



EXHIBITOR MANUAL

AQUACULTURE AFRICA 2024
Medina Hammamet, Yasmine, Tunisia

Thank you for participating in **AQUACULTURE AFRICA 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!

TRADE SHOW SCHEDULE

TUESDAY November 19	WEDNESDAY November 20	THURSDAY November 21	FRIDAY November 22
MOVE-IN 12:00 – 18:00	MOVE IN (8am -10am) EXHIBITS OPEN 10:00 – 18:00	EXHIBITS OPEN 10:00 – 18:00	EXHIBITS OPEN 10:00 – 16:30 MOVE-OUT till 20h

DEADLINES

Now	<ul style="list-style-type: none">• Check your booth configuration• Contact Shipping Agent and Stand builder/decorator for any special needs. Understand their terms & conditions of service• Book Travel and Accommodation• Check AFRAQ24 Advertising & Sponsorship Opportunities
Oct 14, 2024	<ul style="list-style-type: none">• Final Booth Payment Due (refer to Contract)
November 1, 2024	<ul style="list-style-type: none">• Order Badges
November 1, 2024	<ul style="list-style-type: none">• First day advance shipments to Hammamet warehouse may arrive
November 10, 2024	<ul style="list-style-type: none">• Last day for shipments to arrive in Hammamet

BOOTH INFORMATION

Go to [AFRAQ24ExhibitInvite.pdf \(was.org\)](https://www.was.org/AFRAQ24ExhibitInvite.pdf)

- Standard booth: USD 2800
- Corner booth: USD 3000

All booths are 3x2m and will include hard walls on three sides, electricity, carpet, two chairs & one table, spotlights, fascia identification sign, two free passes for the AFRAQ24 conference & 100 free trade show passes.

HOW TO REGISTER YOUR BOOTH ONLINE

- Go to [World Aquaculture Society Exhibitor | Login | World Aquaculture Society Meetings \(was.org\)](https://www.was.org/World-Aquaculture-Society-Exhibitor-Login)
Make your own account and password and fill in company details.
- Fill in company and booth details

- Click “finish and payment”
- You can pay right away with a credit card or pay later by wire transfer to a US bank account. All the information on the bank account will be there or you can contact worldaqua@was.org for an invoice. Mention all the entire info you want on the invoice please.

PAYMENT FOR THE BOOTHS

- Chose payment option and complete the payment online
- Invoice will be send once you finalized the registration
- In case you do not receive the invoice please send a reminder to worldaqua@was.org – mention event and booth number.

Deadline for booth payment – October 14, 2024

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.

MAKE YOUR BADGES ONLINE

- Please register your staff and customers online. [World Aquaculture Society Exhibitor | Login | World Aquaculture Society Meetings \(was.org\)](#)– click exhibitor login. Click the event and badges. Use the same account and password as the booth registration.
- Each names need an email to send out confirmation. Submit badge data in the bottom of the contract summary. You can make changes till 3 weeks prior to the event.
- To add badges on a later time:
 - Same link with account and password.
 - Each booth includes two full conference registrations and 100 trade show passes.
 - You may add “extra badges” as directed – 325 USD for international and 130 USD for National. You do need to register online before the deadline.

Deadline November 1st

EXHIBITORS SERVICES

Each exhibition space provided will be 2 meter deep x 3 meter wide as depicted below. This will have: Identification sign, Hard walls on 3 sides, Table & 2 chairs, Electrical outlet & 2 spotlights, 2 Full Registration Badges + Trade Show Badges.

For all Information and other special exhibition requirements please contact them directly at eventtunisia@afraq24.com. Branded booths, extra furniture, services, please contact directly or view

All info at <https://afraq24.com/>

Fascia name sign max XX characters.

Size table: 40X120cm



SHIPPING AGENT

You can ship directly to Hammamet, Tunisia and use the services of AFRAQ2024 shipping and logistics partner: Please contact Mr. Hatem an agent from A.S.A Company at +0021658580105. The shipping agent's email address is: hmrabet@allseasshipping.com. Please contact him directly.

Please indicate on the label your booth number and company name.

Direct shipments must arrive before November 10 to ensure placement in booth by set-up day. Please carefully follow their instructions and always mention AFRAQ24 and booth number.

CATERING

It is the convention center policy that exhibitors can not bring in any food or drinks. All requests for food and drinks in the booth need to be ordered directly to the caterer. Contact Hatem at Hatem.Heni@medina.com.tn and mention your booth number. The catering company will have a station near the exhibition hall. They will serve tea/coffee and snacks/lunches.

It is NOT allowed for exhibitors to bring their coffee machine, cooler, fridges, etc. There are severe penalties on bringing drinks and food into the building.

FARM TOURS

Find all information on the farm tours on the following link: [Aquaculture Africa 2024 | World Aquaculture Society Meetings \(was.org\)](#) and click travel.

Just send us the name of the tour and the names of the participants.

SECURITY

AFRAQ24 will maintain 24 -hour-a-day security staff at the Convention Center from the initial move-in period until 20:00 hrs 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. Inform conference management should you require lockable cages available for rent so that sensitive equipment can be locked up.

AFRAQ24 CANNOT BE HELD LIABLE FOR LOST OR STOLEN ITEMS.

SPONSORSHIP OPPORTUNITIES

Your company can gain valuable exposure and good will as the sponsor of a show event. Sponsorship can be shared with another company. **Please contact Mario Stael for more information:** mario@marevent.com

ADVERTISING

A limited amount of advertising space is now available for the AFRAQ24 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, Size 188mm high x 134 mm wide -1000 USD

Specifications: The program book ads will be printed in black & white. Please supply ad copy in electronic format (pdf). The position will be at the discretion of AFRAQ24. Deadline for Place ad order (insertion order) by October 1, 2024 & Camera-ready copy must be received.

Please contact Mario Stael for more information: mario@marevent.com

ACCOMMODATION & AIRPORT TRANSFER

There are several five star accommodation options within 5km radius from the Convention Centre. Bookings can be made directly or through your travel agent. Contact: accommodation@afraq24.com. Have a look for more details at www.Was.org and click AFRAQ24 and hotels/travel.

More on www.was.org webpage. Book your accommodation early!!!

RULES AND REGULATIONS

- The organizer (WAS) has the right to handle in case of disturbing music, and other inappropriate situations outside the booths
- 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.

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 or [click here](#)

REQUIREMENT OF LIABILITY INSURANCE

Your company must have property damage, public liability and personal injury insurance as specified in the AFRAQ24 Contract for Exhibit Space. Please call your insurance company and verify that your exhibit and personnel are safe.