

Dear Exhibitor,

In the coming months towards the IWA Water and Development Congress & Exhibition 2017 (IWA WDCE2017) we will send you regular updates on various aspects of your participation as exhibitor in this global water event.

All updates will be numbered, so you can easily file them and keep track on progress. **This Update is Update nr. 4.**

**NOTE: this update has important information about your registration. Read carefully.**

**A: IMPORTANT - REGISTRATION PROCEDURE**

Please be informed that we have different kinds of registrations:

1. Exhibitor Badges, these are staff in the booths in the Exhibition. These badges are free of charge and give you access to the exhibition floor. With the exhibitor pass, you are also able to attend the Business Forum sessions. More info below.
2. Visitor Badges, also free of charge. You can use the Visitors Invitations (see below) to invite your relations to visit the Exhibition. The visitor pass gives free access to the exhibition floor and Business Forum sessions during opening hours. More information on the visitor registration below.
3. Delegate Badges, these are badges that we have mentioned in our updates before. These badges give access to all congress sessions and the exhibit. See below

**For more detailed information, please read below.**

**Ad. 1 EXHIBITOR REGISTRATION**

Please use the excel form in the link: [click here](#) to order badges for your booth personnel. All personnel in the exhibition hall must wear identification badges at all times. Badges can be collected from the registration desk upon arrival.

Exhibitors receive complementary exhibitors passes related to the surface of the stand:

- 1 – 15 sq.m.: 4 badges
- 16 – 30 sq.m.: 6 badges
- 31 – 50 sq.m.: 8 badges
- >50 sq.m.: 2 badges per 10 sq.m.

**Deadline for ordering exhibitor badges is 1 November 2017.**

**Ad. 2 VISITORS INVITATION:**

Exhibitors at the IWA WDCE 2017 have the possibilities to invite their relations to visit the exhibition; you can invite your relation to this visit **free of charge**.

Only registered visitors have free access to the exhibition, and they are also entitled to attend the Business Forum sessions.

Please invite them to visit your booth at the IWA WDCE 2017. You can invite your relations by sending them the **VISITORS INVITATION** via the links above (you can forward the link, with your own invite e-mail).

- For English Visitor Invitation, please click here: [click here](#).
- For Spanish Visitor Invitation, please click here: [click here](#).

### **Ad. 3 CONGRESS REGISTRATION:**

Exhibitors are entitled to order a limited number of discounted Congress Registrations **US\$ 350,- (excl. VAT) per registration instead of regular US\$ 825,- (excl. VAT)** with following limitations;

Stands 9 up to 20 sq.m.: **2 discounted registrations**  
Stands 21 up to 50 sq.m.: **3 discounted registrations**  
Stands 51 up to 80 sq.m.: **4 discounted registrations**

In order to process this congress delegate registration we kindly ask you to following below mentioned procedure:

1. Send in the special **Discounted Congress Registration Form**: [click here](#) for every individual person that wants to attend the Congress. Please send the registration forms to OzAccom (see details on form).
2. After sending in your registration, you will receive a confirmation and all other relevant information on the Congress via the Congress Organizer (OzAccom)

### **B: OTHER**

- If you have a customized stand (no shell scheme) we need to receive your stand design urgently. See special e-mail sent about this and copied below. The deadline was 6 October and we have not yet received all designs. If you have not send this, please urgently do so

#### **Stand design information**

*You will build your own stand (customised stand construction), and for this stand construction you will need an approval by both the Organizers (us) as well as the exhibit venue (AySA). We kindly ask you to send us your draft designs, so we can do a first review before you will be finalizing your stand design. **The deadline for submitting your draft design is 6 October 2017.** However, the sooner you send in your design, the more time there is to adapt the design in case it's not according to the regulations.*

*[The Exhibition Terms & Conditions](#) and [Terms & Conditions Venue](#) apply. Please take careful note of these Terms & Regulations (all are relevant, and related to your stand construction and design e.g. article 7 is important).*

*You will be separately informed about other aspects of the IWA Water and Development Congress & Exhibition 2017: the congress information, registration, hotels, social program, etc. Please take careful note of this additional information as your participation as Exhibitor in the IWA WDCE 2017 can be highly optimized by integrating these aspects in your programme.*

- **Catering in your stand:** if you require catering in your stand (receptions, other catering), we will send the information on the catering contact soonest!
- **WIFI:** there will be general wifi available. If you require extra wifi in your booth: we will send the contact information for the IT department soonest!

**Previous updates:**

If you would like to review the previous sent updates, please find them in the links below:

[Exhibitor update 1](#)

[Exhibitor update 2](#)

[Exhibitor update 3](#)

Kind regards and happy to answer any questions you might have!

**Nathalie Gilliquet**

Project assistant

**IWA Exhibition management/Match+**

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