	Trade show open 10.00 -18.30	Trade show open 10.00 -17.30	Trade show open 10.00 -16.00
Opening Ceremony 16:30 - 18:00 Welcome Drink 18.00-20.00	Happy hour 17.20 -18:30	Presidents' reception 19.30 - 21.30	Closing Happy Hour 17.20 - 18.30

COMPLETE THESE EASY STEPS:

- Check the deadlines
- Make hotel & travel arrangements
- Send badge order form by...
- Order exhibit services by ...
- Read shipping information & important deadlines
- Read the show schedule for each day

ORDER EARLY AND SAVE MONEY

ACTION REQUIRED 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
MARCH 15, 2016	Final Booth Payment Due
MARCH 15, 2016	Order Badges – see Badge Order Form
MARCH 15, 2016	Discount Deadline for all Exhibit Services
APRIL 12, 2016	Last days for shipments to arrive in Surabaya
APRIL 25, 2016	Shipments can be accepted at the convention center

BOOTH INFORMATION

- standard booth (2x3m): \$2195
- corner booth: \$2395
- All booths on 2x3 m including walls on three sides, electricity, carpet, three chairs & one table, spotlights, fascia identification sign, two free passes for the APA2016 conference & 5 free trade show passes.
- Please mention if you need water or electricity (more than 220v) in the booth.

WELCOME

Thank you for participating in **APA 2016**. 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!

CONTENTS

Urgent ! Action Required
Deadlines - Badge Order Form -
Add-on Registration Form
General Information & Travel
Show Schedule - Advertising - Sponsorship - Exhibition Floor Plan - Hotel & Accommodation
Shipping
General Shipping Guidelines
Exhibit Services
Basic Exhibit Services - Security, Business Center - Messages - Info on furniture & accessories - Interpreters - Translation staff
Rules & Regulations
General Rules & Regulations - Requirement of Liability Insurance

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:

<https://www.was.org/EasOnline/Login.aspx?ReturnUrl=%2feasonline%2fExhibitor%2fDefault.aspx>.
Similar link as you registered your booth. Please add names badges here.

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: APRIL 15, 2016 APA 2016

ALL BADGES WILL BE AVAILABLE TO PICK UP ONSITE AT THE EXHIBITOR CHECK-IN DESK AT REGISTRATION STARTING ON APRIL 26TH FROM 12:00 ONWARDS.

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.

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 \$ /person (other than the 2 **FREE** that are complimentary with each booth)
- **TRADE SHOW ONLY:** 10 \$ /person (other than the 5 **FREE** that are complimentary with each booth)

DEADLINE: APRIL 15, 2016 **APA 2016**

ALL BADGES WILL BE AVAILABLE TO PICK UP ONSITE AT THE EXHIBITOR CHECK-IN DESK AT REGISTRATION STARTING ON APRIL 26TH FROM 12:00 ONWARDS.

COMPANY NAME _____

BOOTH # _____

Fax: +1-760-751-5003

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

Make checks payable to APA 2016 or include complete credit card information here:

VISA MC AMEX

Card # _____ Exp _____ Total Amount \$ _____

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 \$	Name _____
<input type="checkbox"/> Tradeshow Only	10 \$	Company _____
		City _____ St/Prov _____ Country _____
<input type="checkbox"/> Full Conference	345 \$	Name _____
<input type="checkbox"/> Tradeshow Only	10 \$	Company _____
		City _____ St/Prov _____ Country _____
<input type="checkbox"/> Full Conference	345 \$	Name _____
<input type="checkbox"/> Tradeshow Only	10 \$	Company _____
		City _____ St/Prov _____ Country _____
<input type="checkbox"/> Full Conference	345 \$	Name _____
<input type="checkbox"/> Tradeshow Only	10 \$	Company _____
		City _____ St/Prov _____ Country _____

PLEASE MAKE COPIES OF THIS FORM AS NEEDED

GENERAL INFORMATION & TRAVEL

TRADE SHOW SCHEDULE

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Move in: Move out:			

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 APA 2016 Conference Manager
Begijnengracht 40, 9000 Gent, Belgium
E-mail: mario@marevent.com*

**No EXHIBITORS MAY BEGIN TO
DISMANTLING THEIR EXHIBIT UNTIL
THE SHOW CLOSSES.**

ADVERTISING

**SHOW DIRECTORY ADS.
RESERVE YOUR SPACE NOW !**

A limited amount of advertising space is now available for the APA 2016 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 \$

Half page (90mm high x 134mm wide)

750 \$

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 APA 2016.

Deadlines:

Place ad order (insertion order) by March 20, 2016.

Camera-ready copy must be received by March 20, 2016.

Payment:

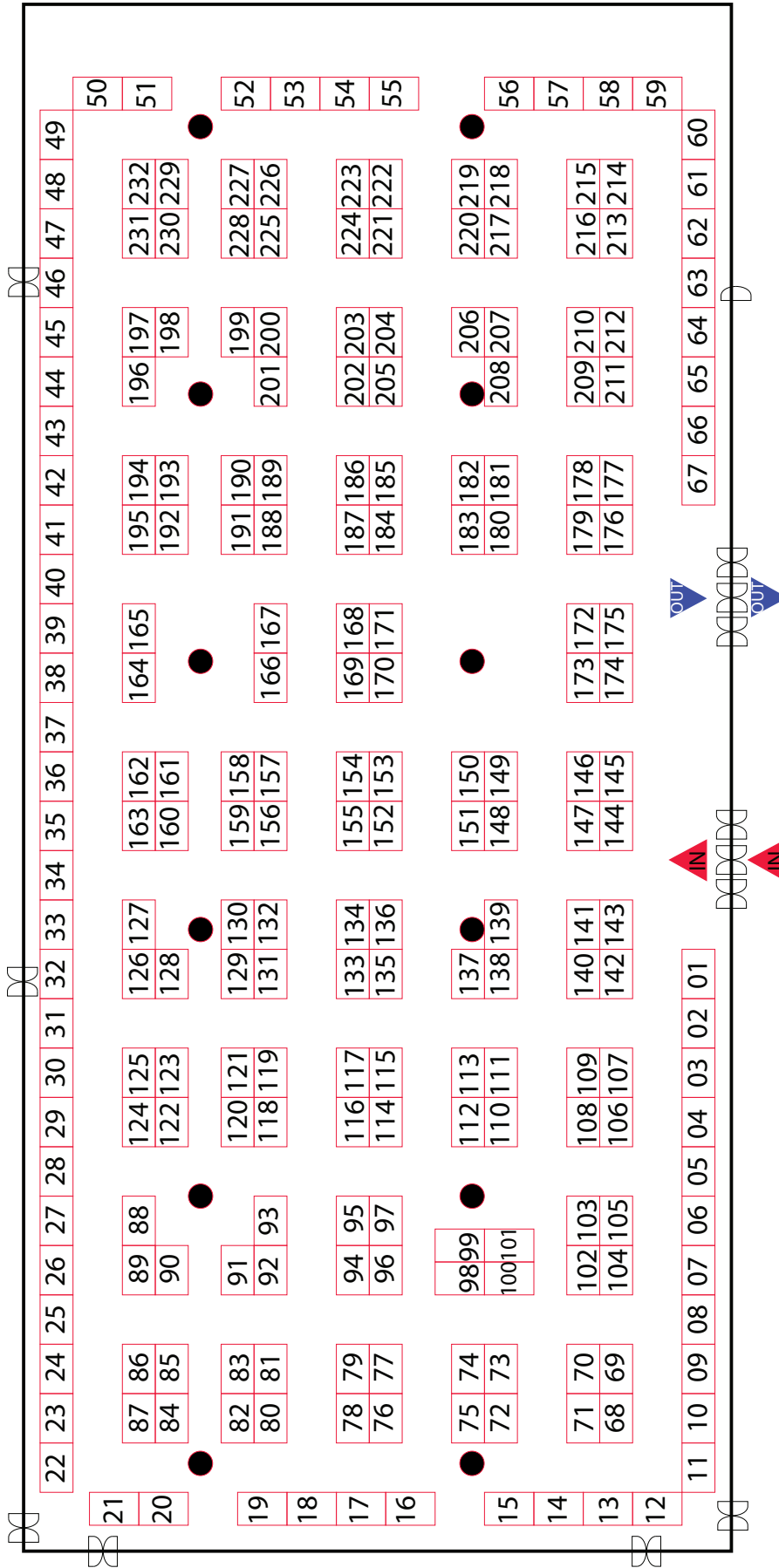
Fifty percent due with insertion order. Balance is due when directory is printed.

HOTEL & ACCOMMODATION

more info on www.WAS.org

FLOORPLAN

APA 2016



SHIPPING

PT. AGILITY INTERNATIONAL
Pakuwon Square Blok AK-02 No. 40
Jl. Mayjen Yono Soewoyo No. 162
Surabaya 60227, Indonesia
Tel. (62) (31) 753 6035
Fax. (62) (31) 753 6036
Email: Rromzi@agility.com
Rastuti@agility.com



Shipping manual on: www.marevent.com/apa2016_indonesia

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

**ALWAYS MENTION:
APA 2016**

BASIC EXHIBIT SERVICES

SECURITY

APA 2016 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.

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**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

OFFICIAL STAND ASSEMBLY COMPANY

PT. CITY NEONINDO INDAH MURNI
Jalan Perdana Kav. K No. 143
Jakarta Barat 11460 - Indonesia
Account Manager: Jean Kusno
T. +6221 568 8630 ext 105
M. +62815 86 888 366
F. +6221 569 69668
E. jean@cityneonindo.com
W. www.cityneonindo.com



Form Order on
www.marevent.com/apa2016_indonesia



RULES & 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 APA 2016 Contract for Exhibit Space. Please call your insurance company and verify that your exhibit and personnel are covered.



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