

EXHIBITOR MANUAL

ACQUARIAITALIA 2026

19–21 September 2026

MalpensaFiere – Busto Arsizio (VA), Italy

Dear Exhibitor,

Welcome to **AcquariaItalia 2026**.

This Exhibitor Manual contains the main organizational information regarding access to the exhibition venue, setup schedules, exhibitor badge collection, freight deliveries, and the overall operation of the exhibition.

Please read this document carefully and share it with your staff, contractors, stand builders, transport companies and couriers involved in your participation.

The cooperation of all exhibitors is essential to ensure safe, efficient and well-organized operations throughout every phase of the exhibition.

1. EXHIBITION DAYS

Saturday 19 & Sunday 20 September 2026

The main exhibition will take place on **Saturday 19 and Sunday 20 September** and will be open to:

- the general public;
- aquarium hobbyists;
- professional visitors;
- retailers;
- manufacturers;
- companies;
- professionals working within the aquarium industry.

During these two days the exhibition will occupy **Halls 2 and 3**.

Opening hours

Public opening hours

10:00 AM – 6:00 PM

Early Entrance ticket holders

9:00 AM

Exhibitors are kindly requested to arrive at their stands well before visitor admission to ensure their booths are fully operational before the exhibition opens.

Monday 21 September 2026 – B2B Professional Day

On **Monday 21 September**, the exhibition will continue exclusively inside **Hall 3**.

Hall 2 will not be operational on Monday.

The day will be reserved exclusively for professionals within the aquarium industry, including:

- manufacturers;
- aquarium brands;
- distributors;
- importers;
- specialist retailers;
- buyers;
- industry professionals;
- companies interested in developing new commercial partnerships.

The event will **not** be open to the general public.

Opening hours

B2B Professional Day

9:00 AM – 5:00 PM

2. BUILD-UP SCHEDULE

Stand construction and setup may take place during the following days and times:

Thursday, 17 September 2026

9:00 AM – 6:00 PM

Friday, 18 September 2026

9:00 AM – 8:00 PM

Exhibitors are kindly requested to organize the arrival of their staff, equipment and materials within the above time slots.

All stand construction, furniture installation, product placement, technical connections and aquarium preparation must be completed before the end of the official build-up period on Friday evening.

Any special requirements must be communicated in advance to the Organising Secretariat.

3. REQUEST FOR EARLY ACCESS ON WEDNESDAY

Exhibitors who require access on **Wednesday, 16 September 2026**, for logistical, technical or organizational reasons must contact the Organising Secretariat in advance.

The request should be submitted by replying directly to the email regarding your stand booking.

The Organising Secretariat will review each request and will provide information regarding:

- authorised access times;
- entry procedures;
- permitted activities;
- activities that will not be allowed;
- any logistical or safety requirements.

Access on Wednesday is **not automatic** and will only be granted upon prior approval by the Organising Secretariat.

Authorisation will depend on venue availability, the progress of the general exhibition build-up and the operational conditions of the exhibition centre.

4. EXHIBITOR ACCESS – GATE B ONLY

Exhibitors must enter the exhibition venue **exclusively through Gate B**, both during build-up and throughout the exhibition.

Please do not use Gate A.

A security officer will be stationed at Gate B and will provide directions to the registration desk, where exhibitors can complete the accreditation procedure.

All exhibitors must follow the instructions provided by security personnel and the exhibition staff regarding both pedestrian access and authorised vehicle entry.

Please ensure that all contractors, stand builders, couriers and transport companies are informed in advance that **Gate B is the only authorised entrance**.

5. COLLECTION AND USE OF EXHIBITOR BADGES

Upon their first arrival at the exhibition venue, exhibitors must:

1. enter exclusively through **Gate B**;
2. follow the instructions provided by the security officer;
3. proceed to the registration desk;
4. collect their exhibitor badges;
5. access the exhibition halls and their stand.

Exhibitor badges are **personal** and must be worn visibly at all times while inside the exhibition venue.

Badges allow the organisers, venue staff and security personnel to identify authorised exhibitors quickly and efficiently.

For this reason, exhibitors are kindly requested to:

- never leave badges inside the stand;
- never leave badges inside vehicles;
- never lend badges to other people;
- never use badges issued to another exhibitor;
- keep their badge for the entire duration of the exhibition.

In the event of loss, exhibitors should immediately contact the Organising Secretariat or the registration desk.

6. DELIVERY OF PALLETS, GOODS AND COURIER SHIPMENTS

The arrival of pallets, freight or any other goods delivered by courier **must be communicated in advance** by email to the Organising Secretariat of AcquariaItalia.

The notification should be sent by replying directly to the email regarding your stand reservation and, where possible, should include the following information:

- Exhibiting company name;
- Contact person;
- Stand number or stand location;
- Courier company;
- Expected delivery date and approximate time;
- Number of pallets or packages;
- Description of the goods;
- Approximate weight;

- Approximate dimensions of the pallets or packages;
- Whether forklift assistance will be required.

The Organising Secretariat will review the information and provide the courier with the necessary instructions to deliver the goods **directly to the exhibitor's stand**.

Goods **must not** be delivered simply to the entrance of the exhibition centre or left in the exhibition hall aisles.

Couriers must follow the instructions provided by the Organising Secretariat and deliver all shipments directly to the designated stand.

The organisers cannot guarantee acceptance of shipments that:

- arrive without prior notification;
- are incorrectly addressed;
- are addressed only to the exhibition venue without stand information.

Each pallet or package should clearly display:

- Exhibiting company name;
- Contact person's name;
- Stand number;
- "AcquariaItalia 2026".

7. VEHICLES MUST BE EQUIPPED WITH A TAIL LIFT

Courier vehicles delivering pallets must be equipped with a **hydraulic tail lift** to allow safe unloading of the goods.

Without a tail lift, goods cannot be unloaded unless they consist of lightweight packages that can be handled safely by the courier's personnel without assistance.

Neither the Organising Secretariat, the exhibition organisers nor the venue staff are responsible for unloading goods and cannot replace the courier during unloading operations.

Before shipping any materials, exhibitors should therefore confirm with their courier that:

- the vehicle is equipped with a hydraulic tail lift;
- the courier's staff can unload the goods independently;
- the goods can be transported directly to the stand;
- the expected delivery date and approximate arrival time have been communicated to the Organising Secretariat;
- the weight and dimensions of the shipment are suitable for the planned handling operations.

Booking a forklift service does **not** exempt the courier from complying with these requirements.

8. FORKLIFT SERVICE

The forklift is **not freely available** for exhibitors.

Forklift handling is an **additional paid service** and must be requested and booked in advance by contacting the Organising Secretariat via email.

Availability cannot be guaranteed without prior booking.

The service will be charged on an hourly basis, and the applicable rate will be communicated directly by the Organising Secretariat.

The request should include:

- Exhibiting company name;
- Stand number or location;
- Scheduled handling date;
- Preferred time;
- Number of pallets;
- Approximate weight of the goods;
- Approximate dimensions;
- Estimated duration of the operation;
- Any special requirements.

Booking a forklift **does not replace** the requirement to notify the Organising Secretariat in advance of incoming deliveries.

Even when a forklift has been booked, couriers must still comply with all delivery procedures, access regulations and instructions issued by the Organising Secretariat.

The forklift may only be operated by authorised personnel.

Exhibitors and their contractors are **not permitted** to operate the forklift themselves.

9. COMMUNICATION WITH THE ORGANISING SECRETARIAT

To enable the Organising Secretariat to identify your company, stand location and specific requirements quickly, **all requests should be submitted by replying directly to the email regarding your stand reservation.**

Please notify the Organising Secretariat in advance regarding:

- requests for early access on Wednesday;

- incoming pallets or freight;
- courier deliveries;
- forklift bookings;
- temporary storage of empty packaging;
- logistical requirements;
- technical requirements;
- special organisational requests;
- stand construction requirements;
- access requests for suppliers, contractors or external personnel.

The Organising Secretariat will advise exhibitors regarding:

- approved activities;
- operating procedures;
- authorised access times;
- any applicable costs;
- activities that are not permitted;
- safety requirements.

To ensure efficient planning, exhibitors are kindly requested to submit all requests well in advance.

Last-minute requests may not always be accommodated.

10. GENERAL BUILD-UP, ACCESS AND DELIVERY GUIDELINES

To ensure efficient build-up operations and smooth deliveries, exhibitors are kindly requested to:

- strictly observe the official build-up schedule;
- access the venue exclusively through **Gate B**;
- never use Gate A;
- collect exhibitor badges before entering the exhibition halls;
- wear exhibitor badges visibly at all times;
- notify the Organising Secretariat in advance of pallet deliveries and courier arrivals;
- clearly label every package with the exhibiting company name and stand number;
- use courier vehicles equipped with a hydraulic tail lift;
- book forklift services in advance whenever required;
- never leave goods in the aisles or common areas;
- keep emergency exits and walkways clear at all times;
- never abandon pallets, packaging materials or equipment in common areas;
- follow all instructions issued by the Organising Secretariat, security personnel and venue staff;
- inform all employees, contractors, transport companies and couriers of these procedures;
- share this Exhibitor Manual with everyone involved in your participation.

During build-up, vehicles may remain in the loading areas **only for the time strictly necessary** to complete loading or unloading operations.

Once unloading has been completed, vehicles must be moved immediately to the designated parking areas as instructed by the organisers.

The following items must **never** be left unattended in the exhibition hall aisles:

- pallets;
- trolleys;
- crates;
- packaging materials;
- equipment;
- products;
- cables or any other items that could obstruct passageways or create safety hazards.

The cooperation of every exhibitor is essential to ensure safe, efficient and well-organised build-up operations for everyone participating in AcquariaItalia 2026.

11. PARKING

Free parking is available for all exhibitors within the exhibition venue.

During the build-up period, vehicles may enter the loading and unloading areas **only for the time strictly necessary** to complete loading or unloading operations.

Once unloading has been completed, all vehicles must be moved to the designated exhibitor parking areas to allow access for other exhibitors and couriers.

Additional instructions may be provided by the organisers depending on operational requirements.

12. STORAGE OF EMPTY PACKAGING

Exhibitors wishing to store pallets, crates, packaging materials or other empty containers during the exhibition may request the **temporary storage service**.

This service is available **only upon prior request** to the Organising Secretariat.

Operating procedures, collection and return schedules, and any applicable charges will be communicated directly to the exhibitor.

13. CATERING SERVICES

Food and beverage services will be available throughout the exhibition at the venue's catering facilities.

To make lunch breaks easier for exhibitors, it will also be possible on **Friday** to pre-order and pre-pay lunch for **Saturday and Sunday**.

Pre-ordered meals may be collected from a **dedicated exhibitors' collection point**, allowing exhibitors to avoid queues during peak lunch hours.

The menu and booking procedure will be communicated shortly before the exhibition.

14. EXHIBITORS' DINNER & PARTY

On **Saturday, 19 September**, AcquariaItalia will host the **Exhibitors' Dinner & Party**, an evening event reserved exclusively for exhibitors.

The evening will include dinner, music and entertainment, providing a relaxed opportunity to meet fellow exhibitors, strengthen existing relationships and develop new business connections within the aquarium industry.

Participation is subject to prior registration.

Registration details, the evening programme and participation fee will be communicated separately.

15. BREAKDOWN SCHEDULE

The removal of exhibits or the dismantling of stands **is not permitted during public opening hours**.

Stand dismantling may begin **only after the official closing of the exhibition** and following authorisation from the organisers.

The official breakdown schedule is as follows:

Sunday, 20 September 2026

Hall 2 only, and only after the official closing of the exhibition.

Monday, 21 September 2026

- **Hall 2:** 9:00 AM – 6:00 PM
- **Hall 3:** from **5:00 PM onwards**, following the conclusion of the B2B Professional Day.

Tuesday, 22 September 2026

9:00 AM – 6:00 PM

Both exhibition halls.

Exhibitors are kindly requested to leave their stand completely cleared of equipment, packaging materials and waste before departure.

Any special requirements should be communicated in advance to the Organising Secretariat.

16. CLEANING AND WASTE DISPOSAL

Each exhibitor is responsible for maintaining a clean and orderly stand throughout the exhibition.

At the end of the event, all stand construction materials, packaging and waste must be removed or disposed of in accordance with the instructions provided by the organisers.

It is strictly prohibited to leave waste, packaging materials or any other items in the exhibition aisles, common areas or inside the halls.

17. SECURITY AND LIABILITY

A general security service will operate throughout the exhibition.

However, this service **does not constitute individual custody of exhibitors' property**.

Each exhibitor remains fully responsible for the security of their products, equipment and personal belongings.

The organisers accept no responsibility for theft, damage or loss of property.

18. CONTACTS

For any organisational, technical or logistical enquiries, exhibitors are kindly requested to contact the **AcquariaItalia Organising Secretariat** by replying directly to the email regarding their stand reservation or by writing to:

Esotikaservizi@gmail.com

Should dedicated telephone numbers or WhatsApp contacts become available, they will be communicated to exhibitors before the exhibition.

19. WELCOME TO ACQUARIAITALIA

The entire AcquariaItalia team will be available to assist exhibitors during build-up, throughout the exhibition and during the breakdown period.

The cooperation of every exhibitor is essential to ensure a safe, well-organised and enjoyable event for both exhibitors and visitors.

We sincerely thank you for your confidence in AcquariaItalia and wish you a successful exhibition filled with valuable business opportunities and new professional relationships.

We look forward to welcoming you to **AcquariaItalia 2026**.

The AcquariaItalia 2026 Team