

EXHIBITOR MANUAL

AQUACULTURE 2013

February 21 - 25, 2012

Nashville Convention Center

Nashville, Tennessee USA



TRADE SHOW SCHEDULE

F E B R U A R Y 2 0 1 3

THURSDAY Feb. 21	FRIDAY Feb. 22	SATURDAY Feb. 23	SUNDAY Feb. 24
MOVE-IN 10:00pm-6:00pm	MOVE-IN 8am-10am EXHIBITS OPEN 10:00am-6:00pm HAPPY HOUR 5:30-6:30pm	EXHIBITS OPEN 10:00am-5:30pm HAPPY HOUR 4:30-5:30pm NAA AUCTION 5:30-7:30pm	EXHIBITS OPEN 10:00am-3:30pm MOVE-OUT 3:30-7:00pm PRESIDENT'S RECEPTION 7:00-10:00pm

MOVE-OUT: Sunday, February 24 3:30pm - 7:00pm

COMPLETE THESE EASY STEPS...

- 1. Check the DEADLINES
- 2. Make HOTEL & TRAVEL arrangements
- 3. Send BADGE ORDER FORM by Feb. 1, 2013
- 4. Order EXHIBIT SERVICES with Discount by Jan. 30, 2013
- 5. Read the SHIPPING INFORMATION –
Ship your exhibit to ARRIVE between Jan. 21 – Feb. 15, 2013
- 6. Read the SHOW SCHEDULE for each day

ORDER EARLY & SAVE MONEY !

Aquaculture 2013 - Conference Management Office

PO Box 2302 - Valley Center, CA 92082 USA

Tel: +1-760-751-5005 - Fax: +1-760-751-5003 - Email: worldaqua@aol.com

WELCOME

Thank you for participating in **AQUACULTURE 2013!**
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!

DEADLINES

NOW

- Check your booth configuration against IAEM Rules & Regulations
- Book Travel and Accommodation
- Check Advertising & Sponsorship Opportunities

-
- NOV. 1, '12** Final Booth Payment Due (refer to contract)
 - JAN. 21, '13** First day advance shipments to GES warehouse may arrive
 - FEB. 1, '13** Order Badges – see Badge Order Form
 - JAN. 30, '13** Discount Deadline for all GES Exhibit Services
 - FEB. 15, '13** Last day for shipments to arrive at GES warehouse without surcharge
 - FEB. 21, '13** Direct shipments to Exhibit Site can arrive

Each 8' deep x 10' wide exhibit space comes with:

Identification Sign – Back Drapes: teal & white - Side Drapes: solid teal
2 Full Conference Registration Badges + 5 Trade Show Badges
The Exhibit Hall is NOT carpeted

C O N T E N T S

- Deadlines
- Badge Order Form
- Add-On Registration Form
- Show Schedule
- Advertising and Sponsorship
- Exhibition Floor Plan
- Hotel, Air Travel, Airport Transport
- Car Rental
- General Shipping Guidelines
- Introduction to Basic Exhibit Services
- General Rules & Regulations
- Requirement of Liability Insurance
- GES Services

Questions?

AQUACULTURE 2013
Conference Manager
Tel +1-760-751-5005
Fax +1-760-751-5003
Email: worldaqua@aol.com

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 IN YOUR EXHIBIT ACCOUNT

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: February 1, 2013

AQUACULTURE 2013

All badges will be available to pick up onsite at Exhibitor Registration starting on February 21 at 10:00pm.

COMPANY NAME _____

Use one form per booth number please.

BOOTH # _____ *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 _____

Company _____

City, State/Prov, Country _____

Full Conference Name #2 _____

Company _____

City, State/Prov, Country _____

5 Free TRADE SHOW ONLY Badges *Do not duplicate FULL CONFERENCE names above*

Tradeshow Only Name #3 _____

Company _____

City, State/Prov, Country _____

Tradeshow Only Name #4 _____

Company _____

City, State/Prov, Country _____

Tradeshow Only Name #5 _____

Company _____

City, State/Prov, Country _____

Tradeshow Only Name #6 _____

Company _____

City, State/Prov, Country _____

Tradeshow Only Name #7 _____

Company _____

City, State/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**.

- **FULL CONFERENCE: \$325.00 /person** (other than the 2 FREE that are complimentary with each booth)
- **TRADE SHOW ONLY: \$5.00 /person** (other than the 5 FREE that are complimentary with each booth)

Deadline: February 1, 2013

AQUACULTURE 2013

All badges will be available to pick up onsite at Exhibitor Registration starting on February 21 at 10:00pm.

COMPANY NAME _____

BOOTH # _____

Fax: +1-760-751-5003

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

Make checks payable to **AQUACULTURE 2013** or include complete credit card information here:

VISA MC AMEX

Card # _____ Exp _____ Total Amount US\$ _____

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**.*

FULL CONFERENCE \$325.00 **Name** _____

TRADE SHOW ONLY \$ 5.00 **Company** _____

City, State/Prov, Country _____

FULL CONFERENCE \$325.00 **Name** _____

TRADE SHOW ONLY \$ 5.00 **Company** _____

City, State/Prov, Country _____

FULL CONFERENCE \$325.00 **Name** _____

TRADE SHOW ONLY \$ 5.00 **Company** _____

City, State/Prov, Country _____

FULL CONFERENCE \$325.00 **Name** _____

TRADE SHOW ONLY \$ 5.00 **Company** _____

City, State/Prov, Country _____

FULL CONFERENCE \$325.00 **Name** _____

TRADE SHOW ONLY \$ 5.00 **Company** _____

City, State/Prov, Country _____

PLEASE MAKE COPIES OF THIS FORM AS NEEDED

SCHEDULE

TRADE SHOW SCHEDULE

F E B R U A R Y 2 0 1 3

THURSDAY Feb. 21	FRIDAY Feb. 22	SATURDAY Feb. 23	SUNDAY Feb. 24
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THURSDAY, Feb. 21	Registration Open	10:00	-	5:00
	▶ EXHIBITOR MOVE-IN	10:00	-	7:00
	WELCOME RECEPTION	6:00	-	8:00

FRIDAY, Feb. 22	▶ EXHIBITOR MOVE-IN	8:00	-	10:00
	Opening & Plenary	8:30	-	10:00
	▶ TRADE SHOW OPEN	10:00	-	6:00
	Refreshment Break	10:00	-	11:00
	Sessions	11:00	-	5:30
	Lunch (on your own)	12:30	-	1:30
▶ HAPPY HOUR	5:30	-	6:30	

SATURDAY, Feb. 23	Sessions	8:30	-	3:30
	▶ TRADE SHOW OPEN	10:00	-	6:00
	Refreshment Break	10:00	-	10:30
	Lunch (on your own)	12:30	-	1:30
	Poster Session	3:30	-	4:30
	▶ HAPPY HOUR	4:30	-	5:30
NAA Auction	5:30	-	7:30	

SUNDAY, Feb. 24	Sessions	8:30	-	5:30
	▶ TRADE SHOW OPEN	10:00	-	3:30
	Refreshment Break	10:00	-	11:00
	Lunch (on your own)	12:30	-	1:30
	Refreshment Break	3:00	-	3:30
	▶ EXHIBITOR MOVE-OUT	3:30	-	7:00
President's Reception	7:00	-	10:00	

****No exhibitor may begin dismantling their exhibit until the show closes at 3:30.***

MONDAY, Feb. 25 Conference Only

SHOW DIRECTORY ADS - Reserve Your Space Now!

A limited amount of advertising space is now available for the **Aquaculture 2013 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:

<u>Ad sizes:</u>	<u>Camera-ready</u>
Full page (4 1/2"w x 8"h vertical)	\$500
Half page (4 1/2"w x 3 7/8"h horizontal)	\$350

Specifications: The directory ads will be printed in one color - black. Please supply ad copy in electronic format.

Position: Will be at the discretion of Aquaculture 2013.

Deadlines: Place ad order (insertion order) **by December 23, 2012.**

Camera-ready copy must be received **by January 5, 2013.**

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

SPONSORSHIP OPPORTUNITIES - Call Now!

Your company can gain valuable exposure and good will as the sponsor of a show event.
Sponsorship can be shared with another company.

Refreshment Breaks: Host a refreshment break held in the exhibit area. The sponsor will be promoted on signage, announcements and in the conference program.
Cost: \$1000 per refreshment break.

Happy Hours: Host a coffee break held in the exhibit area. The sponsor will be promoted on signage, announcements and in the conference program.
Cost: \$1000 per refreshment break.

President's Reception: Exclusive or shared sponsorship for these receptions is available. Please call to discuss details.

Session Sponsor: Sponsor a session with your company's name on the program and in the session room.

Yes, I would like to run a Directory Ad. Ad size: Full Page Half Page
 Business Card

Yes, I would like to sponsor an event at the show:
 Refreshment Break Happy Hour Reception Session

Company Name: _____ Contact Name: _____

Telephone: _____ Fax: _____

Return this form to: **Aquaculture 2013 Conference Manager**
PO Box 2302, Valley Center, CA 92082 USA
Fax: +1-760-751-5003

HOTEL

HOTELS – AQUACULTURE 2013 Nashville, Tennessee

OFFICIAL CONFERENCE HOTEL - RENAISSANCE NASHVILLE HOTEL

The Official Conference Hotel will be the Renaissance Nashville – **it is connected to the Nashville Convention Center** – the site of AQUACULTURE 2013. A great rate of US\$175 single or double has been reserved for our attendees. **There are only a limited number of rooms, so book early.**

Reservations Toll Free Tel: +1 877 901 6632

Reservations Local Tel: +1 506 474 2009

Reservations by Fax: +1 615 525 4103

Be sure to identify yourself as an attendee of AQUACULTURE 2013.

Reservation Online: Go to the link below and you can access the online reservation system to make reservations, modify your reservation and see special offers from the hotel for upgrades and amenities.

https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=9684011

AIRPORT TRANSPORTATION

To get from the Nashville International Airport (BNA) to the conference hotel you can take a cab, a shuttle (Gray Line Airport Express - (615) 883-5555 - www.graylinetn.com) or rent a car from AVIS.

CAR RENTAL

Discounts on car rentals have been arranged through **AVIS Rent-A-Car**. AVIS offers free pick up and delivery to the airport, hotels and other locations where cars are needed.

For reservations, call **1-800-331-1600** or **+1-918-624-4338**, or use this link to the website:

https://www.avis.com/AvisWeb/reservation/ReservationsInitializer?&AWD_NUMBER=J770126

Be sure to mention **AQUACULTURE 2013** and refer to **discount AWD # J770126**.

GENERAL SHIPPING GUIDELINES

Avoid problems and extra expense – PLAN EARLY – SHIP EARLY

IMPORTANT: Shipping direct to Nashville

You can ship directly to GES in Nashville – use GES Special Show Rates

* **Shipments to GES must arrive between Jan. 21 - Feb. 15** to ensure placement in booth by set-up day (use “ADVANCE SHIPMENT” label to GES warehouse).

* If you need to send items to **arrive after Feb.15**, ship directly to GES at the Nashville Convention Center to **arrive on February 21**. Use “DIRECT SHIPMENT” label.

HOW TO SHIP YOUR EXHIBIT:

GES is the official show decorator and handles all freight at the exhibition site.

- Read “**Important Freight Guidelines**” for all shipments, whether handled by a shipping company, UPS, mail, overnight courier, etc.
- Fill out “**Material Handling Order Form**” and “**Key Information**” and return them to GES if you are shipping by any common carrier.
Review the “**Arrival Dates & Surcharges for Shipments**” section at the bottom of the page.
- Use the appropriate “**RUSH! Exhibition Freight**” shipping labels provided to mark ALL your materials for shipping.
 - If you ship early, use the ADVANCE SHIPMENT to GES warehouse labels.
 - If you ship late, use the DIRECT SHIPMENT labels.
- For international shipments, contact **Rock-It Cargo** Customs Brokers & Freight Company. See “**International Shipping Instructions**”.

BE SURE TO USE THE CORRECT SHIPPING LABELS PROVIDED

For Shipping Information, go to GES Online Ordering Site at this link:

<https://ordering.ges.com/051600028>

BASIC EXHIBIT SERVICES

GES is the official decorator for AQUACULTURE 2013

- ◆ GES will maintain an Exhibitor Service Center in the exhibition area that will serve as a focal point in coordinating all details and service requests.
- ◆ The GES Exhibitor Service Center will be open from move-in through move-out.

BE SURE TO READ:

- ➔ **GES SHOW INFORMATION & “Important Dates”**
- ➔ **SHOW SITE WORK RULES**

Each 8' deep x 10' wide exhibit space comes with:

- Identification Sign
- Back Drapes: teal & white - Side Drapes: solid teal
- The Exhibit Hall is NOT carpeted
- 2 Full Conference Registrations & 5 Trade Show Badges

Important note: Exhibitors desiring to use contractors other than GES must advise Aquaculture 2013 Show Management and GES Exposition Services and submit the necessary Certificates of Insurance in advance so that permission may be secured for said subcontractor to operate.

SAVE MONEY, TIME AND ENERGY - ORDER YOUR SHOW SERVICES EARLY!!

GES discount deadline is Jan. 30, 2013

For all Information and for placing your orders, go to GES Online Ordering Site at this link: <https://ordering.ges.com/051600028>

SECURITY

Aquaculture 2013 will maintain 24-hour-a-day security staff at the Convention Center 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 (laptops, cell phones, instruments). We suggest that you plan your staff schedule so that your exhibit is not left unattended during these times. GES also has lockable cages available for rent so that sensitive equipment can be locked up.

AQUACULTURE 2013 CANNOT BE HELD LIABLE FOR LOST OR STOLEN ITEMS.

GENERAL RULES AND REGULATIONS

Each booth will be set with 8' high back drapes and 3' high side curtains. Nothing may be attached to this drape. 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 6 feet 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 GES 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 "IAEM Guideline for Display Rules and Regulations". Contact us for a copy of the "IAEM 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 2013 Contract for Exhibit Space. Please call your insurance company and verify that your exhibit and personnel are covered.

GES SERVICES

**For all Information and ordering, go to
GES Online Ordering Site at this link:**

<https://ordering.ges.com/051600028>



Renaissance Event Technology



Exhibitor Audio Visual Order Form

601 Commerce Street Nashville, TN 37203 615-742-2236 NCC / 615-525-4147 RNH Fax 615-525-4100

QTY	Video Equipment	# of days	Daily Rate	Total
	DVD Player		\$50.00	
	Rolling Cart w/ Skirt (32", 42", & 54" available)		\$25.00	
	Tripod Screen (5', 6', 7', & 8' available)		\$55.00	
	LCD projector - 3k lumens		\$250.00	
QTY	Audio Equipment	# of days	Daily Rate	Total
	Boom Box / CD Play Deck		\$50.00	
	Small Sound System - 2 Speakers & Microphone		\$140.00	
	Custom Designed Sound Systems Available		CALL	
QTY	Data Display/Computer Equipment		Show Rate	Total
	Desktop Computer (monitor not included, see below for options)	Show Rate	\$250.00	
	Laptop Computer	Show Rate	\$350.00	
	17" LCD Flat Panel Monitor (XGA 1024x768)	Show Rate	\$150.00	
	19" LCD Flat Panel Monitor (XGA 1024x768)	Show Rate	\$200.00	
	32" LCD monitor w/ stand and speakers	Show Rate	\$450.00	
	46" LCD screen w/ stand and speaker	Show Rate	\$650.00	
Lighting Equipment				
	Lighting packages can be created please call for pricing			
Feel free to contact us regarding our complete inventory not listed above.			Equipment Total	
			24% Service Charge	
Please allow your order to reach us 10 days in advance.			Subtotal	
A 15% rush charge will apply to 72 hours or less notice.			15% Rush Charge (if applicable)	
Rental payment is due in advance either by check or major credit.			9.25% Sales Tax	
72 hours or less cancellations are subject to Full Charge.			TOTAL	
			[Prices Subject to change without notice]	

Credit Card Information:

Card Holder's Name:	Credit Card Number:
Type:	Expiration Date :

Cardholder's Signature _____

Company Information	Delivery Information
Company Name :	Show Name :
Address :	Booth / Room :
City :	Delivery Date : Time:
State / Zip :	Removal Date : Time:
Phone :	On-Site Contact :
Fax:	**On-Site Contact MUST be in booth to accept delivery.
E-Mail:	***Our service does not include electrical connection.
Contact:	Please contact the convention center for this service.

10.16.2010

AVEO # _____
PMS # _____



Nashville Convention Center
Communications and Technology
Service Order Form
 Phone: 615-742-2021 / Fax: 615-742-2119
 Email: communications@nashville.gov
 Online Order: www.nashvilleconventionctr.com

Payment must be received 14 days prior to 1st move in date to receive Advanced Rate.

Name of Event: _____ Event Date: _____ Booth/Room: _____
 Company Name: _____ Ordered By: _____
 Address: _____ City, State, Zip: _____
 E-mail: _____ Phone: _____ Fax: _____

TELEPHONE SERVICES: Includes 1 cable drop with an RJ11 jack for the duration of the show.	QTY	Advance Rate (if received 14 days prior)	Floor Order	Amount
Standard Phone Line - includes line with jack. <input type="checkbox"/> Voice <input type="checkbox"/> Fax <input type="checkbox"/> Credit card <input type="checkbox"/> Analog Telephone needed (no additional charge)		\$230	\$300	
Voice Mail (requires a digital multi line phone set)		\$75	\$80	
Optional Telephone Services - Digital Multi-line Phone Set		\$55	\$75	
Optional Telephone Services - Polycom Conference Speakerphone		\$105	\$150	
Do you want to call Long Distance? (Please circle one) First 10 minutes Domestic calls included in connection fee. LD will be billed to the authorized credit card below, at the close of the event. Additional convenience fee of \$3.99 will apply to all post event charges. See Terms & Conditions		Yes	No	
ISDN Line, 128K BRI (Does not include connection equipment)		\$600	\$695	

INTERNET ACCESS SERVICES: Does NOT include power. Includes 1 cable drop with 10/100 Base T Ethernet RJ45 jack, 1 DHCP computer connection and technical support for the duration of the show.	QTY	Advance Rate (if received 14 days prior)	Floor Order	Amount
Wired Ethernet Service (256 Kbps) with 1 Computer Connection		\$405	\$495	
Wired Ethernet Service (512 Kbps) with 1 Computer Connection		\$795	\$895	
Wired Ethernet Service (768 Kbps) with 1 Computer Connection		\$850	\$950	
Wired Ethernet Service (1.5 Mbps) with 1 Computer Connection		\$900	\$1,095	
Wired Ethernet Service (2 Mbps) with 1 Computer Connection		\$1,800	\$2,190	
Each Additional Ethernet Computer Connection		\$130	\$195	
WI-FI (Up to 128 Kbps) with 1 Computer Connection		\$200	\$225	
WI-FI (Up to 256 Kbps) with 1 Computer Connection		\$400	\$450	
For Custom Bandwidth packages, please email or call		Quote	Quote	
Co-Location(s) Per Device		\$500	\$500	
Fiber Optic Cable Dry Pair		\$800	\$800	
VLAN Setup and Configuration		\$2,500	\$2,500	

MISCELLANEOUS SERVICES & EQUIPMENT RENTAL: Does NOT include power.	QTY	Advance Rate (if received 14 days prior)	Floor Order	Amount
Desktop Computer with 17" Flat Panel Monitor for duration of show		\$305	\$400	
Laptop Computer		\$350	\$425	
21" Flat Panel Monitor		\$225	\$250	
Fax Machine		\$100	\$110	
Printer		\$125	\$150	
Internal Networking - Room to room, per connection charge.		\$250	\$350	
Tech Support/Labor (per hour)		\$70	\$75	
Miscellaneous Equipment:				

LONG DISTANCE:	Minutes	Usage Rate	Amount
Total Long Distance Charges (per minute Domestic / per minute Int'l.)		\$0.50 / \$3.00	
Comments:	Sub-Total:		
	If Paying by Debit or Credit Add 2.30%		
	Grand Total:		

Payment Authorization & Fees: Your signature on this form authorizes the NCC to charge the credit card provided for payment of services ordered on this form. The Nashville Convention Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or phone. Please note that payments made by these methods will be assessed a convenience fee of 2.30% per transaction by our electronic processing company. No part of this convenience fee goes to the Nashville Convention Center. **TERMS AND CONDITIONS on page 2.**

Company check or US Bank money order in the amount of \$ _____
 Make check payable to
Nashville Convention Center
 Credit Card: American Express _____ Mastercard _____ Visa _____ Discover _____
 Credit Card Number: _____ - _____ - _____ Exp. Date: _____ - _____
 Name on Card: _____ Signature: _____ Date: _____

Service Placement

For special placement, please fax a drawing and add 1 hour labor.

Island Booth (Middle of Booth)
 Standard Booth (Back of Booth)

Fax To: 615-742-2119 Mail To: Nashville Convention Center, Service Representative, 601 Commerce Street, Nashville, TN 37203

Nashville Convention Center
Terms and Conditions
COMMUNICATIONS AND TECHNOLOGY SERVICE ORDER FORM

* PLEASE READ THESE TERMS AND CONDITIONS COMPLETELY.
BY PROVIDING AN AUTHORIZED SIGNATURE ON THE FRONT OF THIS SERVICE ORDER FORM,
YOU ARE AGREEING TO THE FOLLOWING TERMS AND CONDITIONS .

1. **PROCESSING THE SERVICE ORDER FORM** requires: **A.** Payment in US dollars for ALL services ordered. **B.** All information on the Service Order Form to be completed. Missing information will delay processing. **C.** Default placement of cabling is in rear of booths that are in rows, in the center of island booths, and in the front of meeting rooms. For special placement of voice and data lines in your booth or room fax a floor plan with desired locations provided and include a 1 hour labor charge.
2. **EQUIPMENT PROCEDURES:** **A. Customer is responsible** for returning all equipment issued by or rented from NCC in good condition to the NCC Service Desk. **B. Lost, stolen or damaged** equipment will be charged to the customer's authorized credit card at prevailing rates.
3. **UNLESS OTHERWISE DIRECTED**, Nashville Convention Center staff are authorized to cut floor coverings to permit installation of service. Obstructions blocking utility floor boxes are subject to relocation as necessary.
4. **PAYMENTS AND REFUNDS:** **A. Payment in full** is required before service can be connected. **B. The "Payment Options"** section on the Service Order Form must be completed on every service order. By providing an authorized signature on the front of this form, you authorize NCC to charge the amount due as pre-payment for services ordered, as well as any charges incurred for additional services ordered during the event, to the authorized credit card. **C. Refunds in full** will be granted (except on special order items*) if requested more than 10 days prior to the event start date. A \$100 charge per each telephone/data line and a \$250 charge per each Ethernet and/or ISDN line cancelled will apply when request for cancellation is made less than 10 days prior to the event start date. (*Specially ordered services must be paid for in full, including all installation fees, once the order is placed by NCC. No refunds will be given.) **D. Services installed** but not used will not be refunded. **E. Customer service** issues m or carried over services installed by NCC and/or its sub-contractors. **G.** Internet speeds are not guaranteed. **H.** Power must be ordered separately. Price does NOT inclu
5. **ADVANCE ORDERS:** To receive the advance rate, advance orders must be received a minimum of fourteen (14) days prior to the first exhibitor move-in day and correct payment must accompany the order. Advance Orders shall receive priority service.
6. **TELEPHONE, DIAL-UP INTERNET AND ISDN:** **A. Service will be** delivered over a standard RJ11 jack. **B. All lines will be** restricted from "976, 900, 10-10" dialing unless otherwise requested in writing and approved by NCC. A charge may apply for this. **C. Long distance** charges of \$.50/minute domestic and \$3.00/minute international, as well as charges for all toll calls made (Directory Assistance, etc.) will be applied to the authorized credit card provided. **D. Local and long** distance telephone service providers for voice services will be NCC's selected provider(s). **E. NCC will provide** customer with a call accounting log upon request. **F. Power must be ordered separately. Price does NOT include power.**
7. **NCC INTERNET/DATA SERVICES:** **A. Service will be** delivered over a standard RJ45 jack or 802.11b/g wireless access points. **B. Wired service is** 10/100Mbps over a gigabit fiber-optic backbone. Wireless service is currently delivered at speeds up to 54Mbps over a gigabit fiber-optic backbone. **C. Customers will be** issued one user name and password or IP address for each connection purchased. **D. Due to the nature** of the Internet, NCC cannot guarantee any level of performance or accessibility beyond our gateway. The NCC has the capability to monitor traffic and bandwidth usage in order to maintain an acceptable level of performance from the Ethernet network for all users. **E. The choice of the** Internet Service Provider (ISP) is at the sole discretion of NCC. If the customer requires that a specific vendor provide these services, arrangements must be made 12 (twelve) weeks prior to the move in date. **F. NCC does not guarantee** the safety or security of equipment, software, or proprietary information connected to or carried over services installed by NCC and/or its sub-contractors. **G. Internet speeds** are not guaranteed. **H. Power must be ordered separately. Price does NOT include power.**
8. **NCC PROVIDES LIMITED FIREWALL SECURITY AND NO ANTI-VIRUS PROTECTION ON OUR NETWORK.** CUSTOMER IS RESPONSIBLE FOR PROVIDING THEIR OWN FIREWALL SECURITY AND ANTI-VIRUS SOFTWARE. As is consistent with other service providers, NCC is not responsible in any way for damage to equipment or software, loss of proprietary information or network delays or interruptions caused by unauthorized security breaches or intrusions. CUSTOMER MAY BE HELD LIABLE FOR ANY DAMAGES TO EQUIPMENT, SOFTWARE, OR PROPRIETARY INFORMATION, OR ANY DAMAGES DUE TO NETWORK DELAYS, INTERRUPTIONS, TROUBLESHOOTING AND/OR REPAIR IF THE ORIGIN OF A SECURITY BREACH OR INTRUSION IS DETERMINED TO HAVE ORIGINATED FROM THEIR DEVICE. NCC STRONGLY ADVISES EVERY CUSTOMER TO TAKE PROPER SECURITY MEASURES TO PROTECT THEIR OWN EQUIPMENT AND SOFTWARE.
9. **CUSTOMER INTERNET/DATA RESPONSIBILITIES:** **A. NCC REQUIRES** THAT UPDATED AND CURRENT ANTI-VIRUS PROTECTION BE INSTALLED ON EVERY DEVICE CONNECTED TO THE NCC NETWORK. **B. AT NO TIME** will a client power up any wireless device not provided by NCC without prior authorization. **C. At no time**, while connected to the NCC network will the client use/run their own DHCP server. **D. Customer must** provide a list of all required connections, containing exact location (exhibit booth number, meeting room number, etc.) and type of device being connected (switch, router, hub, PC, etc.) **E. Any customer device** that is determined to be causing interference with the normal operation of the NCC network must, at NCC's request, be immediately disabled or disconnected from the network. **F. Customer must** provide equipment that is properly configured and equipped with either a Wi-Fi adapter card or an Ethernet adapter card rated for 10/100 Mbps with an RJ45 connection.
10. **INTERNET USER/CUSTOMER RESPONSIBILITY:** **A. Internet user** has full, unrestricted access to the Internet. Matters considered improper, offensive, or even unlawful by groups or individuals are not the responsibility of the Internet Service Provider(s) and/or NCC. **B. Customer is responsible** for the proper configuration of customer provided equipment and software for Internet services, etc. Customer is responsible for all services outside of basic Internet connectivity including e-mail, VPN, FTP, web services, etc.
11. **COMPUTER EQUIPMENT RENTAL** includes setup of computer and monitor, but does not include power or internet connections.
12. **OTHER REQUIREMENTS over and above what is listed on this form should be attached and returned to the Nashville Convention Center.**
13. **NCC'S OBLIGATIONS UNDER** this Agreement are subject to limitations, and NCC and/or it's subcontractors shall not be liable for delays, failure to perform, or destruction or malfunction of the equipment and services, or any consequences of the above, caused, occasioned or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failure, explosions, civil disturbances, government regulatory requirements, acts of God or public enemy, war, military or government requisition, shortages of equipment or supplies, unavailability of transportation, acts or omissions of anyone other than NCC, it's representatives, agents, subcontractors or employees, or any other cause beyond NCC's reasonable control. In no event shall NCC be liable to the customer or to any other party for special, collateral, exemplary, indirect, incidental, or consequential damages. Such excluded damages include, but are not limited to loss of profits, loss of use or interruption of business, or other cons or carried over services installed
14. **COMMUNICATION SERVICES ARE TO BE** ordered by each customer separately, and are not to be shared with other customers. Any customer sharing communication services without written authorization from NCC shall be charged for that service at standard rates on a complete second Service Order Form. All additional charges will be billed to the authorized credit card at the close of the event.
15. **ONLY NCC PERSONNEL** are authorized to modify system wiring or cabling. All material and equipment furnished for this service contract shall remain property of NCC.
16. **ALL CUSTOMER EQUIPMENT** must comply with FCC regulations and be configured to operate with "dial 9" service. NCC reserves the right to limit use of outside communication devices, including wireless devices.
17. **PRICES are based upon current wage rates and are subject to change without notice. Rates quoted for all connections cover only bringing one service to the booth in the most convenient manner and do not include connecting customer owned equipment.**
18. **PAYMENT AUTHORIZATION & FEES:** Your signature on this form authorizes the NCC to charge the credit card provided for payment of services ordered on this form. The Nashville convention Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or fax. Please note that payments made by these methods will be assessed a **convenience fee of 2.30% per transaction** by our electronic processing company. No part of this convenience fee goes to the Nashville Convention Center.

The Nashville Convention Center serves as its own Exclusive Telecommunications and Internet Service Provider.



Renaissance Event Technology

Banner Hanging & Overhead Rigging Order Form



601 Commerce Street Nashville, TN 37203
Ph 615-742-2236 Fax 615-525-4100

Please feel free to contact us directly with questions regarding your banner & overhead rigging needs.

A - Rigging Information

Signage size & location must conform to Show Exposition Company standards.

This approval is your responsibility.

- 1 Any item suspended or attached to the facility, must be hung, flown and/or rigged by facility approved staff **only!**
- 2 Advance notice is required. On-site orders may cause delays and additional costs.
- 3 All requests are subject to physical and/or structural limitations.
- 4 All equipment, cables and connections must conform to OSHA safety standards and are subject to inspection/approval.

B - Rigging Rate Schedule

Rigging Crew \$180.00 per hour - four hour minimum

* All rigging calls are scheduled with a minimum of 2 up riggers and 1 down rigger for installation and removal.

Monday - Sunday: 8:00am - 12:00am: \$60.00 per hour per up rigger

Monday - Sunday: 8:00am - 12:00am: \$60.00 per hour per down rigger

* All calls are billed at a minimum of four hours, and billed in half-hour increments thereafter.

* All calls before 8:00 AM and after 12:00 AM will be billed at time and a half.

* Hours exceeding eight on the same call will be billed at time and a half.

* Hours exceeding 15 on the same call will be billed at double time.

* Calls starting or ending on holidays will be billed at double time.

C - Banner Hanging Rate Schedule (Excludes Exhibit Hall)

Banner Hanging - \$100.00 per banner (Meeting rooms and Lobby levels 1 and 2 only)

* Banners not exceeding 120 sq. feet

* Should your banner exceed 120 sq. feet please see B - Rigging Rate Schedule.

* Large quantities of banners may be hung at hourly rate. Please see B - Rigging Rate Schedule.

D - Payment Information

Payment is due 10 days in advance by check or major credit card.

72 hours or less cancellations are subject to Full Charge.

Credit Card Information:

Type _____ CCN# _____

Cardholder's Name _____ Exp. Date _____

Cardholder's Signature _____

Company Information	Call Time Information
Company Name _____	Show Name _____
Address _____	Booth / Room _____
City _____	Installation Date _____ Time _____
State / Zip _____	Removal Date _____ Time _____
Phone _____	On-Site Contact _____
Fax _____	
E-Mail _____	Prices Subject to change without notice
Contact _____	

2/28/2012

NEED AUDIO VISUAL EQUIPMENT ???
Call 615-493-4052 to request the Order Form

AVEO # _____
PMS # _____

INTERNATIONAL SHIPPING & CUSTOMS CLEARANCE SERVICES



AQUACULTURE 2013

February 21 - 25, 2013
Nashville Convention Center
Nashville, Tennessee



World Aquaculture Conference Management has appointed Rock-It Cargo Fairs & Exhibitions as the sole official provider of international shipping, customs clearance, freight forwarding and related logistics services for the AQUACULTURE 2013 and related events. We can also transfer freight to or from related industry events. The following information is specific for this event. We encourage customers to contact us for a firm cost estimate and instructions tailored for their specific circumstances. Please send your inquiries regarding this event to our project managers:

Mr. Louis Kerpan: ph# 310 216 6227 / fx# 801 216 6221 / cell# 714 333 7632

louk@rockitcargo.com / Skype: louk.rockit / Also on Linked In

Mr. Bayani De Guzman: ph# 310 216 6225 / fx# 310 216 6217 / bayani@rockitcargo.com

Emergency & After Hours: 1 714 333 7632 (Please ask for specific person and they will be contacted)

Dry Cargo Arrival CY/Pier/CFS/Airport:

NASHVILLE, TN (BNA)

Dry Cargo Arrival Deadline Date (Air & LCL Ocean):

FEBRUARY 7, 2013

Perishable Cargo Arrival Deadline Date (Air Only to BNA):

FEBRUARY 14, 2013

Full container ocean shipments should arrive at Nashville CY or Rail Ramp seven (7) working days prior to the exhibitor's target move-in date. Shippers or their agents must send us sufficient information to comply with US Customs 10+2 Importer Security Filing (ISF) requirements for ALL ocean shipments or be liable for liquidated damages of \$5000.00 plus encounter serious delay in the clearance and delivery of their shipment. Please contact us at least one week in advance of loading of any cargo onboard a vessel bound for the U.S. for instructions on how to properly comply with these requirements.

SHIP TO: All inbound international freight should be shipped on a PREPAID basis to **NASHVILLE** consigned or addressed to ROCK-IT IMPORT SERVICES, Nashville 601 Commerce St, Nashville, TN, 37203, Attn: Bayani De Guzman, ph# 310 216 6225, fx# 310 216 6217. The notify party on the air or ocean bill of lading should be ROCK-IT CARGO IMPORT SERVICES, 5438 W 104th St, Los Angeles, CA, 90045, Attn: Bayani De Guzman, ph# 310 216 6225, fx# 310 216 6217. **All ocean bills of lading should be 'EXPRESS' bills.**

MARKING & SEALING: Please mark all freight only with the name of the exhibitor, their booth number, the name of the event c/o Rock-It Fairs. All full ocean containers must be sealed with high security bolt seals that comply with ISO 17712 standards (see <http://www.ismasecurity.com/ISO+17712>).

COST ESTIMATES, SHIPPING ORDERS & SECURITY ENDORSEMENTS: Rock-It Cargo requires that our customers receive a written cost estimate of their charges based on the information provided by the exhibitor or their agent. If the customer accepts the cost estimate, they or their agent must provide Rock-It Cargo with a written confirmation (for inbound charges) or a signed shipping order and security endorsement (for outbound charges). All cost estimates are subject to Rock-It Cargo's terms, conditions, limits of liability and instructions. The actual charges billed are based on the actual weight, dimensions, value and circumstances of an actual shipment. **ALL RETURN AIRFREIGHT IS HANDLED PER TSA REGULATIONS AS 'UNKNOWN SHIPPER' CARGO AND THEREFORE CANNOT BE SHIPPED ON PASSENGER AIRCRAFT. The exhibitor or their on-site representative must have their outbound freight packed, labeled and documented as per Rock-It Cargo's instructions by our outbound shipping deadline to insure prompt pickup of the outbound freight.**

U.S. IMPORT ALERTS: For this particular event, we would like to draw your attention to the following commodities that require special documentation or handling: Food, beverages, security devices, weapons, medical devices, drugs, biologics, lasers, textiles, wearing apparel, electronic equipment, computers and monitors. Showsite material handling and deliveries or pickups that occur on the weekend or holiday are subject to overtime surcharges. ALL cosmetics, food and beverage (including animal feed & seafood) products are subject to the U.S. Bioterrorism Act. This requires that the shipper register with the U.S. Food & Drug Administration (FDA) and provide Rock-It Fairs with an official prior notice made through the FDA's website. Please see <http://www.fda.gov/oc/bioterrorism/bioact.html> for more information. Furthermore, we request that all exhibitors sending health aids, toiletries and other sundries obtain approval from us in advance of shipping. Exhibitors are encouraged to deal directly with the general contractor to settle their showsite material handling charges. Exhibitors must contact Rock-It Cargo prior to the close of the event for instructions on how to properly complete the general contractor's outbound material handling agreement or form. Failure to do so can lead to delay and additional cost. All shipments must comply in all respects to the solid wood packing regulations described as ISPM 15. Please see <http://www.aphis.usda.gov/ppq/wpm/> for more information about this matter. Furthermore, certain products made of wood must comply with the Softwood Lumber Act of 2008 (Lacey Act); see http://www.aphis.usda.gov/plant_health/lacey_act/index.shtml for more information. Goods that do not comply may be refused entry into the United States. All communication and electronic devices need to be registered with the U.S. Federal Communications Commission (FCC). The exhibitor or their forwarder must forward to us sufficient information to complete FCC Form 740 (See <http://www.fcc.gov/Forms/Form740/740.pdf>) for each device. Furthermore equipment that emits radiation (including CRT's, lasers, DVD/CD devices and all microwave emitting devices must be registered and cleared through the U.S. Food & Drug Administration (FDA). Please see <http://www.fda.gov/cdrh/radhealth/products/byconsumer.html> for more information. The exhibitor or their forwarder must forward to us sufficient information to complete FDA Form 2877 (see <http://www.fda.gov/opacom/morechoices/fdaforms/FDA-2877.pdf>).

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**Additional partners and agents
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