

## **IWA WDCE 2019 – Exhibitor Update 5**

Dear Exhibitor,

In the coming weeks towards the IWA Water Development Congress and Exhibition 2019 (WDCE 2019), 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 no. 5 ; Note, the remaining preparation time is short, so please take good note of below!**

### **VISITOR REGISTRATION:**

At the IWA WDCE 2019 you have the possibility, to **invite your relations** to visit the exhibition; you can invite your relations to visit **free of charge**.

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

You can invite your relations by sending them the VISITORS INVITATION via the link below.

This is a link to the visitor registration website of the IWA WDCE19 (you can forward the link below, with your own invite e-mail).

**For Visitor Invitation, please click here:** <https://visitors.iwa-exhibitions.com/>

### **EXHIBITOR BADGES:**

We kindly remind you to register your booth staff free of charge with the attached form for exhibitor badges. We did not receive from everyone these forms yet. Only registered exhibitor staff has access to the exhibition hall outside exhibition hours.

Exhibitor badges can be picked-up on Sunday from 10:00 – 16:30 hours at the exhibitor service desk in BMICH.

**Please urgently send your exhibitor staff excel file (no later than 15 November)**

### **FASCIA TEXT (for shell scheme stands)**

Please send us via e-mail the text we need to print on the fascia of your shell scheme booth. See exhibitor manual, the deadline is 15 November. **If we don't receive your e-mail with text specification by 15 November**, we will print the name as on your application form on the fascia.

### **SHELL SCHEME PACKAGE:**

In the previous update we informed you about the elements included in your shell scheme. Given various questions, we will include a small table in your shell scheme booth.

If you want to order additional accessories (see list we sent with manual) please note that the deadline for that is approaching (see details in exhibitor manual).

If you bring your own posters / materials, you can decorate your shell scheme booth on Sunday 1 December (from 12.00 hrs onwards – if you need more time please let us know and we will check access options in the morning).

### **VENUE**

The IWA WDCE '19 Exhibition will be held in the Delegate Lounge (+ Delegate Lounge Balconies) of the BMICH. Given its specific design, the exhibit area does not have air-

conditioning, but the organizers will place coolers and fans around the exhibit floor for climate control.

**CATERING FOR EXHIBITOR STANDS**

If you require catering for your booth (for specific receptions, stand catering, etc.) you can send your questions / requirements to the catering company via following e-mail address: [sameela.p@mountlaviniahotel.com](mailto:sameela.p@mountlaviniahotel.com)

**VISUM, ACCOMMODATION**

In case you require an invitation letter for visum purposes, please do not hesitate to contact us. We can provide you with a standard Invitation letter for the event.

For accommodation suggestions, please visit the website

<https://www.waterdevelopmentcongress.org/wp-content/uploads/2019/09/IWA-Hotel-Details-to-Web.pdf>

**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](#)