

IWA WWCE 2018 – Exhibitor Update 5

Dear Exhibitor,

In the coming months towards the IWA World Water Congress & Exhibition 2018 (IWA WWCE2018) 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. 5.

IMPORTANT - REGISTRATION PROCEDURE:

Please be informed that we have different kinds of registrations:

Exhibitor badges	Visitor badges	Delegate 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 (Ad. 1).	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 (Ad. 2).	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 information (Ad. 3).

For more detailed information, please read below.

Ad. 1 - Exhibitor Registration

Please use the order form in the exhibitors portal: [click here](#) (go to 4. Registration information -> 4.1 Exhibitor badges order form) 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 August 2018.

Ad. 2 - Visitors Invitation

Exhibitors at the IWA WWCE 2018 have the possibility 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 WWCE 2018. You can invite your relations by sending them the VISITORS INVITATION via the links below (you can forward the link, with your own invite e-mail).

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

Ad. 3 - Congress Registration

Exhibitors are entitled to order a limited number of discounted Congress Registrations €547,50,- (excl. VAT) per registration instead of regular €1095,- (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+)

BUSINESS FORUM SESSIONS:

To highlight your companies projects and innovations, the Business Forums Sessions offer an excellent opportunity. As Exhibitor you can apply for a Business Forum session hosted by your organization.

The Business Forums (BF) are a full component of the Technical Programme of the IWA WWCE 2018 and provide a series of sessions where Sponsors & Exhibitors can invite

delegates / trade exhibition visitors and other exhibitors to interact, discuss and learn about new developments and innovations (projects, services, research, challenges, and strategic direction) of single companies and countries.

The **Business Forum Invitation** contains more details and explains the process for submission of Business Forum session(s): [click here](#) (pdf).

Please use the submission form on the Exhibitors Portal for your final submission (extended deadline 2nd July): [click here](#).

Sponsors will have the first right of submission and time slot allocation, followed by National Pavilions and Exhibitors.

VISA INFORMATION:

Presently, the Japanese Ministry of Foreign Affairs grants Visa waivers/exemptions to approximately 68 countries with special agreements with Japan. If you are unsure of whether or not you need to apply for a short-term Visa to enter Japan in order to attend the IWA WWC&E 2018, [please consult this page](#).

If your country is not listed, then you will need to apply for a Visa. You can contact the Embassy of Japan, or the nearest Consulate of Japan in your home country to receive guidance on the application process and necessary documents you will need, please refer [here for more information](#). Alternatively, we recommend you apply for your Visa through a local agency, it is quicker and easier to obtain a tourist visa than to get a visa through the Japanese Embassy and Consulate.

IWA WWC&E 2018 has assigned Convention Linkage as the official local Japanese agency to assist with visa applications and processing. **This optional service is available to Congress/Exhibition participants at an additional cost and you will be charged directly by Convention Linkage.** Should you wish to use this service please contact iwa2018@c-linkage.co.jp.

Please note that you must register for the congress first and provide a copy of your confirmation letter, paid invoice and accommodation booking to Convention Linkage.

In case you won't register as a delegate, please provide a copy of your allocation letter, paid invoice and accommodation booking to Convention Linkage.

TOKYO BIG SIGHT:

The Congress and Exhibition will take place at The Tokyo International Exhibition Centre "Tokyo Big Sight". Tokyo Big Sight is located on the expansive Daiba waterfront, just 25 minutes away from Haneda Airport and the central Tokyo area, and 60 minutes away from Narita Airport by train. Tokyo Big Sight offers smooth and diversified access offering direct shuttle bus services between airports, venue and nearby hotels. [Plan your trip to the Congress venue](#).

In Tokyo Big Sight IWA will be using West Hall 1 (Exhibition) and Conference Tower (congress sessions). In addition you can find various restaurants and services in Tokyo Big Sight. For more information on the venue, please visit [the Floor Map & Services site](#).

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](#)

[Exhibitor Update 4](#)

We trust to have informed you sufficiently, please don't hesitate to contact us if you have any questions.

Kind regards,

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IWA Exhibition management/Match+

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IWA World Water Congress & Exhibition

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