

Thank you for participating in AE19. 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.



Organized by:

Please find all updated information on
www.aquaeas.eu

Trade show schedule

October 7 Monday	October 8 Tuesday	October 9 Wednesday	October 10 Thursday
Move in 12:00 - 18:00	Move-in 8:00 - 10:00		
	Trade show open 10:00 - 19:00	Trade show open 10:00 - 19:00	Trade show open 10:00 - 16:30
	Happy hour 17.30 - 19.00	Happy hour 17.30 - 19.00 President Reception 19:00 - 22:00	Move out 16:30 - 22:00

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
September 7, 2019	<ul style="list-style-type: none"> Final Booth Payment Due
September 7, 2019	<ul style="list-style-type: none"> Order Badges
September 7, 2019	<ul style="list-style-type: none"> Discount Deadline for all Exhibit Services
October 3, 2019	<ul style="list-style-type: none"> Last days for shipments to arrive

Booth information

- Standard booth: €2500
- Corner booth: €2800
- All booths on 6 m² (3x2) including shellsheme hard walls on three sides, electricity, carpet, two chairs & one table, spotlights, fascia identification sign, two free passes for the AE19 conference & 50 free trade show passes.

Berlin, Germany
October 7 - 10

ESTREL Congress Center

Sonnenallee 225
12057 Berlin, Duitsland
Phone : +49 30 6831 22567
Fax: +49 30 6831 10000
www.estrel.com

Follow those easy steps and be prepared for the exhibition

How to Register your booth online

Register now !

- Go to www.aquaeas.eu
- 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:
September 7, 2019

- Choose 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 – September 7, 2019

Make your badges online

Deadline badge order:
September 7, 2019

- Go to www.aquaeas.eu
- 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"
- You can always check the list and add names on this link.
- In order to make sure we have your badges ready to pick up on the morning of setup day, we need to receive your order by one week before setup day (insert date). It is still possible to add names online after the deadline and we can get the badges ready as early as possible on setup day.
We can even make badges for you onsite at the Exhibitor Desk but it takes longer as you need to leave the names with us and pick up. Even when you are onsite you can go to your account and enter new badges and they will be process faster.
- Each booth includes two full conference registrations and 50 trade show passes.
- Upgrade from trade show to conference pass: 345€.
- Deadline September 7, 2019

Shipping agent

- Go to www.marevent.com and click on preferred event.
- Find the forms and information under exhibitor section.
- Contact shipping agent:

SCHENKER BERLIN
Mike Penkert
Schenker Deutschland AG - Geschäftsstelle Berlin
Servicegebäude Süd
Jafféstrasse 2 - 14055 Berlin
Tel +49 30 301 2995-442 Fax +49 30 301 2995-8442
Email: Mike.Penkert@dbschenker.com

Please contact this company directly.

- Direct delivery to Estrel: If you prefer to deliver your own promotional materials please click on the estrel link and fill in the details for using the loading dock. Estrel might accept small boxes/parcels. Please find the forms on the Estrel link. <https://eos.estrel.com>
- Bigger parcels and machinery - please contact Schenker.
- Please read the shipping instructions carefully in order to get your promotional materials on time at the International Center.
- Always mention: AE19
- Avoid problems and extra expense: plan early, ship early.

Last day for arrival
shipments:
October 3, 2019

Extra exhibitor services

Estrel exhibitor online services - catering, IT, power supply (220V plug included with booth)

For the coordination and recording of the online orders for services for the Aquaculture Europe 2019, you and your exhibitors may use the following link:

<https://eos.estrel.com>
Event Code: aqua2019

Your exhibitors can register as user with the link <https://eos.estrel.com> at the Estrel Exhibitor Online Services.

After registration, they can log in and use the above mentioned Event Code to link to the event and order the services needed for the various exhibitor booths. Registration is required upon the first visit to the webpage.

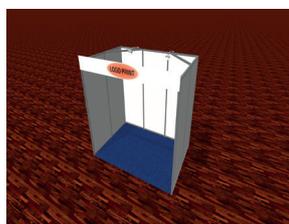
Registration and ordering begins with these three simple steps

1. The exhibitor fills in all necessary forms and finishes the input by hitting the "registration" button
2. The exhibitor then receives an E-Mail with a link that requires confirmation (kindly check the spam / junk folders as it could possibly land there). After confirming via the link, the registration process is complete.
3. Next, the exhibitor logs in via <https://eos.estrel.com> and enters the Event Code aqua2019 to link to the specific event
4. After entering this code, orders can be placed.
5. A booking confirmation will be created manually by the person in charge at the Estrel Congress Center.

Final date for orders:
September 9, 2019

Please note the final date for orders for the above mentioned event is: 09.09.2019

Furniture accessories and tailormade booths





Size of the table in the booth:
180cm width X 40 cm depth

Find all info on catalogue on www.marevent.com. Click AE19 exhibitor section.

Please contact this official stand assembly company directly.

EXPOFAIR GMBH, Berlin
Bessemerstraße 38-42
12103 Berlin

Tel: +49 30 684086-42

Fax: +49 30 684086-19

E-Mail: david.mihica@expofair-berlin.de

Web: www.expofair-berlin.de



WIFI

AE19 will organise several hotspots with excellent WIFI connections in the exhibition hall.

Wall & Personal Prints

Please contact this official stand assembly company directly.

we directly print on the infills of the booth walls. Price is 190,- for one wall (1x2,5m). Alternatively we print on textile (price is 210,- per meter (1x2,5m). For the exhibitors we could create order forms for individual services. We also can produce posters in A1 (59,4 x 84,1cm) for 42,-€/piece.

Audio Visual equipment

Contact Audio Visual Estrel
Patrick Kranz
Email: p@kranz@estrel.com

Catering Food & Beverages

Please contact directly Estrel exhibitor catering services.

<https://eos.estrel.com>
Event Code: aqua2019

Security

AE19 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.

Contact now!
mario@marevent.com

Refreshment Breaks: 2500 €

Host a refreshment break held in the exhibit area. The sponsor will be promoted on signage, announcements and in the conference program.

Bag Insert: 1000 €

President's & Welcome Reception:

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

Advertisement

A limited amount of advertisement space is now available for the AE19 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:

Deadline ad. order:
1 may 2019
Contact:
mario@marevent.com

- **Ad sizes:** black & white / Camera-ready
Full page (188mm high x 134 mm wide) : 1000 €
- **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 AE19.
- **Deadlines:**
Place ad order (insertion order) by September 1st, 2019.
Camera-ready copy must be received by September 1st, 2019.
- **Payment:**
Fifty percent due with insertion order. Balance is due when directory is printed.

Accommodation

Book now !

Check www.aquaeas.eu for 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 AE19 Contract for Exhibit Space. Please call your insurance company and verify that your exhibit and personnel are covered.

Event schedule

Monday October 7	Registration Open Exhibitor Move-in	noon - 18:00 noon - 18:00
Tuesday October 8	Registration Open Plenary Session Exhibitor Move-in Trade Show & Posters Open Sessions Lunch (On your own) Sessions Happy Hour & Poster Session	7:30 - 18:00 9:00 - 10:00 8:00 - 10:00 10:00 - 19:00 10:30 - 12:50 12:50 - 14:10 14:10 - 17:30 17:30 - 19:00
Wednesday October 9	Registration Open Plenary Session Sessions Trade Show Lunch (On your own) Sessions Happy Hour & Poster Session President Reception	8:00 - 17:30 9:00 - 10:00 10:30 - 12:50 10:00 - 19:00 12:50 - 14:10 14:10 - 17:30 17:30 - 19:00 19:00 - 22:00
Thursday October 10	Registration Open Sessions Plenary Session & Poster award Trade Show & Posters Open Lunch (On your own) Sessions	8:00 - 15:30 9:00 - 11:20 11:45 - 12:30 10:00 - 16:30 12:30 - 14:10 14:10 - 16:30

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

Floorplan AE19 - Berlin

