



# EXHIBITOR MANUAL AQUA 18

## welcome

Thank you for participating in AQUA18. 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.

**Montpellier, France**  
**August 25-29, 2018**

**Le Corum Congress Centre**

Esplanade Charles De Gaulle  
34000 Montpellier

Tel: +33 0(4) 67 61 67 61

E-mail: [contact@montpellier-events.com](mailto:contact@montpellier-events.com)

<http://www.montpellier-events.com/en>

Organised by:



**WORLD**  
**AQUACULTURE**  
**Society**

Please find all updated information on  
[www.was.org](http://www.was.org) and [www.aquaeas.eu](http://www.aquaeas.eu)

## trade show shedule

August 25 Saturday	August 26 Sunday	August 27 Monday	August 28 Tuesday
Set up day noon - 18:30	Move-in 8:00 - 10:00		
	Trade show open 10:00 - 18:00	Trade show open 10:30 - 17:00	Trade show open 10:30 - 16:00
			Move out 15:40 - 19:00
			President Reception 19:00 - 22:00

## deadlines

now	<ul style="list-style-type: none"> <li>• Check your booth configuration against Convention Center Rules &amp; Regulation</li> <li>• Book Travel and Accommodation</li> <li>• Check Advertising &amp; Sponsorship Opportunities</li> </ul>
July 25, 2018	<ul style="list-style-type: none"> <li>• Final Booth Payment Due</li> </ul>
July 25, 2018	<ul style="list-style-type: none"> <li>• Order Badges</li> </ul>
July 25, 2018	<ul style="list-style-type: none"> <li>• Discount Deadline for all Exhibit Services</li> </ul>
August 24, 2018	<ul style="list-style-type: none"> <li>• Last days for shipments to arrive in Montpellier</li> </ul>

## booth information

- standard booth: USD 2500
- corner booth: USD 2800
- All booths on 6 m<sup>2</sup> (3x2) including shellsheme hard walls on three sides, electricity, carpet, two chairs & one table, spotlights, fascia identification sign, two free passes for the conference & 20 free trade show passes.

follow those easy steps and be prepared for the exhibition

## how to Register your booth online

register now !

### www.was.org

- go to [www.was.org](http://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

- 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](mailto:worldaqua11@was.org) – mention event and booth number.
- Deadline payment – july 25, 2018

deadline payment:  
july 25, 2018

## make your badges online

- Go to [www.was.org](http://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 345\$.
  - deadline july 25, 2018
- Go to [www.aquaeas.eu](http://www.aquaeas.eu)
  - click on the meeting map
  - go to next aquaculture event
  - Go to the exhibitor square
  - Use your EAS Exhibitor account to log in
  - Press the contractID on Exhibitor agreements you have submitted. you can add badges by pressing the button: submit badge data in the bottom of the contract summary.
  - Each booth includes two full conference registrations and 20 trade show passes.
  - Extra full conference passes are at 345\$.
  - deadline july 25, 2018

deadline badge order:  
july 25, 2018

## shipping agent

last day for arrival  
shipments:  
august 24, 2018

- go to [www.marevent.com](http://www.marevent.com) and click on preferred event.
- Find the forms and information under exhibitor section.
- contact shipping agent:

SOCIETE CLAMAGERAN  
Contact : Lucien LAWSON  
Tel : 33 1 57 25 18 09  
gsm: 33 6 20 83 78 00  
E-mail : [l.lawson@clamageran.fr](mailto:l.lawson@clamageran.fr)

- Please read the shipping instructions carefully in order to get your promotional materials on time at the International Center.
- Always mention: AQ2018 and booth number.
- Avoid problems and extra expense: plan early, ship early.

## extra exhibitor services

furniture accessories and tailormade booths

audio visual equipment

floral decoration

food & beverages

other stand equipment

Catalogue and form on  
[www.marevent.com](http://www.marevent.com)

All info, catalogue and order forms on [www.marevent.com](http://www.marevent.com) , click on Aqua 18 and go to exhibition section. Please use the form for extra services and send to the correct email address: [regiecorum@montpellier-events.com](mailto:regiecorum@montpellier-events.com)

**ORSAEVENTS**  
solutions événementielles

ORSA EVENTS - AGENCE SUD

Contact : Hamza BELHADT

Le Syracuse – Bureau 24

2, Avenue Monteroni d'Arbia

34920 LE CRES

Téléphone : 09 70 71 82 70 (Standard)

Portable : 06 33 37 13 53 (Hamza)

E-mail : [infosud@orsaevents.fr](mailto:infosud@orsaevents.fr)

E-mail : [hamza@orsaevents.fr](mailto:hamza@orsaevents.fr)

Site : [www.orsaevents.fr](http://www.orsaevents.fr)

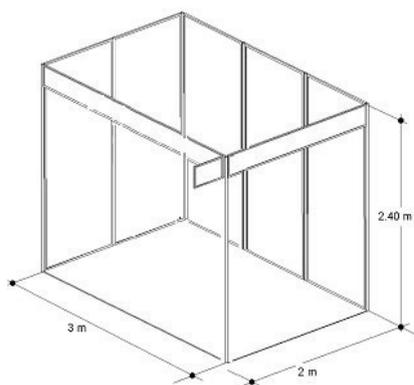


table: 120 cm x 60cm

## security

AQ2018 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](mailto: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: 500 USD**

### **President's & Welcome Reception:**

Please contact Mario Stael for more information: [mario@marevent.com](mailto:mario@marevent.com)

contact now!  
[mario@marevent.com](mailto:mario@marevent.com)

## advertising

A limited amount of advertising space is now available for the AQ2018 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 AQ2018.
- **Deadlines:**  
Place ad order (insertion order) by July 15, 2018.  
Camera-ready copy must be received by July 15, 2018.
- **Payment:**  
Fifty percent due with insertion order. Balance is due when directory is printed.

deadline ad. order:  
July 15, 2018  
contact:  
[mario@marevent.com](mailto:mario@marevent.com)

## accomodation

book now !

Check [www.was.org](http://www.was.org) or [www.aquaeas.eu](http://www.aquaeas.eu) for hotel details.

## parking opportunities

Please contact the company TAM which is in charge of the parking.

Phone: 33 4 67 79 04 59.

Prices for 2 days (22,00 €), 3 days (26,00 €), 4 days (29,00 €), 5 days (33,00 €).

## 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 Lacqua 17 Contract for Exhibit Space. Please call your insurance company and verify that your exhibit and personnel are covered.

## event schedule

<b>Saturday August 25</b>	Registration Open Exhibitor Move-in Opening Welcome Drink	noon - 17:00 noon - 17:00 18:00 -19:00 19:00 -21:00
<b>Sunday August 26</b>	Registration Open Exhibitor Move-in Coffee break Sessions Trade Show Lunch (On your own) Sessions Refreshment break	7:30 - 17:00 8:00 - 10:00 10:45 - 11:20 9:30 – 12:40 10:00 - 18:00 12:40 - 14:30 14:30 – 17:10 17:10 - 18:00
<b>Monday August 27</b>	Registration Open Sessions Trade Show & Posters Refreshment Break Lunch (On your own) Sessions Refreshment Break	8:00 – 17:00 09:00 – 12:50 10:30 - 17:00 10:40 – 11:10 12:50 - 14:30 14:30 - 17:10 17:10 – 18:00
<b>Tuesday August 28</b>	Registration Open Sessions Refreshment Break Trade Show & Posters Lunch (On your own) Sessions President Dinner	08:00 - 15:00 09:00 – 12:30 10:40 - 11:10 10:30- 16:00 12:30 - 14:00 14:00 - 17:20 19:00 - 22:00

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



# FLOORPLAN AQUA 18

## LEVEL 2

