



# World Water Congress XV

International Water Resources Association (IWRA)  
Edinburgh, Scotland. 25<sup>th</sup> to 29<sup>th</sup> May 2015

## EXHIBITION MANUAL

This manual contains general information that you need to help you plan for the congress exhibition. Please take a moment to read it through paying particular attention to the action deadline grid.

Full details of the congress programme and local information are available at [www.worldwatercongress.com](http://www.worldwatercongress.com)

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## Key Contacts

<p><b>Congress Organisers</b></p> <p><b>Speakeasy Productions</b> Wildwood House Stanley, Perthshire. PH1 4NH, Scotland</p> <p>Tel: +44 (0) 1738 828524 Fax: +44 (0) 1738 828419 Contact: Ali Mitchell Email: <a href="mailto:ali.mitchell@speak.co.uk">ali.mitchell@speak.co.uk</a></p> <p><b>Please contact Ali Mitchell if you have any queries regarding the exhibition or conference in general.</b></p>	<p><b>Venue</b></p> <p><b>Edinburgh International Conference Centre (EICC)</b> The Exchange 150 Morrison Street, Edinburgh, EH3 8EE, Scotland</p> <p>Tel: +44 (0) 131 300 3000 Contact: Tanja Kunze Email: <a href="mailto:tanjak@eicc.co.uk">tanjak@eicc.co.uk</a> Website: <a href="http://www.eicc.co.uk">www.eicc.co.uk</a></p> <p>The exhibition will take place in the <b>Lennox Suite</b> located on <b>Level -2</b> of the EICC. <a href="#">Click here for Lennox Suite details</a> How to get to the EICC: <a href="#">Click here for map</a></p>
<p><b>Exhibition Services Provider</b></p> <p><b>Global Experience Specialists (GES) Ltd.</b> Contact: Service Centre Tel: +44 (0)2476 380 180 Email: <a href="mailto:customerservice@ges.com">customerservice@ges.com</a> Web: <a href="http://www.ges.co.uk">www.ges.co.uk</a></p> <p>The Exhibition Services Provider <b>GES</b> offers an exhibitor dashboard facility for <b>Shell Scheme Exhibitors</b> only</p> <p>The Dashboard allows exhibitors to:</p> <ul style="list-style-type: none"><li>• Create an account and use online ordering (see actions/deadline table below for items which should be ordered through GES)</li><li>• Check availability of furniture</li><li>• Use online Chat for real time support</li><li>• Mark where electrical sockets should be placed</li><li>• View a collection of videos that help exhibitors to get the most out of the show</li></ul> <p>To access the dashboard: <a href="#">Click here</a></p> <p><b>Space Only Exhibitors</b> must order stand electrical power requirements by using the appropriate order form on the website <a href="#">Click here for exhibitor forms</a></p>	<p><b>Accommodation</b></p> <p><b>Marketing Edinburgh Limited</b> Email: <a href="mailto:bookings@conventionedinburgh.com">bookings@conventionedinburgh.com</a> Telephone: +44 (0) 131 473 3874</p> <p>Marketing Edinburgh Limited has negotiated special rates for the International Water Resource Association (IWRA) for nights from 23 - 29 May 2015. They are pleased to offer a free online accommodation booking service to delegates and exhibitors attending this congress.</p> <p>Full details and hotel listings available at <a href="http://www.worldwatercongress.com/accommodation">www.worldwatercongress.com/accommodation</a></p> <p>See Accommodation section below for further details</p>



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## Exhibitor Actions and Deadline Dates

Compulsory Actions are in **Bold**

\* Please complete the appropriate booking forms available on the website [Click here for exhibitor forms and return to the contact shown above by the deadline date.](#)

Action	Contact	Contact details	Deadline Date
<b>Website and final programme exhibitor listing entry (free)</b>	Speakeasy	<a href="mailto:ali.mitchell@speak.co.uk">ali.mitchell@speak.co.uk</a>	Form will be sent at the time of stand booking
Accommodation bookings	Marketing Edinburgh	<a href="#">Click here for Accommodation Booking</a>	Saturday 11 April 2015
* Exhibitor pass order form	Speakeasy	<a href="mailto:ali.mitchell@speak.co.uk">ali.mitchell@speak.co.uk</a>	Friday 24 April
Payment of final invoice	Speakeasy	<a href="mailto:ali.mitchell@speak.co.uk">ali.mitchell@speak.co.uk</a>	Friday 24 April
* Audio Visual and IT/computer orders	EICC	<a href="mailto:tanjak@eicc.co.uk">tanjak@eicc.co.uk</a>	Friday 8 May
* Internet / WiFi connections	EICC	<a href="mailto:tanjak@eicc.co.uk">tanjak@eicc.co.uk</a>	Friday 8 May
* Stand cleaning	EICC	<a href="mailto:tanjak@eicc.co.uk">tanjak@eicc.co.uk</a>	Friday 8 May
* Florals and Plants	EICC	<a href="mailto:tanjak@eicc.co.uk">tanjak@eicc.co.uk</a>	Friday 8 May
* Stand Catering	Leiths	<a href="mailto:karend@eicc.co.uk">karend@eicc.co.uk</a>	Friday 8 May
Delivery of delegate bag inserts (Gold sponsors only)	Speakeasy	<a href="mailto:ali.mitchell@speak.co.uk">ali.mitchell@speak.co.uk</a>	Deliveries to arrive by Friday 22 May
Delivery of exhibition materials	EICC	<a href="mailto:tanjak@eicc.co.uk">tanjak@eicc.co.uk</a>	Sunday 24 May
<b>Shell scheme Exhibitors Only</b>			
Additional Shell scheme fittings/extras	GES	Order via Dashboard <a href="#">Click here</a>	Friday 8 May
Additional Furniture orders	GES	Order via Dashboard <a href="#">Click here</a>	Friday 8 May
Additional Floor coverings	GES	Order via Dashboard <a href="#">Click here</a>	Friday 8 May
Additional Electrical power	GES	Order via Dashboard <a href="#">Click here</a>	Friday 8 May
<b>Space Only Exhibitors</b>			
<b>Stand designs plans/drawings submission</b>	EICC	<a href="mailto:tanjak@eicc.co.uk">tanjak@eicc.co.uk</a>	Friday 24 April
<b>Stand risk assessment submission</b>	EICC	<a href="mailto:tanjak@eicc.co.uk">tanjak@eicc.co.uk</a>	Friday 24 April
<b>* EICC Client &amp; Contractor Guidelines / Health and safety document</b>	EICC	<a href="mailto:tanjak@eicc.co.uk">tanjak@eicc.co.uk</a>	Friday 24 April
Rigging enquiries	Speakeasy	<a href="mailto:ali.mitchell@speak.co.uk">ali.mitchell@speak.co.uk</a>	Friday 24 April
* Furniture & Floorcovering order form	EICC	<a href="mailto:customerservice@ges.com">customerservice@ges.com</a>	Friday 8 May
* Electrical power order form	GES	<a href="mailto:customerservice@ges.com">customerservice@ges.com</a>	Friday 8 May
Loading / unloading / forklift requirements (space only)	EICC	<a href="mailto:tanjak@eicc.co.uk">tanjak@eicc.co.uk</a>	Friday 24 April



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## At a Glance Timetable

Please find below an overview of the Congress timetable. For details of the programme and further updates, please refer to [www.worldwatercongress.com/programme-information](http://www.worldwatercongress.com/programme-information)

**NB: As the programme is not yet final, the times shown below are provisional and subject to change.**

	Time	Activity
<b>Sunday 24 May</b>	From 08:30	Access/unloading for space only stands - pre-confirmed scheduled timings
	From 14:00	Access/unloading for shell scheme stands
	Until 22:00	Build up all stands throughout the day
<b>Monday 25 May</b>	07:00 - 10:00	Build up continues
	09:15 - 17:30	Opening session, Conference sessions and exhibition
	10:00 - 10:30	Final check and clean of exhibition area
	10:30	Exhibition open
	10:45 - 11.15	Coffee break - stands should be manned
	12:45 - 14:00	Lunch break - stands should be manned
	15:30 - 16:00	Coffee break - stands should be manned
	17:30 - 19:00	Welcome drinks reception with canapés - stands should be manned
<b>Tuesday 26 May</b>	08:00	Exhibition area open - stands accessible, but need not be manned
	08:30 - 18:15	Conference sessions and exhibition
	10:00 - 10:30	Coffee break - stands should be manned
	13:30 - 14:45	Lunch break - stands should be manned
	16:15 - 16:45	Coffee break - stands should be manned
	Evening	Reception at Edinburgh Castle
<b>Wednesday 27 May</b>	08:00	Exhibition area open - stands accessible, but need not be manned
	08:30 - 18:15	Conference sessions and exhibition
	10:00 - 10:30	Coffee break - stands should be manned
	13:30 - 14:45	Lunch break - stands should be manned
	16:15 - 16:45	Coffee break - stands should be manned
	Evening	At leisure
<b>Thursday 28 May</b>	08:00	Exhibition area open - stands accessible, but need not be manned
	08:30 - 18:15	Conference sessions and exhibition
	10:00 - 10:30	Coffee break - stands should be manned
	13:30 - 14:45	Lunch break - stands should be manned
	16:15 - 16:45	Coffee break - stands should be manned
	Evening	Gala Dinner at National Museum of Scotland including IWRA Congress Awards
<b>Friday 29 May</b>	08:30	Exhibition area open - stands accessible, but need not be manned
	09:15 - 12:45	Conference sessions and exhibition
	10:45 - 11:15	Coffee break - stands should be manned
	11:15 - 12:45	Closing Plenary
	12:00 (TBC)	Exhibition closes and breakdown commences - re-loading schedule applies
	22:00	Building clear



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## Accommodation

Hotel booking deadline: Saturday 11 April 2015

Marketing Edinburgh Limited has negotiated rates for the International Water Resource Association (IWRA) for nights from 23 - 29 May 2015. They are pleased to offer a free online accommodation booking service to delegates and exhibitors attending this meeting. NB. Any bookings after the hotel allocation release deadline will be subject to availability.

Full details and hotel listings available at <http://worldwatercongress.com/accommodation>

Please note: due to limited availability at the hotels within walking distance of the EICC, some rates are only valid for early bookings. Thereafter rates will be subject to availability at the time of booking and may increase significantly. **We recommend, therefore, that if you wish to stay in a hotel within walking distance of EICC, you BOOK EARLY.**

Group bookings: If you require to book 10 bedrooms or more please do not try to book online. Instead please contact Marketing Edinburgh by email or telephone, as hotel group booking terms and conditions will apply.

Contact Details for Marketing Edinburgh Limited

Email: [bookings@conventionedinburgh.com](mailto:bookings@conventionedinburgh.com)

Telephone: +44 (0) 131 473 3874

Credit card details are required to make a booking and confirmation shall be sent to your e-mail address. Payment should be made directly with the accommodation provider at the time of your stay.

## Exhibition Opening Hours

Exhibition stands must be available to delegates at the times detailed below:

- |                    |  |
|--------------------|--|
| • Monday 25 May    | 10:30 - 19:00 (Welcome Reception 17:30 -19:00) |
| • Tuesday 26 May   | 08:00 - 18:15                                  |
| • Wednesday 27 May | 08:00 - 18:15                                  |
| • Thursday 28 May  | 08:00 - 18:15                                  |
| • Friday 29 May    | 08:30 - 12:00                                  |

We request that your stand is manned during all programmed breaks (see timetable above). Please do not dismantle your stand prior to **12:00 on Friday 29 May** and breakdown will continue throughout Friday evening until **22:00 latest**.

## Floor Plan

A working floor plan is in use until all stands are finalised, and a final floor plan will be sent to you approximately two weeks prior to the congress. If you have any queries before this time please contact Ali Mitchell by email: [Ali.mitchell@speak.co.uk](mailto:Ali.mitchell@speak.co.uk)

The Congress Organiser reserves the right to make any floor plan changes necessary for safe and practical requirements prior to the event and will notify affected exhibitors accordingly in the unlikely event that this arises.



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## Build Up & Break Down

The following access times apply for buildup and breakdown:

	Space Only Exhibitors	Shell Scheme Exhibitors
Sunday 24 May	08:30 - 22:00	14:00 - 22:00
Monday 25 May	07:00 - 10:00	07:00 - 10:00
Friday 29 May	12:00 - 22:00	12:00 - 22:00

**Please note** that all exhibitors and contractors must wear their exhibitor / contractor pass at all times when in the EICC. These can be collected from the exhibitor information desk in the Lennox Suite.

### Build Up Notes

Please make sure that build up is completed on time and that all unwanted materials and rubbish are disposed of and not left in the exhibition walkways or behind stands. A health and safety inspection will be carried out at approximately 10:15 hrs on Monday morning, prior to opening.

### Breakdown Notes:

Breakdown will begin at 12:00 on Friday 29 May and no exhibits should be removed before this time. Breakdown must be completed by 22:00. Any exhibition materials remaining at 22:00 will be disposed of and the cost of removal will be passed to the exhibitor.

We advise you to book handling of return shipping / courier services in order to ensure a swift and efficient dispatch of materials back to you. Any exhibitors making arrangements for courier collections must do so independently and EICC cannot take any responsibility for collections after exhibitors have left unless storage has been booked. Please see storage section below.

## Rigging

In order to hang a sign or banner above an exhibition stand, the exhibitor or stand builder must organise to have a rig built on the roof above their exhibition stand. Please contact Ali Mitchell at Speakeasy on [ali.mitchell@speak.co.uk](mailto:ali.mitchell@speak.co.uk) with any rigging enquiries.

### Key points to note:

- We will require your stand floorplan / design drawings before providing a quotation for rigging
- Once the quote is accepted it will imply that the floor plan has been approved too.
- Once the exhibitor has signed and accepted the quotation, we cannot accept any other changes or amendments on the rigging structure.

## Storage

### Storage before the event

The EICC cannot accept responsibility for stand materials/equipment which are sent in advance of the event. Items should therefore be sent to arrive at the EICC on **Friday 22<sup>nd</sup> May 2015, at the earliest**. Items can be kept securely in the loading bay for a maximum of 2 days.

### Storage during the event

There is limited storage within the venue. Arrangements should be made for large cases etc. to be stored offsite. Otherwise we suggest you make provision for storage within your stand, if possible.



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## Storage after the event

Exhibitors should ensure that arrangements are made for the collection of all items from the EICC at the end of the event. Items may be left for a very short period of time and, if items are to be left and collected by a courier, please contact our exhibition manager during the event and advise them of the details.

In some circumstances items can be left for two working day before being stored. Charges\*\* will then be applied to release items\*\*\*. Items left for longer than five working days will be disposed of.

\*\*Charges may be up to £100 +VAT per day following the two working days as mentioned above.

\*\*\*Payment will be by credit card only. The EICC will not release items to a courier unless payment has been made in full.

**It is the responsibility of the exhibitor to complete all forms relating to International Shipping correctly. It will not be the responsibility of the EICC to undertake any paperwork completed in error by the exhibitor that does not enable uplift by the courier.**

## Delivery/Shipping/Storage of Exhibition Materials

There is no officially appointed shipping/freight handler. However we can suggest the organisations below for the purposes of International Shipping and/or national deliveries/collections.

Stevie Cameron Event Logistics Limited

Tel: +44 (0) 1355 238 559

E-mail: [stevie@cameronlogistics.co.uk](mailto:stevie@cameronlogistics.co.uk)

[www.cameronlogistics.co.uk](http://www.cameronlogistics.co.uk)

Schenker Ltd

Tel: +44 (0) 1268 632153

E-mail: [Caroline.martin@dbschenker.com](mailto:Caroline.martin@dbschenker.com)

**Local courier company**

City Couriers (Edinburgh)

Tel: +44 (0) 131 447 7295

**All stand deliveries must be labelled correctly and will be accepted into the EICC from Friday 22 May 2015. Please send clearly marked as below:**

**World Water Congress XV**

**C/O Speakeasy**

**[Stand number] [Company name]**

**Edinburgh International Conference Centre Loading Bay**

**Off West Approach Road**

**Edinburgh, EH3 8EE**

**Scotland**

**IMPORTANT:** For Gold Sponsors who are sending a delegate bag insert as part of their sponsorship package, please do not pack delegate bag inserts with stand materials, they will NOT be included in the delegate bag if you do!



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## Exhibitor / Stand Contractor Truck Unloading / Loading (space only stands)

Larger deliveries and unloading requirements must be scheduled with EICC. Please confirm your delivery vehicle requirements by e-mailing Tanja Kunze on [tanjak@eicc.co.uk](mailto:tanjak@eicc.co.uk) with details of when you anticipate arriving at EICC (or ask your stand contractor to do this); an allocated unloading time and place will be advised to you and you will be limited to this particular time slot. Upon arrival at the EICC, drivers should **contact the loading bay Security Officer by telephone on +44 (0) 131 519 4000** to confirm exactly where they will unload. Please do not attempt to gain access before your allocated time slot as the hall will not be ready to accommodate you. Traffic Marshals will be in place for the safety and convenience of all attendees.

Exhibitors are responsible for transporting anything sent from the loading bay to their stand so please remember to bring a trolley if necessary - see below for lifting of heavy goods/

### Lifting:

If you require lifting of heavy materials from your vehicle to your stand, this must be pre-arranged in advance with EICC. Please e-mail [tanjak@eicc.co.uk](mailto:tanjak@eicc.co.uk) with details of your requirements (no order form applies), indicating if you require a forklift service. Charges may apply.

### Parking of Trucks:

Vehicles are not permitted to park at EICC after unloading. Once unloaded please discuss your parking requirements with EICC who will try and assist you in finding a place nearby.

## Stand Design Plans/Drawings (Space Only Exhibitors)

All space-only exhibitors/contractors are required to submit stand design drawings to the EICC by **Friday 24 April** in either PDF or paper format. Please email these directly to EICC, email: [tanjak@eicc.co.uk](mailto:tanjak@eicc.co.uk) (no form required)

## Stand Design Options (Space Only Exhibitors)

Speakeasy provide stand design and building services. Services include bespoke stand design or supply of shell scheme. If you are interested in discussing any requirements, please contact Speakeasy directly on [ali.mitchell@speak.co.uk](mailto:ali.mitchell@speak.co.uk)

## Stand Risk Assessments (Space Only Exhibitors)

All space-only exhibitors/contractors are required to submit a risk assessment to the EICC by **Friday 24 April** in either PDF or paper format. Please email these directly to EICC, email: [tanjak@eicc.co.uk](mailto:tanjak@eicc.co.uk) (no form required)

For **EICC Client & Contractor Guidelines and Health & Safety Document** please refer to the website where there is a document available for download. [Click here for exhibitor forms](#)

**NB: You are required to confirm your acceptance of the venue Guidelines and Health & Safety by completing and signing this form and returning it along with your risk assessment to EICC**

## Audio Visual and IT/Computer Equipment

Plasma screens, monitors and similar kit required for your stand can be ordered directly from the EICC. Please see the audio visual equipment order form on the website. [Click here for exhibitor forms](#) and send your completed form directly to EICC, email: [tanjak@eicc.co.uk](mailto:tanjak@eicc.co.uk)

### Points to note

- Technical support for any equipment that has not been ordered via EICC cannot be provided.





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## Electrical Connections

All power connections/supply will be handled by GES.

**Shell Scheme Stands:** all stands are supplied with 1 x socket outlet, 500w 2.5amp with 1 x four-gang fused extension lead. If you require additional connections and power this must be pre-ordered directly with GES via the dashboard. To order [Click here](#)

**Space only Stands:** all electrical connections **must be** pre-ordered with GES exhibition services directly, using their order form provided. To order [Click here for exhibitor forms](#) and send completed form directly to GES at [customerservice@ges.com](mailto:customerservice@ges.com)

### Points to note

- Consumption for space only stands will be charged according to the tariff shown on the order form.

## Internet / WiFi connections

Wi-Fi will be available to all delegates and exhibitors, please note that this is a shared network and therefore connection speeds may vary. It will be accessed by a generic password which will be advised to you on arrival.

Exhibitors with business grade requirements, video/content streaming and other high bandwidth applications should order a connection suitable for their needs directly with EICC by completing an Internet / WiFi connection Form [Click here for exhibitor forms](#) and send completed form directly to EICC, email: [tanjak@eicc.co.uk](mailto:tanjak@eicc.co.uk)

## Carpet / Floor Covering

The Lennox Suite exhibition area is carpeted throughout in a neutral colour. if you would like alternative floorcovering or a different colour of carpet placed on top, these are available to order from GES via the dashboard. To order [Click here](#). **Please note:** If you order additional floor covering you will also need to order a platform as the venue is already carpeted.

**Space only stands:** Additional Floor covering is not a requirement but there must be no drilling into the floor.

## Furniture & Stand Fittings

**Shell Scheme Stands:** For practical reasons and to ensure a consistent and professional appearance, many stands are sold as shell scheme stands

### The shell scheme package includes:

- 2.5m - high lacquered aluminium shell scheme system, with white walls.
- Header panel name board with standard lettering. (restricted to 34 characters including spaces)
- Spotlights 150w x 2
- 1 x socket outlet, 500w 2.5amp with 1 x four-gang fused extension lead
- Neutral colour carpet
- 1 table (800 x 1200 x 725), code TB05, white
- 2 chairs, code CH83, blue
- Cleaning prior to the opening
- 1 x wifi code (for casual internet access, email, etc. Exhibitors with business grade requirements, video/content streaming and other high bandwidth applications should order a connection suitable for their needs - see internet section below)



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All orders for additional stand fittings, floor coverings and furniture should be made with GES exhibition services **directly**, using their dashboard booking system provided. To order [Click here](#)

**Space only stands:** All orders for fittings and furniture should be made with GES exhibition services directly, using their order form provided. To order [Click here for exhibitor forms](#) and send completed form directly to GES at [customerservice@ges.com](mailto:customerservice@ges.com)

## Points to note by All:

- Please note that no supplies can be guaranteed after the deadline date of 24 April 2015
- Shell scheme exhibitors are advised only to use double sided sticky materials provided; any damage caused due to exhibitors' own adhesives being used on the shell scheme walls or any other fittings and furniture will be passed on to the exhibitor.
- Exhibitors are fully responsible for any charges arising from damage caused by contractors during build up, open hours and breakdown and neither the Congress Organisers nor any officially appointed suppliers will accept responsibility for such damage.

## Stand Catering

During build up periods exhibitors may bring in their own food and drinks. However, on show days it is not permitted to bring in any food or drinks from outside the EICC. Exhibitors will be provided with coffee breaks and lunches during congress open hours as part of your Exhibitor Pass entitlements.

If you wish to order additional stand catering, please complete a Stand Catering Form. [Click here for exhibitor forms](#) and send completed form directly to Leiths at the EICC on email: [karend@eicc.co.uk](mailto:karend@eicc.co.uk)

## Stand Cleaning

The exhibition aisle areas will be cleaned immediately before the exhibition opens on Monday and then prior to opening each morning (and checked periodically during the day). Individual stand cleaning is not included. If you require a stand cleaning service please complete a **Stand Cleaning order form**. [Click here for exhibitor forms](#) and send completed form directly to EICC, email: [tanjak@eicc.co.uk](mailto:tanjak@eicc.co.uk)

## Badges & Entry

All exhibitors are entitled to **2 complimentary exhibitor passes per 9 square metres of stand space**. Each pass covers coffee breaks and lunches on show days and welcome drinks on Monday evening.

### To order exhibitor passes:

Please complete the **Exhibitor Pass Order Form** [Click here for exhibitor forms](#) and send completed form directly to Ali Mitchell, Speakeasy at [Ali.mitchell@speak.co.uk](mailto:Ali.mitchell@speak.co.uk).

**Additional exhibitor passes can be purchased at a cost of £175 per person (5 days, Monday - Friday)**. Any passes requested above the inclusive amount will be invoiced to you and must be fully paid before build up commences. Passes will be available for collection from the Exhibitor Information Desk in the Lennox Suite from beginning of build up on Sunday 24 May.

### To order registrations:



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If you are a exhibitor with **complimentary registration(s) included with your package**, you will be required to register online in the usual way. Please do as follows:

- Contact Ali Mitchell [ali.mitchell@speak.co.uk](mailto:ali.mitchell@speak.co.uk) to request discount code for registration
- Register online at [www.worldwatercongress.com/register-to-attend](http://www.worldwatercongress.com/register-to-attend) using the discount code provided.
- Notify Ali Mitchell by email the name of the exhibitor you have registered as a delegate.

If you wish to register and pay for individual delegate(s) for the congress you may also do so by using the online booking system. You can link to online registration via the World Water Congress Website at [www.worldwatercongress.com](http://www.worldwatercongress.com)

**Registrations that remain unpaid after 24 April will be cancelled and delegates will have to register and pay on site.**

## Complimentary Contractor Passes:

These will be required for contractors working during build up on Sunday 24 & Monday 25 May and breakdown on Friday 29 May. Please confirm the number of contractor passes you require and send names by email to Ali Mitchell on [Ali.mitchell@speak.co.uk](mailto:Ali.mitchell@speak.co.uk) (no order form required) and arrange for contractors to collect them from the Exhibitor Information Desk in the Lennox Suite when they arrive at EICC. In order to prevent delegates coming into the build up area, no one will be allowed in without a contractor pass/exhibitor pass during build up. Badges must be worn at all times. Please note contractor passes will not be valid once the Congress commences.

## Security

There are 24hr surveillance cameras located in Lennox Suite which are monitored by the EICC security department. It is, however, the responsibility of each Exhibitor to ensure that stands are manned during opening hours and that when un-manned, any valuable items are locked away, as delegates will have full access to stands as they come and go at any time. Please note the stipulated times at which we request you are present on your stand (shown in the timetable above) at other times, delegates are free to browse but you do not have to be present.

Exhibitors are expected to arrange insurance cover against theft and/or bodily injury and property damage. Neither the EICC nor the Congress Organisers will accept any responsibility for loss of valuables left unattended.

**Contractor/exhibitor badges must be worn and displayed clearly throughout the period.**

## World Water Congress Website and Final Programme Entries

**WWC Website:** once signed booking form is received each exhibitor is entitled to a 25 word entry on the congress website, together with their company logo and hyperlink to their company website.

**WWC Final Programme:** The same 25 word entry, company logo and contact details will be printed in the Final Programme.

Upon confirmation of your stand booking Ali Mitchell will send you a Website and final programme exhibitor listing entry form. Please complete this and return it along with a high resolution logo and the url to your company website. Please send to [Ali.mitchell@speak.co.uk](mailto:Ali.mitchell@speak.co.uk)

## Car Parking at EICC

You can park a car or small vehicle for a limited time at Delivery Bay C, West Approach Road to unload and load.



# World Water Congress XV

International Water Resources Association (IWRA)  
Edinburgh, Scotland. 25<sup>th</sup> to 29<sup>th</sup> May 2015

There are several public car parks within close walking distance of the EICC. [Click here](#) for details on National Car Parks in Edinburgh. Additionally, there is a public car park at the Sheraton Hotel, 150 meters from the EICC, which has limited accessible parking spaces. [Click here](#) for details

## Social Events

### **Welcome Reception: Monday 25 May 2015 (no ticket required)**

A warm Scottish welcome awaits all delegates and their partners at a complimentary drinks reception on the opening evening of the Congress at the host venue - the Edinburgh International Conference Centre (EICC). Exhibitors are kindly asked to man their stand during the event.

### **Scottish drinks reception at Edinburgh Castle: Tuesday 26 May 2015**

A 'once in a lifetime' opportunity to enjoy exclusive access to the iconic Edinburgh Castle for a truly memorable drinks reception. Soak up the atmosphere of this historic site whilst being entertained by Highland dancers and a traditional band. Explore the Great Hall, Royal Apartments, Crown Jewels Exhibition, Queen Anne Building, St Margaret's Chapel and Jacobite room before experiencing the moving grand finale of 'Beating the Retreat.

### **Gala Dinner at National Museum of Scotland - Thursday 28 May 2015**

Our gala dinner is being held at the stunning National Museum of Scotland. Diners will enjoy a drinks reception while exploring some of the precious exhibits before being invited to take their seats in the amazing Grand Gallery with its spectacular arched glass ceiling and balustrade balconies. A delicious three course dinner and host of wonderful entertainment will make this an evening to celebrate in true Scottish fashion. An added highlight of this event will be the IWRA Congress Awards Ceremony.

Exhibitors are invited to join in evening social events. Tickets can be purchased for exhibitors by adding this to your Exhibitor Pass order form or by contacting Ali Mitchell on [Ali.mitchell@speak.co.uk](mailto:Ali.mitchell@speak.co.uk)

## Edinburgh Travel Information

### **Between Edinburgh Airport and the City Centre / EICC**

#### **By Tram:**

Trams offer a frequent and reliable service linking the airport and the city centre. Interchange with rail services is available at Edinburgh Park and Haymarket stations. Other stops include Murrayfield Stadium and Princes Street. Trams run approximately every 8-12 minutes and the average journey time to the city centre 35 minutes. Fares are: Adult single £5.00, adult return £8.00 and tickets can be purchased from the ticket machines at the tram halt.

#### **By Bus:**

The Airlink 100 operates a frequent bus service (every 10 minutes at peak times) between Edinburgh Airport and the city centre, with designated stops en route. The service starts at 04.30 and runs until 00.22 at night, with the journey taking 20 minutes. Tickets cost £3.50 single and £6.00 return.

Delegates wishing to make their way directly to the EICC are advised to disembark at Haymarket Railway Station and to follow signs for EICC on foot (5 minute walk).

#### **By Taxi:**

Traveling by taxi from the airport to the city centre, will take approximately 30 minutes. Fares change according to the time of day, but all taxi drivers must comply with the officially established fare timetable. The average fare from the airport to EICC is £20.00

Further information about getting to, and around Edinburgh can be found at [www.worldwatercongress.com/travel-information](http://www.worldwatercongress.com/travel-information)

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