



# EXHIBITOR MANUAL

Thank you for participating in APA19. 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.

**CHENNAI - INDIA**  
**June 19 - 21, 2019**

**Chennai Trade Center**

CTC Complex  
 Mount Poonamalle High Road  
 Nandambakkam  
 Chennai  
 Tamil Nadu 600089  
 India

Phone : 044-22316033, 9176881000  
 Mail: [tntpo@chennaitradecentre.org](mailto:tntpo@chennaitradecentre.org)

Organised by: **WORLD AQUACULTURE Society**

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

## Trade show shedule

June 18 Tuesday	June 19 Wednesday	June 20 Thursday	June 21 Friday
Move in 12:00 - 18:00	Move-in 8:00 - 10:00		
	Trade show open 10:00 - 18:30	Trade show open 10:00 - 18:30	Trade show open 10:00 -16:00
	Happy hour 17:40 - 18:30	President Reception 19:00 - 21:00	Move out 16:00 - 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>
May 18, 2019	<ul style="list-style-type: none"> <li>Final Booth Payment Due</li> </ul>
May 18, 2019	<ul style="list-style-type: none"> <li>Order Badges</li> </ul>
May 18, 2019	<ul style="list-style-type: none"> <li>Discount Deadline for all Exhibit Services</li> </ul>
June 17, 2019	<ul style="list-style-type: none"> <li>Last days for shipments to arrive</li> </ul>

## Booth information

- Standard booth: USD2300
- Corner booth: USD2500
- 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 APA19 conference & 50 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](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

Deadline payment:  
May 18, 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](mailto:worldaqua11@was.org) – mention event and booth number.
- Deadline payment – May 18, 2019

## Make your badges online

Deadline badge order:  
june 7, 2019

- 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"
- 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: 245USD.
- Deadline June 7, 2019

## Shipping agent

- 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:

R E Rogers  
Mr. Surendhar  
Tel 9945083076  
[surender@rogersworldwideindia.com](mailto:surender@rogersworldwideindia.com)

- **Please contact this company directly.**

Last day for arrival  
shipments:  
june17, 2019

- Please read the shipping instructions carefully in order to get your promotional materials on time at the International Center.
- Always mention: APA19
- Avoid problems and extra expense: plan early, ship early.

## Extra exhibitor services

### Furniture accessories and tailormade booths

Find all info on catalogue on [www.marevent.com](http://www.marevent.com). Click APA19 exhibitor section.  
**Please contact this official stand assembly company directly.**

DEKO EXHIBIT SOLUTIONS LLP  
44, Mount Poonamallee Road  
Nandambakkam  
Chennai 600089

Contactpersons:

Aravind: [Aravind@dekoexhibit.com](mailto:Aravind@dekoexhibit.com) - tel: 9841014866

Ramesh: [Ramesh@dekoexhibit.com](mailto:Ramesh@dekoexhibit.com) - tel: 9841014877

**Size of the table in the booth:** 1M width X 0.75M height X 0.5m depth.

## Wall prints

### Printing at a local printer

DEKO EXHIBIT SOLUTIONS  
MR. RAMESH  
EMAIL [RAMESH@DEKOEXHIBIT.COM](mailto:RAMESH@DEKOEXHIBIT.COM) –  
TEL 9841014877

**Please contact this company directly.**

**For all promotional materials please send the graphics in Coral Draw 16 version.  
High Resolution files.**

## Security

APA19 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: 1000 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)

## Advertisement

A limited amount of advertisement space is now available for the APA19 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 APA19.
- **Deadlines:**  
Place ad order (insertion order) by May 1st, 2019.  
Camera-ready copy must be received by May 1st, 2019.
- **Payment:**  
Fifty percent due with insertion order. Balance is due when directory is printed.

Deadline ad. order:  
1 may 2019  
Contact:  
[mario@marevent.com](mailto:mario@marevent.com)

## Accommodation

Book now !

Check [www.was.org](http://www.was.org) 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 APA19 Contract for Exhibit Space. Please call your insurance company and verify that your exhibit and personnel are covered.

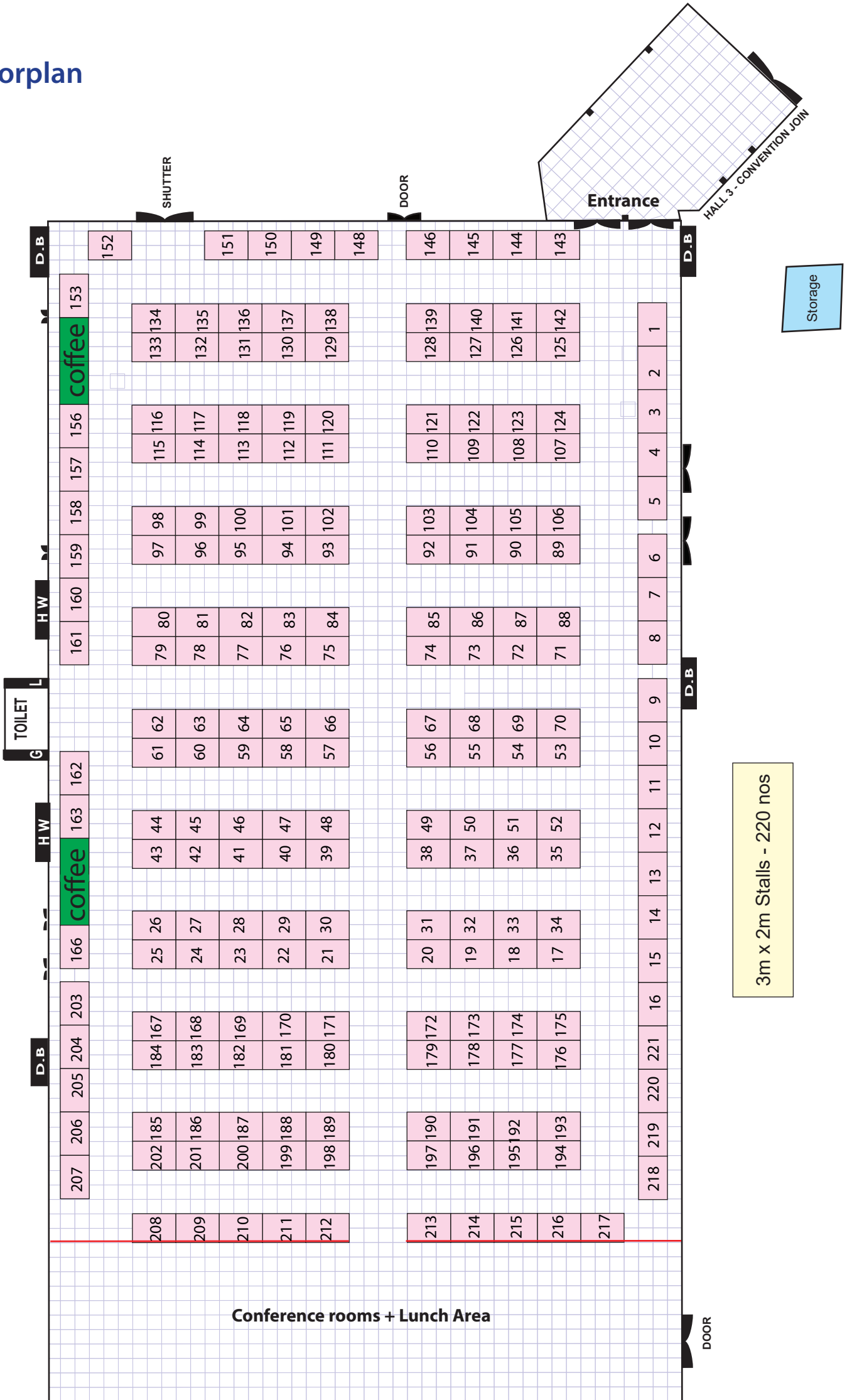
## Event schedule

<b>Tuesday</b> <b>June 18</b>	Registration Open Exhibitor Move-in Poster Set-up	noon - 18:30 noon - 18:00 1:00pm - 5:30pm
<b>Wednesday</b> <b>June 19</b>	Registration Open Opening ceremony Plenary Session Opening exhibition Exhibitor Move-in Poster Set-up Refreshment Break Trade Show & Posters Open Sessions Lunch (On your own) Sessions Refreshment Break Sessions Happy Hour & Poster Session Student Forum	7:30am - 5:00pm 9:00am - 09:30am 9:30am - 10:30am 10:30am 8:00am - 10:00am 8:00am - 10:00am 10:30am - 11:00am 10:00am - 6:30pm 11:00am - 12:40pm 12:40pm - 1:40pm 1:40pm - 3:40pm 3:40pm - 4:00pm 4:00pm - 5:40pm 5:40pm - 6:30pm 5:40pm - 7:00pm
<b>Thursday</b> <b>June 20</b>	Registration Open Sessions Refreshment Break Trade Show & Posters Open Sessions Lunch (On your own) Sessions Refreshment Break Sessions President Reception	7:30am - 5:00pm 9:00am - 10:40am 10:40am - 11:00am 10:00am - 6:30pm 11:00am - 12:40pm 12:40pm - 1:40pm 1:40pm - 3:40pm 3:40pm - 4:00pm 4:00pm - 5:40pm 7:00pm - 9:00pm
<b>Friday</b> <b>June 21</b>	Registration Open Sessions Refreshment Break Trade Show & Posters Open Sessions Lunch (On your own) Sessions Refreshment Break Sessions	7:30am - 5:00pm 9:00am - 10:40am 10:40am - 11:00am 10:00am - 4:00pm 11:00am - 12:40pm 12:40pm - 1:40pm 1:40pm - 3:40pm 3:40pm - 4:00pm 4:00pm - 5:20pm

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

# Floorplan

## Floorplan APA2019



3m x 2m Stalls - 220 nos