



## **Information for Exhibitors at SAFET 2023 – *Impact at Scale for a Sustainable and Resilient Future***

Dear Exhibitor

Thank you for ongoing interest and engagement in the Seafood and Fisheries Emerging Technology (SAFET) Conference and Exhibition 2023 *Impact at Scale for a Sustainable and Resilient Future*. We are very excited to have you in Bali in October. As you are aware SAFET is the preeminent global event showcasing and sharing knowledge on the vast array of technology that can be utilised in support of sustainable fisheries.

The SAFET 2023 Conference being co-hosted with the Centre for Coastal and Marine Research Indonesia, the Ministry of Marine Affairs and Fisheries, and ID Food Indonesia and is being held at the Westin Nusa Dua, Bali from 3-5 October 2023.

In the past the conference has had an audience of 200 people, with participants including technology companies, government representatives, MCS practitioners, non-government organisations, and representatives from International organisations including Regional Fisheries Management Organisations.

Along with showcasing your technology, services and capability, the Conference enables important global knowledge sharing and networking on how technology can continue to address issues such as environmental sustainability, social responsibility, provenance, equity, and economic viability, and supporting the eradication of IUU fishing.

This year we received 100 abstracts to the conference and, following the independent review of the abstracts, the Steering Committee agreed to include as many as possible. As such and very excitingly there the SAFET 2023 program is jam-packed.

**Please find below important information on the exhibition hall of the SAFET 2023 Conference. Please read this information carefully.**

**Sincerely**

**Claire van der Geest  
Executive Director**

# Introduction

This Exhibition Manual endeavours to describe the various services and expectations associated with exhibition at the Seafood and Fisheries Emerging Technologies Conference (SAFET) Conference 2023 in Bali, Indonesia from 3-5 October 2023. Bali is on the Central Indonesian time zone, or WITA, which is +8 hours UTC.

To the extent possible, this document describes the roles and responsibilities of the SAFET organisers, the Westin Nusa Dua (“the venue”), Focus Production, and the exhibitor. This Exhibition Manual contains information on the following topics:

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## About the Conference

### General Information

The Conference will be held in the Nusantara Ballroom, split into three side-by-side and separate rooms. The Conference will be held as two concurrent sessions throughout, with a small number of exceptions, for example the opening and closing sessions. The two rooms will be set up with a stage at the front of the room and theatre style seating (no tables) for 200-250 people, with the audience entering/exiting from the back of the room only. The third room, Nusantara III will be the Exhibition Hall.

The indicative program schedule is available at: <https://safet.fish/2023-program/>. All sessions will be recorded.

### **Stage set up and presenter facilities**

The stage will be set up with a lectern and goose-head microphone. One large presentation screen will face the audience. Presenter screens will be placed on the floor in front of the presenter and will show the presenter mode including the countdown clock. There will be 4-5 seats on stage for the moderated discussions.

All presenters are asked to sit at the front of room to ensure timely transition to and from the stage, thereby minimising lost time between presentations.

### **Format for Individual Presentations in Themed Sessions**

Each session by theme will include a number of presentations followed by a moderated discussion. The specific format for each session will be an opening by the Moderator(s) who will also introduce each speaker. Presenters will be provided 10 minutes only for their presentation. Once all presentations are complete, the Moderator will take questions from the audience (via the app) but there will not be questions immediately following each individual presentation.

Please note that we will be holding presentations to the 10 minutes only to provide time to all speakers equally. Please note that the presenter screen will include a countdown clock on screen with an audible sound then the allocated 10 minute time has lapsed.

All presentations must be provided to SAFET – [info@safet.fish](mailto:info@safet.fish) no later than close of business Friday 22 September 2023. Please ensure that your presentation is saved using the following file naming convention: yoursurname.presentationtitle.pptx. If there are any concerns please reach out to the SAFET team.

### **Format for Special Sessions**

Special Session will run as 45 minute sessions only. The room format, theatre seating, cannot be changed. Moderators of special sessions are asked to send to the SAFET team no later than 8 September 2023 the proposed session agenda, desired outcome and list of speakers included in the event, please use the file naming convention: yoursurname.presentationtitle.docx for the agenda.

The deadline for any presentations accompanying the special session are to be provided by close of business on Friday 22 September 2023 and should be emailed to [info@safet.fish](mailto:info@safet.fish) using the following file naming convention yoursurname.presentationtitle.pptx.

### **Participant Engagement**

SAFET 2023 will use a Conference App to elicit engagement, including questions, from the audience. The Moderators will be using the Conference App and their expertise to guide the moderated discussions for

each session. For sessions that are running over multiple days, the same Moderators will be facilitating the sessions.

### **Informal Networking Opportunities**

The SAFET Conference 2023 will host two social events to maximise informal networking opportunities with colleagues, clients and new friends.

#### **Conference catering breaks**

All conference catering will be served in the exhibition areas. Catering will be available for approximately 15 minutes prior/after conference session breaks to maximise your time networking with delegates during the breaks.

#### **Conference Dinner host by ID Food**

A formal Conference Dinner will be held on 3 October from 1900-2200 in the Exhibition Gallery Room of The Westin Resort Nusa Dua - BICC.

#### **Cocktail Reception hosted by SAFET**

Canapes and refreshments will be served on Wednesday 4 October 2023 from 1830 to 2030 at the Temple Garden Area.

### **Prize Draws**

Prizes are always popular with delegates. If you have a competition or business card draw at your booth, you may choose to have your winners announced during the closing session on the afternoon of the 5 October 2023. If prizes are offered, a representative of your company will be asked to draw the prize on stage with the Emcee during the closing session.

## **Key dates**

#### **Booth Design and Graphics**

**ASAP**

If you require any custom booth features or graphics, please contact Focus Production as soon as practicable using the contact information provided on Page 5.

#### **Internet**

**ASAP**

WIFI is free to all delegates. However, if you require a hardline it must be ordered in advance through the Westin Nusa Dua using the contact information provided on Page 5.

#### **Exhibitor Registration**

**2 October 2023**

#### **Exhibitor Pack-in**

**2 October 2023**

Access to the exhibition hall for exhibitor pack in and set up will begin at 1500 WITA and will be allowed until 2200 WITA.

#### **Exhibitor Pack-out**

**5 October 2023**

Breakdown and pack out may begin at 1500 WITA on Saturday and continue until 1800 WITA.

#### **Exhibition Opening Hours**

**3-5 October 2023**

Opening hours are from 0800-1800 WITA daily, except on 3 and 4 October 2023 when exhibitors may continue operation during the Conference Dinner and Cocktail Reception commencing at 1900 and 1830 WITA respectively.

## Who to contact

SAFET Event Coordinator

**Ms Claire van der Geest, SAFET Executive Director**

Email: [info@safet.fish](mailto:info@safet.fish)

Mobile: +61 (0)403 707 105

Or

SAFET Event Coordinator Assistant

**Mr Bubba Cook, SAFET Executive Assistant**

Email: [acook@wwf.org.nz](mailto:acook@wwf.org.nz)

Mobile: +64 (0)27 833 0537

For information about the Venue, the Westin Nusa Dua, please contact:

**Ozzie Sugianto, Event Executive**

The Westin Resort Nusa Dua, Bali International Convention Centre

Kawasan Pariwisata Nusa Dua,

BTDC Lot N-3, Nusa Dua 80363, Bali Indonesia

Email: [Ozzie.Sugianto@westin.com](mailto:Ozzie.Sugianto@westin.com)

Tel: +62 361.771.906 or +62 811 3885 627

[westin.com/bali](http://westin.com/bali)

For information about your booth, please contact

Focus Production (build, signage, furniture, AV hire)

**Ms Christia Permata Dharmawan, Managing Director**

Focus Production

Jl. Ida Bagus Mantra No. 168

By pass Ketewel Denpasar, Bali, Indonesia

Email: [christia@focus-production.com](mailto:christia@focus-production.com)

Tel: +62 361- 465623 or +62 361 – 7821111

[www.focus-production.com](http://www.focus-production.com)

For information about booth requirements including specific requirements beyond the standard package and information on services such as:

- Customised design for booths
- Hire furniture
- Audio-visual equipment
- Plants or other greenery
- Signage and banners

For information related to Customs Requirements and submit your specific list of items being brought into Bali, please contact:

Prof. Dr. Yonvitner, S.Pi, M.Si.

The Centre for Coastal and Marine Research Indonesia

Email: [yonvitner75@gmail.com](mailto:yonvitner75@gmail.com)

## **Exhibitor registration**

### **Registration and Delegate Allocations**

All representatives at your booth must be registered as a conference delegate. Anyone without a delegate badge will be asked to leave the venue. For those with a registration included in the booth cost, we still require you to register no cost, so that we may produce a delegate badge and have other materials and services available for you. If you are not registered, please go to <https://safet.fish/registration/> and follow the instructions on that page. An exhibitor delegate is granted access to all activities, events, and facilities as other delegates.

## **The Venue**

Please refer to the maps provided at the end of this document.

### **Access and parking**

#### **Car Park**

There is parking provided by the venue on premises for vendors and participants. Parking must be validated at the venue registration desk.

#### **Exhibition Area**

The Westin Nusa Dua is open around the clock. However, access to the loading dock and exhibition area will be generally limited to normal business hours from 0900-1700 WITA daily.

There is a rear loading dock entrance for heavy or bulky materials. There is no parking at the loading dock. You will only be allowed to drive in and drop off. Any unattended cars will be towed away.

Exhibitor access to the exhibition area is available at the following times:

- Monday 2 October 2023                      1500 to 2200 WITA (pack in)
- Tuesday 3 October 2023                    0800 to 1900 WITA (exhibition area open)
- Wednesday 4 October 2023                0800 to 1830 WITA (exhibition area open)
- Thursday 5 October 2023                   0800 to 1700 WITA (exhibition area open)
- Thursday 5 October 2023                   1500 to 1800 WITA (pack out)

### **Deliveries**

For any deliveries, ensure that you follow these instructions:

1. Please ensure that any shipment has appointed a freight forwarding company to conduct any required customs clearance.

2. Ensure that any import duties or other payments have been made by you as the sender. The hotel has specifically stated that they cannot take responsibility for custom clearances, fees, or other charges upon arrival.
3. Ensure that your deliveries are clearly labelled and addressed as outlined. Failure to do could result in delays in the receipt of your goods during pack-in. Deliveries must arrive at the venue no later than Friday 29 September 2023, at 1700 WITA. If you have questions about the delivery process, please contact Ozzie Sugianto ([Ozzie.Sugianto@westin.com](mailto:Ozzie.Sugianto@westin.com)). The labelling and address information for deliveries is:

HOLD FOR ARRIVAL

<COMPLETE RETURN ADDRESS>

PLEASE ADDRESS PACKAGE AS FOLLOWS :

ATTN : < NAME OF GROUP/EVENT AND ON-SITE CONTACT – address to the person that will be looking for it>

PT. NUSA DUA GRAHA INTERNATIONAL PO BOX 36  
KEL BENOA, KEC KUTA SELATAN  
NUSA DUA 80361 BALI-INDONESIA

BALI INTERNATIONAL CONVENTION CENTRE THE WESTIN RESORT NUSA DUA BALI  
PT NUSADUA GRAHA INTERNATIONAL  
LOT N3, KOMPLEX ITDC  
KEL. BENOA, KEC. KUTA SELATAN NUSA DUA 80361  
BALI INDONESIA

HOLD FOR *Name & Date*

BOX (es) OF (*Multiple boxes MUST be numbered*) NAME OF HOTEL CONVENTION SERVICE  
MANAGER

4. All courier deliveries to the conference venue must be made between 0900-1500 ICT on weekdays only. Neither the venue, nor SAFET, will accept responsibility for goods left unattended by couriers, nor for any damage or loss to goods.

### **Customs Clearance**

All deliveries that require customs clearance must be via a customs broker or freight forwarder. For further information please check the Indonesian Customs <https://bcngurahrai.beacukai.go.id/ecd/>.

It is the responsibility of the individual exhibitor to arrange the freight of all material to and from the venue, incurring all relevant charges (including any taxes and custom clearance charges). Any goods incurring charges will not be accepted by the venue and will be held by the freight company pending payment. This may cause several days' delay in receiving your goods.

If sending deliveries from overseas, please ensure that you have familiarised yourself with Indonesia's customs declaration procedures and have paid any relevant tax or fees prior to ensure a prompt delivery to the venue. We strongly recommend that international exhibitors use a freight forwarder familiar with Indonesian import laws. Reliable freight forward companies include:

- FedEx : <https://www.fedex.com/en-th/home.html>
- DHL: <https://www.logistics.dhl/th-en/home.html>
- KERRY Express: <https://th.kerryexpress.com/en/home/>
- LaLa Move: <https://www.lalamove.com/thailand/bangkok/en/home>

Prof. Dr. Yonvitner, S.Pi, M.Si. from the Centre for Coastal and Marine Research Indonesia (email: [yonvitner75@gmail.com](mailto:yonvitner75@gmail.com)) will be issuing customs letters to support your clearance through customs. To issue this letter, please forward precisely what you will be bringing into Indonesia as this needs to be listed on the invitation letter issued by PKSPL.

If you have any questions about your freight that are not answered here, particularly if you are shipping from overseas, please contact Prof. Dr. Yonvitner, S.Pi, M.Si. at the Centre for Coastal and Marine Research Indonesia on email: [yonvitner75@gmail.com](mailto:yonvitner75@gmail.com).

## Information about your booth space

### Lighting and Power

All booths come with one 13A 230V socket and two fluorescent 36W lights. If you require additional lighting or power this can be organised at your cost through Focus Production.

### Walls

All booths are built using a modular system using poles, rails and neutral infill panels. The booth dimensions are 2\*3 metres, with a height is 2.4 metres (do not construct your display higher than 2.4m).

### Booth Boundaries

Exhibitors may not place any display material or exhibit, nor extend their stand structure and fittings, beyond their boundary unless otherwise agreed in advance with SAFET Coordinators.

### Booth Sign

A sign produced by Focus Production (the sign is optional) comprised of one blue fascia 30 cm height x 3.0 m length and one white sticker of the exhibitor's name. Should you require a custom-made sign with additional colour and/or your logo please order this from Focus Production.

### Other Items

Additional booth items include:

- One reception desk with skirt
- Grey carpet
- Two folding chairs

If you require other items at your booth, for example booth graphics, digital screens, displays or videos, please contact Focus Production.





## **Exhibitor pack-in**

### **Arrival**

When you arrive, all exhibitors possessing large items are directed to enter the building via the loading dock. Small items may be brought through the main entrance of the hotel if desired. The registration desk staff of the hotel may provide any additional information on accessing the loading dock and exhibition area upon your arrival.

### **Parking**

Parking at the loading dock is for drop off and pick up only. Any vehicle that is left unattended may be towed away at the owner's expense. If you require the use of the loading dock, please contact the front desk of the venue in advance to ensure someone is available to assist.

### **Trolleys**

Venue trolleys will be available for use subject to availability and are not guaranteed.

## **Exhibitor pack-out**

### **Dismantling your booth**

Exhibitors are not permitted to dismantle or remove their exhibition booth prior to 1500 WITA Thursday 5 October 2023. If you have a flight to catch and need to leave earlier this may be arranged but it MUST be organised in advance – contact [info@safet.fish](mailto:info@safet.fish).

### **Packing Materials**

The venue or SAFET does not provide packing materials, so please come prepared with the materials you require to repackage your leftover goods.

### **Use of Loading Dock**

If you are bringing a vehicle into the loading dock to collect your items, please ensure all your items are on the dock BEFORE you drive your vehicle in to avoid unnecessarily blocking the loading dock.

### **Courier Collection**

The venue does not provide outbound courier services. It is the exhibitor's responsibility to arrange for collection of their own material and it must be collected within 24 hours of the conference close, unless otherwise arranged with the venue.

If you are leaving items for courier collection:

- Take your packaged items to the loading dock.
- Ensure your items are securely sealed.
- Label your items with the correct delivery details, and with mention of the total number of items
- Label your items with consignment notes as required by your pre-arranged courier service.

Neither SAFET nor the venue takes responsibility for goods left at the venue after the conference.

### **Rubbish**

Any items left in or near your booth after 1800 WITA Thursday 5 October 2023 will be deemed to be abandoned and will be disposed of. The venue will remove any building rubbish from the venue during the pack out process, but Focus Production is not responsible for disposing of an exhibitor's packaging rubbish and/or booth signage that they leave behind. Exhibitors must dispose of any unwanted signage and materials by removing it from the venue according to the recommendation and direction of the venue. Failure to do so means that the venue may charge your company a rubbish removal fee.

## **Information and Services**

### **Cleaning**

The venue will clean all public areas, exhibition rooms and will organise rubbish removal from stands on exhibition operational days. All rubbish to be removed from stands is to be placed in disposal containers at the end of each exhibition day. All cardboard is to be flattened and placed in designated areas. It is, however, the responsibility of the exhibitor to maintain their booths in a tidy condition as these will not be cleaned by venue personnel.

SAFET can organise with the venue for removal and dumping of bulk rubbish and individual stand cleaning services with the venue on request – additional charges may apply. The exhibitor is responsible for the removal and disposal of pallets, crates, and other large packaging items. After the conference, the venue will charge for the removal and disposal of these items.

### **Electrical**

All power requirements are to be arranged through Focus Production, including a designation generator for the exhibition hall. Power irregularities beyond the control of a venue have been known to occur. It is highly recommended that equipment sensitive to supply fluctuations be protected with appropriate Surge Protection Equipment provided by the exhibitor. SAFET reserves the right to disconnect electricity supplies to any exhibitor whose installations are in violation of venue regulations, are dangerous, or are likely to cause annoyance to visitors or other exhibitors.

All electrical installation work at the exhibition can only be carried out with the approval from the venue or Focus Production. If for some reason, you require an external contractor for exhibitors requiring special arrangements - different voltages and frequency or special connections to equipment - please contact Focus Production in addition to informing the venue.

### **Fire and Emergency Evacuation Procedure**

A fully compliant, registered, and approved evacuation plan is maintained onsite at the venue. Venue staff will manage any emergency evacuation. Please ensure that doorways are kept clear of any objects that may hinder egress. All display materials or equipment used on your stand must comply with fire and safety legislation.

### **Fire and Emergency Signs**

Exhibitors must ensure that all fire hoses, fire extinguishers, alarm switches and manual call points remain visible and accessible, and that no displays cover anything like this. Emergency exit signs must be visible at all times. Emergency signage that may be obscured from view must be pre-approved by the venue and additional signage installed. A clear egress to emergency exits must be retained.

Exhibitors requiring the use of a naked flame or pyrotechnics must be approved in writing and supervised by the venue's appropriate personnel.

## **Furniture Hire**

Focus Production offers a complete service with everything delivered to your booth and collected after the event. If you require any custom furniture or additional equipment please contact Focus Production who will maintain contact directly with you, the exhibitor, to assist with any requests for extra equipment hire services or design and build.

## **Health and Safety**

All exhibitors will need to follow the health and safety rules set by the venue at all times. Those rules will be made available by the venue upon arrival.

## **Heavy Items**

Any heavy equipment (over 500kg) that is part of your booth must be checked and approved by the venue.

## **Insurance and Liability**

Neither SAFET nor the venue shall be responsible for any loss, damage or injury that may occur to the exhibitor, exhibitor's employees (public or other) or property from any case whatsoever prior to, during and subsequent to the period covered by the exhibition contract. The exhibitor, on accepting an exhibition booth expressly releases SAFET and the venue from, and agrees to indemnify the same against, any and all claims for such direct loss damage or injury.

Exhibitors shall indemnify and hold blameless SAFET and contractors from all liability (damage and accident) that might ensue from any cause resulting or connected with the transportation, placing, removal or display of exhibits. It is strongly advised that each exhibitor seek to cover their equipment, exhibits and display material with adequate insurance at the exhibitor's own expense.

## **Restricted Items**

If your event will be using any of the following, special preparation and permits may be needed and written notification is required. Please forward all requests to [Disapongwe@chr.co.th](mailto:Disapongwe@chr.co.th).

- Open flames
- Snow machines/confetti
- Lasers
- Running of combustion engines
- Flammable substances
- Welding or cutting equipment
- Water/drainage
- Gases/helium/Co2 etc
- Operational drones (static models permissible).

## **Photography**

The venue reserves the right to photograph any events held on their premises and use the images for marketing and promotional purposes.

## **Safety**

Any moving machinery must be fitted with safety devices when the machines are in operation. Working machines must be placed at a safe distance from the audience. We recommend the use of safety guards. Any pressure vessels or equipment under pressure must conform to Indonesia's safety standards and regulations. Approval for use is required from the venue prior to the event.

Certain areas must be kept clear and free access retained. These areas include: fire exits, lighting and sound controls, fire appliances and power distribution boards. Please comply with staff requests to remove objects blocking these areas. Should cables need to run across floor areas, floor mats or cable covers must be used.

### **Sales Literature**

Printed promotional materials may be distributed only within an exhibitor's own booth space. They are not to appear in any other public space within the venue. Demonstrations, other direct sales activities and giveaway items are restricted to the exhibitor's own booth.

### **Security**

Exhibitors are responsible for the security of their own stand and valuables during the exhibition. Exhibitors are responsible for taking out all necessary insurance cover to ensure that goods on display are adequately insured for theft and damage prior to, during and whilst in transit to and from the exhibition. Your insurers should be advised to extend your cover to include public liability insurance for the event.

Neither the organisers, nor venue, nor any of their staff, employees, agents or other representatives, shall be held accountable for, or be liable for, any damage, loss, harm or injury to the person or any property of the exhibition. Individual exhibitors will be liable for any damage or loss that they may cause to the venue, stand structure and/or goods or property of the venue or any other exhibitor, individual or company.

It is advisable to remove valuable items when you are not staffing your exhibit. The hotel has a regular roving guard on duty that monitors the premises and the hotel will provide an additional roving guard between 1900-0700 ICT each day, but other specific overnight venue security is not provided unless otherwise arranged. We recommend that you leave any personal items of value at home.

### **Signage - overhead rigging**

All overhead rigging must be installed and/or approved by an event technician to ensure any occupational safety and health standards are met and maintained. Banners, flags, posters and other hanging display materials can be suspended from existing rigging points only with prior approval from the venue. All rigging must be coordinated with the venue. To arrange any overhead rigging please notify the venue.

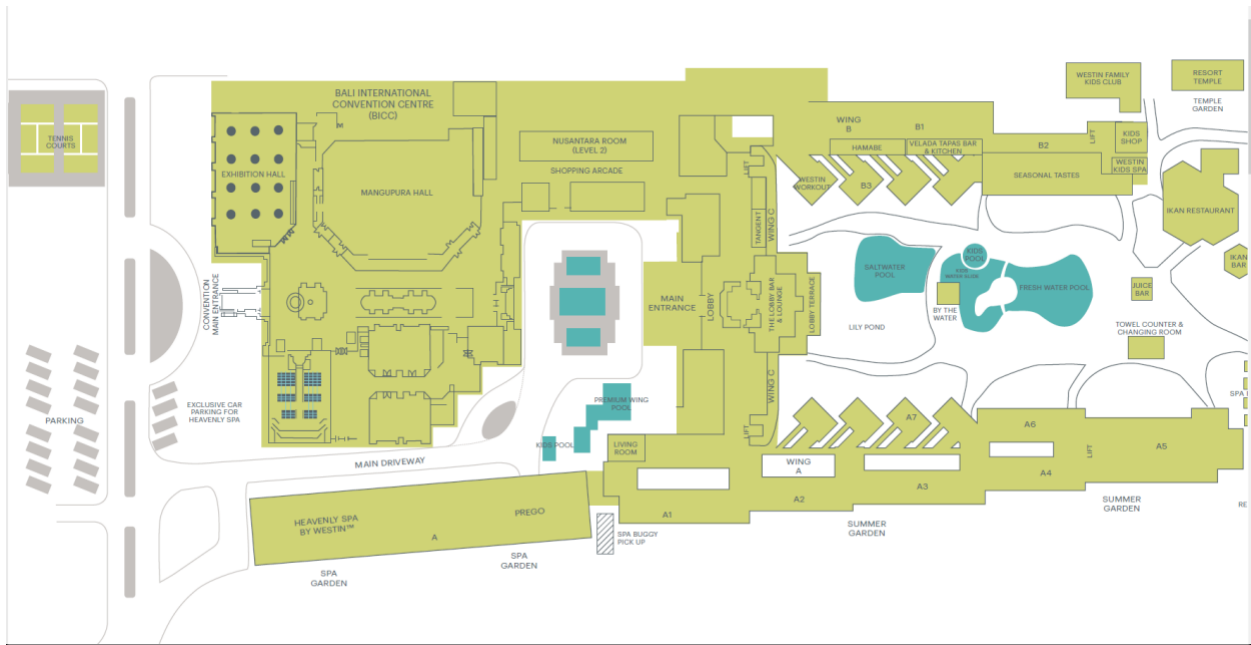
### **Signage - restrictions**

Your product, furniture, signage and all display material must fit into your booth space. Signage, banners and similar materials may not be nailed, stapled, hung or attached to ceilings, walls, windows, sprinkler systems and other surfaces in any way. Damage resulting from installation will be directly charged to the exhibitor.

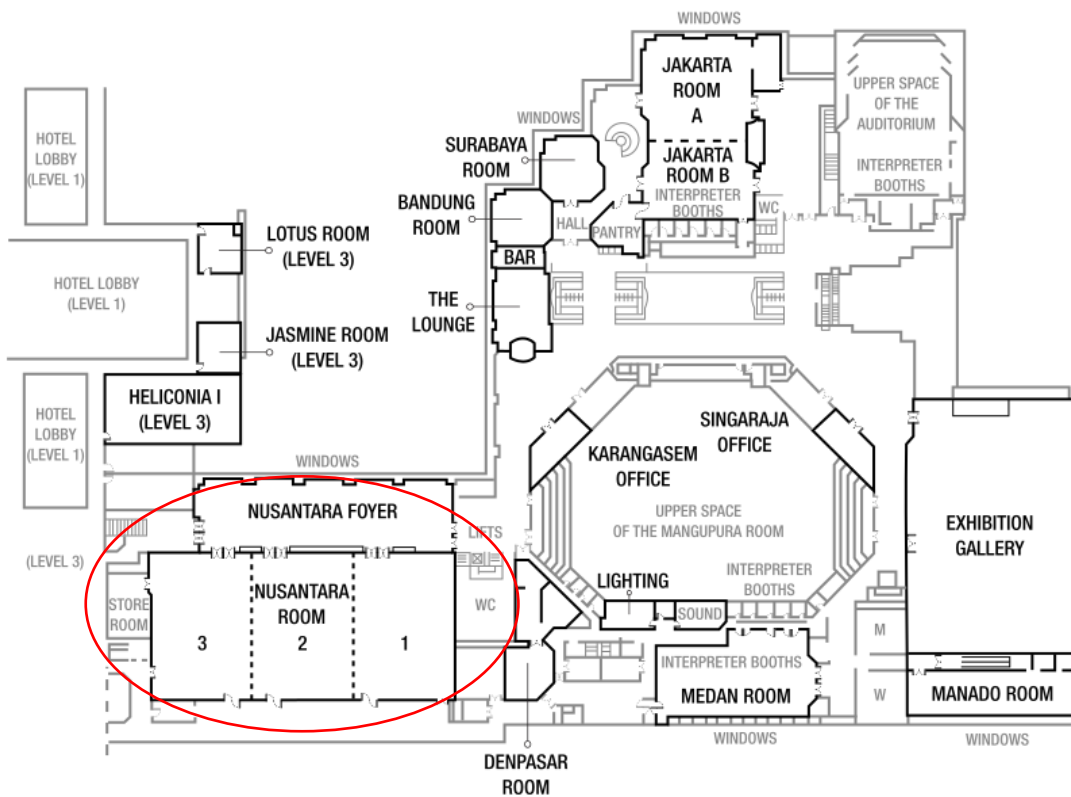
Encroachment of displays into aisles is both a fire hazard and unfair to fellow exhibitors. Any sound utilized on a booth is to remain at a reasonable level so as not to interfere with other exhibitors. If you wish to put any signage outside of your booth, you need to obtain approval from SAFET, so we can ensure your signage fits within our existing sponsorship arrangements.

### **Smoking**

The event venue is non-smoking at all times to clients, guests, visitors, staff and contractors. This includes the use of E-Cigarettes. If you wish to smoke, please use areas designated as smoking areas by the venue.



## FIRST FLOOR



# GROUND FLOOR

