

AQUA 2024

Copenhagen August 26-30, 2024

Organised by the European Aquaculture Society

Bella Centre Copenhagen

Center Boulevard 5, DK-2300 Copenhagen - Denmark



Exhibitor Manual

Thank you for participating at AQUA24. 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 AQUA24, your booth number and your name for all communication to one of the contacts below. Email directly to the person you request for some more information.

VENUE

Bella Centre Copenhagen

Center Boulevard 5, DK-2300 Copenhagen - Denmark

No goods or materials can be sent directly to the venue. Please contact the shipping agent

Trade show Schedule

Aug 26 Monday	Aug 27 Tuesday	Aug 28 Wednesday	Aug 29 Thursday
Move in 12:00 -18:00	Move-in 8:00 - 10.00 Trade show open 10:00 -18:00	Trade show open 10:00 -18:00	Trade show open 10:00 - 16:00
Opening & welcome 18.00	Happy hour 17:40 - 18:00	Happy hour 17:40 - 18:00 President reception 19:00 - 21:00	Exhibit Move-out 17:00 - 19:00

Booth information

- All booths on 6 m² (3x2) including walls on three sides, electricity, two chairs & one table, spotlights, fascia identification sign, two free passes for the AQUA24 conference & unlimited trade show passes. Corner booths have two open sides. The hall is already carpeted so no need for extra carpet.
- Constructing your own boot – max height at 4 m and after approval of the AQUA organisation and the Bella Centre.
- In case you like to use water for tanks, etc, please send request to the Bella center and organisers.
- No vehicles and roof on booths allowed in the hall.
- Standard booths at 2800 Euro and corner booths at 3100 Euro
- Extra furniture, internet, extra electricity or water supply order through the Bella catalogue .

[Produktkatalog - Rapport \(bellagroup-envr.com\)](http://bellagroup-envr.com)

Deadlines

. Now:

- If not done yet, register your booth online: [European Aquaculture Society Meetings | Login | European Aquaculture Society Meetings \(aquaeas.org\)](http://EuropeanAquacultureSocietyMeetings.com), or use this WAS link: [World Aquaculture Society Exhibitor | Login | World Aquaculture Society Meetings \(was.org\)](http://WorldAquacultureSocietyExhibitor.com)
- 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.
- Book travel & accommodation
- Check advertisement and sponsorship opportunities
- Check stand builder for extra furniture – link below. (BEFORE July 10th).

. July 1st:

- Final booth payment
 - Order badges online
 - Order exhibitor Services – there is surplus of 25% from July 10th onwards. 50% increase from August 18 onwards. Order extra furniture on time.
- . Aug 10 – instructions below.
- Shipments to arrive at venue – follow up with shipping company.

Badge Order Info

Please register your staff and customers online. [European Aquaculture Society Meetings | Login | European Aquaculture Society Meetings \(aquaeas.org\)](#) or use this link: [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 name needs a specific email. (Same email for max 2 names). We will not send them a confirmation email, we leave this to the exhibitors to invite their customers.

Badges: ALL Badges are waiting for you and your guests 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 pass 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. Names can not be entered without email address.

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 & delete name till August 15th.

. Extra full conference registrations at 395 Euro

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

. Please register your booth online 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) and add worldaqua@was.org (John Cooksey) in cc.

. Please make sure that we receive the money one month prior to the event. Please add 35 USD as these are the costs for banktransfer.

. 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.

Here is the information you will need to transfer funds to our bank account:

(PLEASE NOTE: All bank transfer fees are to be paid by the delegate and should not be deducted from the registration fee. THE AMOUNT WE RECEIVE AT OUR BANK MUST BE THE TOTAL AMOUNT. If there is a discrepancy, the delegate will be asked to pay the difference.)

Wire transfer Information:

J.P. Morgan Chase Bank, N.A., 383 Madison Ave., New York, New York 10017 USA

Phone: +1-760-743-8335 Fax: +1-760-743-6398

Swift Code: CHASUS33

ABA/Routing Code: 021000021

Beneficiary Name: M F Cooksey/Aquaculture Europe

Beneficiary Account #:3123706753

Beneficiary Address: 29560 Valley Center Road, Valley Center, CA 92082 USA

IMPORTANT: Please indicate on the transfer (1) the full invoice number above, (2) what you are paying for and (3) for whom - OR you can email the details of the wire transfer information to me so I will be able to match it with the wire transfer when it arrives at our bank.

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 happy hour 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 AQUA24 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 Euro - all conference participants & trade show visitors get the directory FOC

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

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

Hotel & accommodation

We blocked hotel rooms in the city center and close to the Bella Centre. Please find all information on www.was.org or www.aquaeas.org.

Farm Tours

Find all information on the farm tours on www.aquaeas.org or www.was.org; Click Travel or farm tour. You can register with us directly.

Catering in your booth

the AQUA24 , portal for exhibitors to order food and drinks. Please also find all information on the Webshop – link above. Or contact aquaculture2024expo@bellacenter.dk

Hosts (ess) and staff during the event.

Dedicated internet service – there is 200 Mbit for all participants (perfect to use the event APP), in case extra internet is needed, have a look at the Bella Center Product catalogue below.

Shipping & Loading dock.

AQUA24 logistic partner DSV

Contact information is: +45 32473017 / expo@dk.dsv.com

Contact DSV for direct agreement regarding logistics.

In case you are driving over, the loading area A is the dock where you can unload as we organise the exhibition in hall A.

Empty goods - Packaging, pallets and other surplus materials may not be stored in the halls during the event but must be removed for storage by DSV Solutions for a fee charged to exhibitor. Please contact DSV Solutions to pre-order and get information on pricing etc. At the end of the build-up period, any material left in the aisles will be removed by DSV Solutions at the exhibitor's expense.

Left material - Packed goods (pallets, boxes etc.) left on the stand when dismantling hours expires will be removed to DSV Solutions' warehouse in Bella Center Copenhagen and can be collected on the first workday after the event. The handling fee for this will be invoiced to the exhibitor. Please contact DSV Solutions for arrangements, and information on pricing etc. Any other left material will be considered as waste and disposed of at the exhibitor's expense.

BASIC EXHIBIT SERVICES

Please use this link for all extra services, furniture, promotional materials, and contact the stand builder directly. This is the Bella Center product catalogue - [Produktkatalog - Rapport \(bellagroup-envr.com\)](http://Produktkatalog - Rapport (bellagroup-envr.com))

- . Standard booths with table, chair, spotlight name sign and carpet
- . Included table (80X80cmX72cm heigh) and 2 chairs
- . For extra furniture – order through webshop



. Fascia board order form

- While registering your booth 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 order through webshop

. **Prints** - printed foil on wall panels - 1 partition wall element measures (W)968 x (H)2412 mm

- **graphic walls - Dimensions of print on walls:**

3 meter wall: (W) 2935 x (H) 2500 mm; 5 meter wall: (W) 4935 x (H) 2500 mm; 6 meter wall: (W) 5935 x (H) 2500 mm

Booth Cancellation policy - Deadline to cancel your booth at this event is 2 months prior to the start of the event. Before that deadline, reimbursement of 80% of the payment is possible on request. After that deadline, no refunds are possible for any reason, including professional or personal emergencies, flight cancellations, denied visas, weather related cancellation or other travel emergencies. Refunds are processed after the event.

Cleaning Service – One daily cleaning of the entire hall, extra cleaning please order through Bella Center product catalogue.

Security

AQUA24 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.

Address for public parking

It is possible to park at the public car parks around Bella Center. Please check costs on APCOA homepage. Parking ticket can be obtained in the automats.

It is not possible to park trucks (<https://app.truckparkingeurope.com/#/>)

RULES AND REGULATIONS – Exhibitor Terms – please read carefully

Please use this link for exhibitor terms and technical information: [exhibitor-terms-bcc-gb_052023.pdf \(bellagroup-envr.com\)](#) or <https://www.bellacenter.dk/en/exhibitor/exhibitor-and-technical-information>