

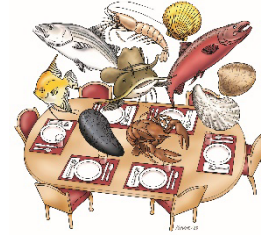
EXHIBITOR MANUAL

AQUACULTURE AMERICA 2024

February 18 - 21, 2024

San Antonio Marriott Rivercenter

San Antonio, Texas USA



TRADE SHOW SCHEDULE

F E B R U A R Y 2 0 2 4

SUNDAY February 18	MONDAY February 19	TUESDAY February 20	WEDNESDAY February 21
MOVE-IN 11:00am-6:00pm	MOVE-IN 8am-10am EXHIBITS OPEN 10:00am-6:00pm HAPPY HOUR 4:30-6:00pm PRESIDENT'S RECEPTION 6:30-9:00pm	EXHIBITS OPEN 10:00am-6:00pm HAPPY HOUR 5:00-6:00pm NAA AUCTION 6:00-8:00pm	EXHIBITS OPEN 10:00am-1:30pm MOVE-OUT 1:30-7:00pm

MOVE-OUT: Wednesday, February 21 1:30pm - 7:00pm

COMPLETE THESE EASY STEPS...

- 1. Check the DEADLINES
- 2. Make HOTEL & TRAVEL arrangements
- 3. Order BADGES ONLINE by **February 7, 2024**
- 4. Order EXHIBIT SERVICES with Discount by **February 2, 2024**
- 5. Read the SHIPPING INFORMATION –
Ship your exhibit to ARRIVE between **January 18, 2024 – February 14, 2024**
*Extra fees will apply if your shipment is received before or after these dates.
- 6. Read the SHOW SCHEDULE for each day

ORDER EARLY & SAVE MONEY !

Aquaculture America 2024 - Conference Management Office

PO Box 2302 - Valley Center, CA 92082 USA

Tel: +1-760-751-5005 - Fax: +1-760-751-5003 - Email: worldaqua11@was.org

WELCOME

Thank you for participating in **AQUACULTURE AMERICA 2024!**

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!

****IMPORTANT DEADLINES****

DUE IMMEDIATELY

Check your booth configuration against IAEM Rules & Regulations

Book Travel and Accommodation

Check Advertising & Sponsorship Opportunities

February 1, 2024 Final Booth Payment Due (refer to contract)

January 18, 2024 First day – Advance shipments to GES warehouse may arrive

February 14, 2024 Last day- Advance shipments to GES warehouse

GES Warehouse Address: c/o TForce Freight, 4111 NE Loop 410, San Antonio, TX 78218

February 7, 2024 Order Badges Online

February 2, 2024 Discount Deadline for all GES Exhibit Services.

GES Expresso Link: <https://ordering.ges.com/042601399/welcome>

February 14, 2024 Last day for shipments to arrive at GES warehouse without surcharge

WARNING There will be **No Direct Shipments** to San Antonio Marriott Rivercenter

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- Car Rental
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- General Rules & Regulations
- Requirement of Liability Insurance
- GES Services

EXHIBIT SPACES

Each 8' deep x 10' wide exhibit space to include:

- Identification Sign
- Back Drapes: royal blue & white
- Side Drapes: solid royal blue
- 2 Full Registration Badges + Unlimited Trade Show Badges
- Exhibit Hall is carpeted

For GES Services, go to this link:

<https://ordering.ges.com/042601399/welcome>

Questions?

AQUACULTURE AMERICA 2024
Conference Manager
Tel +1-760-751-5005
Fax +1-760-751-5003
Email: worldaqua11@was.org

BADGE ORDER

Please complete the order for your badges ONLINE in your exhibitor account. Please add the names of your staff and customers for badges as they come in. You can always add extra names and make changes later on at the same link. You can delete names, add names, etc. You can also print the list of all the names if you want. Exhibitors can go to WAS website www.was.org and in the small bar above WAS logo on the upper left side you will see Exhibitor Login – click on that and it will take you to log-in for your account. If you need your login details please contact Noah Cooksey, worldaqua11@was.org

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 at least two weeks before setup day (February 7th, 2024). It is still possible to add names after that date online and we will do everything we can to get them ready as early as possible on setup day or during the event.

We can make badges for you onsite at the Exhibitor Desk, you will still need to submit the names online, but we will do our best to have them ready for you to pick up.

If you cannot order badges online, contact the Exhibitor Desk for assistance.

Free with each booth: 2 FULL CONFERENCE Registrations & UNLIMITED TRADE SHOW ONLY GUEST PASSES

- **EXHIBITOR FULL CONFERENCE** Registration includes: admittance to Sessions, Receptions & Exhibition + Conference Materials + Show Bag
- **EXHIBITOR TRADE SHOW ONLY** Registration includes: admittance to the Exhibition Hall only, no reception tickets & no bag
- **Unlimited Free Trade Show Only Badges** – *Do not duplicate FULL CONFERENCE names above.*
- Additional full conference registrations can be purchased at a discounted Exhibitor Full Conference rate of \$375 each

- **EXHIBITOR FULL CONFERENCE: \$375.00/ each additional person** (other than the 2 FREE that are complimentary with each booth)

All badges will be available to pick up onsite at Exhibitor Registration starting on February 18th at 11:00 am.

Badge Order Deadline: February 7, 2024

SCHEDULE

TRADE SHOW SCHEDULE

F E B R U A R Y 2 0 2 4

SUNDAY February 18	MONDAY February 19	TUESDAY February 20	WEDNESDAY February 21
MOVE-IN 11:00am-6:00pm	MOVE-IN 8am-10am EXHIBITS OPEN 10:00am-6:00pm HAPPY HOUR 4:30-6:00pm PRESIDENT'S RECEPTION 6:30-9:00pm	EXHIBITS OPEN 10:00am-6:00pm HAPPY HOUR 5:00-6:00pm NAA AUCTION 6:00-8:00pm	EXHIBITS OPEN 10:00am-1:30pm MOVE-OUT 1:30-7:00pm

SUNDAY, Feb. 18	Registration Open	12:00 - 5:30
	▶ EXHIBITOR MOVE-IN	11:00 - 6:00

MONDAY, Feb. 19	▶ EXHIBITOR MOVE-IN	8:00 - 10:00
	Opening & Plenary	8:30 - 10:00
	▶ TRADE SHOW OPEN	10:00 - 6:00pm
	Refreshment Break	10:00 - 11:00
	Sessions	11:00 - 4:30
	Lunch (on your own)	12:30 - 1:30
▶ HAPPY HOUR	4:30 - 6:00pm	
President's Reception	6:30 - 9:00pm	

TUESDAY, Feb. 20	Sessions	8:30 - 5:00
	▶ TRADE SHOW OPEN	10:00 - 6:00pm
	Refreshment Break	10:00 - 10:30
	Lunch (on your own)	12:30 - 1:30
	▶ HAPPY HOUR	5:00 - 6:00pm
NAA Auction	6:00 - 8:00pm	

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WEDNESDAY, Feb. 21	Sessions	8:30 - 5:00
	▶ TRADE SHOW OPEN	10:00 - 1:30pm
	Refreshment Break	10:00 - 11:00
	Lunch (on your own)	12:30 - 1:30
	Closing Happy Hour	5:00 - 6:00pm
▶ EXHIBITOR MOVE-OUT	1:30 - 7:00pm	

**No exhibitor may begin dismantling their exhibit until the show closes at 1:30pm.*

SHOW DIRECTORY ADS - Reserve Your Space Now!

A limited amount of advertising space is now available for the **Aquaculture America 2024 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 ½" w x 8" h)	\$500
Half page (4 ½" w x 3 7/8" h)	\$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 America 2024.

Deadlines: Place ad order (insertion order) **by January 10, 2024.**

Camera-ready copy must be received **by January 20, 2024.**

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 goodwill 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.

Bag Inserts: You can insert an item in the conference bags. You provide the finished product, ship it to the location and we insert it into the conference bags, Cost is \$500.

___ **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 America 2024 Conference Manager**
PO Box 2302, Valley Center, CA 92082 USA
Fax: +1-760-751-5003 Email: worldaqua11@was.org

HOTEL

AQUACULTURE AMERICA 2024 HOTEL INFORMATION

We have arranged for fantastic rates at the San Antonio Marriott Rivercenter for Aquaculture America 2024! Be sure to check the www.WAS.org website for all the details and click on Aquaculture America 2024 to view all the special rates. Contact the hotels directly for your reservation. <https://book.passkey.com/event/50617652/owner/13181/home>

AIRPORT TRANSPORTATION

To get from the San Antonio International Airport (SAT) to San Antonio Marriott Rivercenter you can take a cab, Uber or group transport shuttle. Aquaculture America 2024 does not provide transportation from the airport.

APP FOR TRACKING ATTENDEES

As we did in Aquaculture America 2023 in New Orleans, we will have the WAS Exhibitor App to track attendees available for exhibitors to use at Aquaculture America 2024 in San Antonio. The app requires no other equipment than your smart phone and is at no additional cost. Please be advised, it is best to have all exhibition booth staff download the app prior to arrival in San Antonio, Texas. If you need assistance with downloading the app or how to use it, please visit the Exhibitor Desk onsite.

All you will need to do is download the app through the WAS website for your specific OS system (Apple or Android) and then scan the QR code on attendees' badges when they visit your booth. At the end of the show, we will supply you with an EXCEL file with the contact info for all of your scans.

Further details and a link for downloading the app will be sent in January 2024.

GENERAL SHIPPING GUIDELINES

Avoid problems and extra expense -- PLAN EARLY - SHIP EARLY

IMPORTANT: Shipping direct to San Antonio, Texas

You can ship directly to GES in San Antonio, Texas between January 18, 2024 – February 14, 2024 using GES Special Show Rates

* **Direct shipments to San Antonio Marriott Rivercenter are not permitted.**

* **Advanced Discounted Shipments to GES, San Antonio warehouse will only be received between January 18, 2024 – February 14, 2024.**

*GES Warehouse Address: GES, Aquaculture America 2024
c/o TForce Freight,
4111 NE Loop 410, San Antonio, TX 78218 USA*

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 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**”.

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

<https://ordering.ges.com/042601399/welcome>

You will be able to see all the products and services.

BE SURE TO USE THE CORRECT SHIPPING LABELS PROVIDED

BASIC EXHIBIT SERVICES

GES is the official decorator for AQUACULTURE AMERICA 2024

- ◆ 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: blue & white - Side Drapes: solid blue
- The Exhibit Hall is carpeted
- 2 Full Conference Registrations & 5 Trade Show Badges

Important note: Exhibitors desiring to use contractors other than GES must advise Aquaculture America 2024 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 February 2, 2024

For all information and for placing your orders, go to GES Online Ordering Site at this link:

<https://ordering.ges.com/042601399/welcome>

You will be able to see all the products and services.

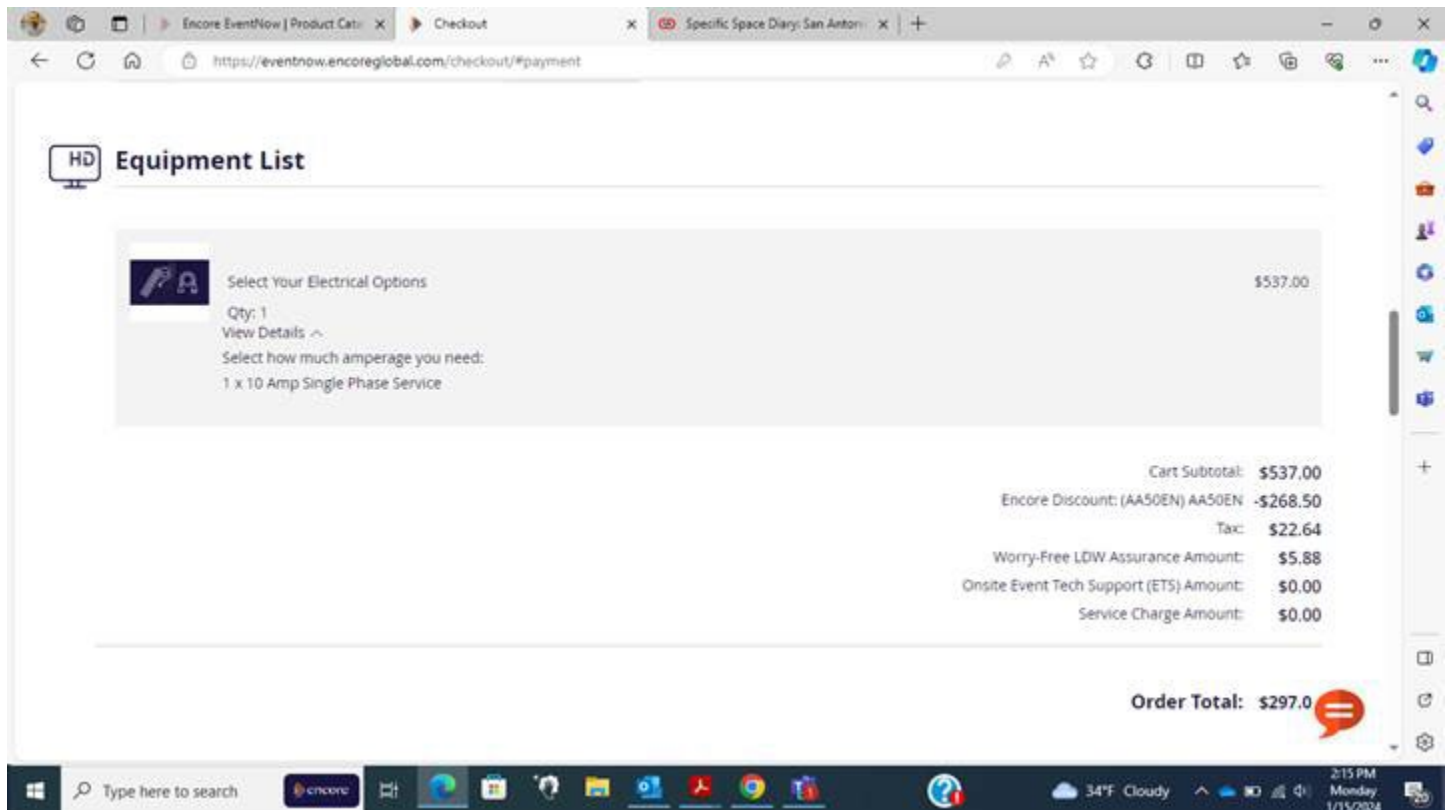
***If you need Audio/Visual options for your booth please click the link below to order direct from Encore.**

****I have received an approval to extend a 50% discount on power services for our exhibitors. You can apply the following discount code on the website by following the Encore link below.**

[Encore EventNow | Product Catalog \(encoreglobal.com\)](https://eventnow.encoreglobal.com)

Discount Code: AA50EN

Below is what the transaction would look like. Services are applied at a 3-day rate. Roughly \$99 per day. Includes labor. Please note this is valid for Aquaculture America 2024 only.



The screenshot shows a web browser window with the URL <https://eventnow.encoreglobal.com/checkout/#payment>. The page title is "Equipment List".

The main content area displays a single item in the equipment list:

- Select Your Electrical Options** (Price: \$537.00)
- Qty: 1
- View Details ^v
- Select how much amperage you need:
- 1 x 10 Amp Single Phase Service

The summary section on the right side of the page shows the following breakdown:

Cart Subtotal:	\$537.00
Encore Discount: (AA50EN) AA50EN:	-\$268.50
Tax:	\$22.64
Worry-Free LDW Assurance Amount:	\$5.88
Onsite Event Tech Support (ETS) Amount:	\$0.00
Service Charge Amount:	\$0.00
Order Total:	\$297.00

The Windows taskbar at the bottom shows the system clock as 2:15 PM on Monday, 1/15/2024, with a weather forecast of 34°F Cloudy.

SECURITY

Aquaculture America 2024 will maintain 24-hour-a-day security staff at the San Antonio Marriott Rivercenter from the initial move-in period until 7:00 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 AMERICA 2024 CANNOT BE HELD LIABLE FOR LOST OR STOLEN ITEMS.

BUSINESS CENTER

There is a Business Center in the San Antonio Marriott Rivercenter. Standard office services are available.

MESSAGES

A Message Board will be located near the Registration Area where you can pick up messages or leave messages for other exhibitors or conference attendees.

Show Management cannot deliver messages to your booth. If you will be receiving phone calls during the exhibition, please plan to have your own phone in your booth or arrange to rent a cell phone or pager.

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 doorway 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 America 2024 Contract for Exhibit Space. Please call your insurance company and verify that your exhibit and personnel are covered.