Exhibitor Manual
Thank you for participating at AE23 Vienna. 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 AE23, 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
Messe Wien
Messeplatz 1
A-1020 Wien
No goods or materials can be sent directly to the venue. Please contact DHL for shipments

Trade show Schedule

<table>
<thead>
<tr>
<th>Sept 18 Monday</th>
<th>Sept 19 Tuesday</th>
<th>Sept 20 Wednesday</th>
<th>Sept 21 Thursday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Move in 12:00 -18:00</td>
<td>Move-in 8:00 - 10.00</td>
<td>Trade show open 10:00 -19:00</td>
<td>Trade show open 10:00 - 16:30</td>
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<tr>
<td>Opening &amp; welcome 18.00</td>
<td>Happy hour 17:40 - 18:30</td>
<td>Happy hour 17:40 - 18:30</td>
<td>Exhibit Move-out 17:00 - 19:00</td>
</tr>
<tr>
<td>Trade show open 10:00 -19:00</td>
<td>President reception 19:00 - 21:00</td>
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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 AE23 conference & unlimited trade show passes. Corner booths have two open sides.
- Standard booths at 2800 Euro and corner booths at 3100 Euro
- Extra furniture, internet, extra electricity or water supply contact the exhibitor service department directly see below.

Deadlines
Now:
- If not done yet, register your booth online: European Aquaculture Society Meetings | Login | European Aquaculture Society Meetings (aquaeas.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.
- Book travel & accommodation
- Check advertisement and sponsorship opportunities
- Check Standout Webshop – link below. (BEFORE June 15th). Be aware that registration takes 3 days.

July 1:
- Final booth payment
- Order badges online
Order exhibitor Services
- Sept 5 – 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) 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 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 & delete name till September 5th.
- Extra full conference registrations at 345 Euro
- Deadline September 5th

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 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.

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 AE23 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, 2023.

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

Hotel & accommodation
It was not possible to block hotel rooms in Vienna during the event. There are several hotels nearby the Messe and many more in the city center of Vienna. The entrance to the Messe Convention centre is close to a Metro stop. Please google the Messe and select a hotel in the area or in the city center. With public transport you can easily get to the Messe. Please book early as Vienna is a popular city during the entire year..

Catering in your booth
the AE23 , portal for exhibitors to order food and drinks.
Catering – GERSTNER – contact Person: Madeleina Demir
MAIL ecc@gerstner.at  -  WEB www.gerstner.at

Hosts (ess) and staff during the event.
CAM Security
Contact: Michael Taub & Kurt Hoffelner
+43 (0)1 72 99 094
messe@cam-security.at
Dedicated internet service – there is 200 Mbite for all participants (perfect to use the event APP), in case extra internet is needed, please contact order with the next link: Messe Wien Webshop (k-business.com)

Cleaning Service – check Standout link below.

Shipping
AE23 logistic partner DHL has a storage directly behind one of our halls. They accept advance shipments and distribute delivery to the booths. Details need to be discussed with Thomas Hausmeister, who will be happy to assist: Thomas.Hausmeister@dhl.com | Tel. +43 17283160.
Custom clearance and delivery to the booth is chargeable, feel free to ask for a quote.
Feel free to ask for the shipping manual. Please always provide company name and booth number.
Storage – empty parcel, boxes, crates – please contact Thomas.

BASIC EXHIBIT SERVICES
Please use this link for all extra services, furniture, promotional materials, and contact the stand builder directly. Also for promotional, company prints on fabrics or directly on the panel contact Standout with following link. Customer Login (standout.eu) contact in case of questions - Rötzler, Wolfgang (RX-VIE) wolfgang.roetzer@standout.eu

The activation of the account may take 2 business days

- Standard booths with table, chair, spotlight name sign and carpet.
  - Included table (80X80cmX72cm heigh) and 2 chairs
  - For extra furniture - directly contact the official stand builder

- 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 contact the official stand builder

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.

**Security**

AE23 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**

Multi-storey car park A
Clearance: 2m

Multi-storey car park D
GPS-Coordinates: 48.212802, 16.412057
CLEARANCE: 3m ground floor | 2,10m 1st floor
[MWECC_Parkplatz.pdf (messecongress.at)](MWECC_Parkplatz.pdf)

**RULES AND REGULATIONS**

**Information for the exhibitor manual**

Further please find below some information that are always good to include into the exhibitor manual:


**DRIVING BAN**

There is a general night-time driving ban which applies:
- on all Austrian roads
- for heavy goods vehicles with more than 7.5 t mpw
- between 22H00 and 05H00

The weekend driving ban which applies:
- throughout Austria from Saturday 15H00 to Sunday 22H00
- on public holidays from midnight until 22H00.
- to lorries with trailers, if the maximum permissible weight (mpw) of the lorry or the trailer is more than 3.5 t.
- to lorries, articulated lorries and self-propelled agricultural machines with an mpw of more than 7.5 t.

Please check as well the following website for further details: [https://www.asfinag.at/traffic/hgv-bus/lorry-driving-bans/](https://www.asfinag.at/traffic/hgv-bus/lorry-driving-bans/)

There are no truck parking spots available on the premises of Messe Wien. To find the closest parking spots, you may use the Asfinag App: [https://www.asfinag.at/traffic/hgv-bus/parking-information/](https://www.asfinag.at/traffic/hgv-bus/parking-information/)