

ASIA PACIFIC AQUACULTURE 2024

Surabaya July 2-5, 2024

Organised by the World Aquaculture Society Asia Pacific Chapter

At the Grand City

Jl. Gubeng Pojok No.1, Ketabang, Kec. Genteng, Surabaya,
Jawa Timur 60272, Indonesië



Exhibitor Manual

Thank you for participating at APA24. 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.

Always mention APA24, your booth number and your name for all communication to one of the contact below. Email directly to the person you request for some more information.

Trade show Schedule

July 2 Tuesday	July 3 Wednesday	July 4 Thursday	July 5 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 - 17:00
	Happy hour 17:20 - 18:30	Happy hour 17:20 - 18:30	Exhibit Move-out 17:00 - 19:00

Booth information

- All booths on 6 m² (3x2) including walls on three sides, electricity, carpet, two chairs & one table, spotlights, fascia identification sign, two free passes for the APA24 conference & unlimited trade show passes.
- Standard booths at 2800 USD and corner booths at 3000 USD
- Extra furniture, internet, extra electricity or water supply contact the exhibitor service department directly see below. Order directly with CityNeon.

Deadlines

. Now:

- If not done yet, register your booth online: [World Aquaculture Society Exhibitor | Login | World Aquaculture Society Meetings \(was.org\)](#). Click your preferred event. Make your own account and password and fill in company details. Please note that this username, password (account) is also needed to add the names for the badges.
- Check your booth configuration against the Convention Centre Rules & Regulations.
- Book travel & accommodation
- Check advertisement and sponsorship opportunities

. June 1:

- Final booth payment
- Order badges online
- Order exhibitor Services

. June 14 – instructions below.

- Shipments to arrive at venue – follow up with shipping company.

Badge Order Info

Please register your staff and customers online. [World Aquaculture Society Exhibitor | Login | World Aquaculture Society Meetings \(was.org\)](#) Click the event and badges. **Use the same account and password as the booth registration. Each names need an email to send out confirmation** (Same email for max 2 names).

Badges: ALL Badges are waiting for you and your guest at the Exhibitor Registration desk. Just ask for your company envelope. We will NOT send out email confirmations to all added emails.

- 2 complimentary full conference registrations for each booth with entrance to all session rooms, to the plenary and to the trade show, also coupons for coffee/tea and president dinner and happy hour, this includes the conference materials. ExConf are the badges that allow you to all activities.
 - 100 complimentary trade show passes for your colleagues – Exhibitor Trade Show – these yellow badges give you entrance to the trade show.
 - Unlimited complimentary trade show passes for your customers – Exhibitor Guest – entrance to the trade show.
- . Always provide country and email contact.

In case you like to add extra conference passes for your colleagues or guests: We organised special rates for them.

Please add the names also online, we will send the invoice later. You can always add names, delete name till June 15.

. Extra full conference registrations at 375 USD – International

. Extra full conference registrations at 200 USD – Asian nationals

. Deadline June 15 – only online registration.

Payment for the extra badges also with the same link and account.

Invoicing and payment – please always mention the event name, company name and booth number in your communication

. The Indonesian Exhibitors please pay to PT. Tirta Anugrah Abadi, Contact person : Erin (+6281233474999). Erin Tirta-erin99.tirta@gmail.com

. Please register your booth first. You can pay directly by credit card or click pay later and then we ll send you the invoice for bank transfer.

. Please indicate clearly what is needed on the invoice (address, vat number, id etc...). Please also indicate the event and booth number and send this information to worldaqua11@was.org. (Noah Cooksey)

. Please make sure that we receive the money one month prior to the event.

. As soon as we get the payment, we will mark it online on your exhibitor portal as paid and send you a receipt. Some bank transfer take weeks to get the money on our account.

. in case you need an order form please use the data below, **fill in your form** and send us for signature if needed. You can send this information/completed form for signature to worldaqua11@was.org.

Conference Manager

PO Box 2302, Valley Center, CA 92082 USA

Email: Noah Cooksey <Worldaqua11@was.org>

Wire transfer Information:

J.P. Morgan Chase Bank, N.A., 270 Park Ave., New York, New York 10017 USA

Phone: +1-225-387-1404 Fax: +1-225-383-7471

SWIFT Code: CHASUS33 Domestic ACH: 065400137 ABA/Routing Code: 021000021

Beneficiary Name: World Aquaculture Society

Beneficiary Account #: 7905858933

PLEASE MENTION APA24, COMPANY NAME, BOOTH NUMBER AND INVOICE NUMBER ON THE BANK TRANSFER.

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.

. 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.

Advertising

A limited amount of advertising space is now available for the APA24 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)

Full page in directory at 1000 US\$ - all conference participants & trade show visitors get the directory FOC

Camera-ready copy must be received by April 1, 2024.

More info on sponsorship or advertisements, please contact mario@marevent.com

Hotel & accommodation - Check www.was.org for hotel details.

Hostess/translation in your booth.

Ms. Dera

D7Charmed Management

Email : dcharmedmanagement@gmail.com

Mobile : +62 83872571588

Food & Drinks in your booth - Exhibitors can contact this email address : anita.sulistyowati@grandcitysurabaya.com

Ask for the details directly and mention company name and booth number.

Shipping. - PT. DSV SOLUTIONS INDONESIA - Tel. +62 21 2852 9000 (Hunting) Fax +62 21 2852 9001 - Contact Details

Ms. Rini Astuti, Fairs & Events National Manager - Phone : +62 821 2224 2617 - Email : rini.astuti@dsv.com

BASIC EXHIBIT SERVICES - Contact Stand Builder City Neon directly:

Ms. Jean Kusno - jean@cityneonindo.com

Official Team :

Ms. Karen - karen@cityneonindo.com

Ms. Sherly - official@cityneonindo.com

. Furniture, Accessoires & tailormade booths

- Included table and 2 chairs picture and size
- Picture booth panels, 2X3m.
- directly contact the official stand builder

. fascia name/banner/board order form

- While registering your booth online please fill in the name you prefer in the fascia sign on each booth. The standard fascia name sign is included in the booth
- Any extra's please contact the official stand builder

Security

APA24 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.

RULES AND 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.

. Guidelines

- 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.

. **Liability** – WA Singapore can not held liable for lost or stolen items.