EXHIBITOR MANUAL

WAO International Scientific Conference (WISC) 2016
6-9 December 2016
ICC, Jerusalem, Israel
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* Contents and schedule can be changed under conditions
Section I

Schedule and Checklist

○ Exhibition Schedule
○ Forms Checklist
○ Useful Contact List
Exhibition Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 December (Sun)</td>
<td>07:00-24:00</td>
<td>Build-up (Shell Scheme &amp; Custom Booths)</td>
</tr>
<tr>
<td>5 December (Mon)</td>
<td>07:00-14:00</td>
<td>Build-up (Booths and Facility)</td>
</tr>
<tr>
<td></td>
<td>14:00-20:00</td>
<td>Exhibitors moving in (Non booth construction)</td>
</tr>
<tr>
<td>6 December (Tue)</td>
<td>14:30-21:00</td>
<td>Exhibition open</td>
</tr>
<tr>
<td>7 December (Wed)</td>
<td>10:30-17:00</td>
<td>Exhibition open</td>
</tr>
<tr>
<td>8 December (Thu)</td>
<td>10:30-15:30</td>
<td>Exhibition open</td>
</tr>
<tr>
<td></td>
<td>15:30-17:00</td>
<td>General breakdown (Exhibitors Moving out)</td>
</tr>
<tr>
<td></td>
<td>17:00-24:00</td>
<td>General breakdown (Booth and Facility)</td>
</tr>
</tbody>
</table>

** Please observe construction time of custom booth (4, 5 December)
If contractor has a problem of construction schedule, that is a matter for prior consultation.

1) Parking service for installation vehicles (only for truck and lorry)
   - Exhibits move-in and installation period (4-5 December)
   - Exhibits move-out and dismantling period (8 December)

2) Guideline on Freight Entry No-Entry of vehicle with the exhibition hall
   - All equipment carry in using cargo truck shall be delivery through the suppliers entrance at the ICC. Please take under consideration while calculating construction time, that the entrance will be overcrowded, as many vehicles will be at the suppliers entrance during Build-up days.
   There will be 2 freight elevators available for suppliers – the first up to 3 ton and the second up to 6 ton. In addition there is a concrete ramp available for use.
Please return the forms by the deadline so that the services that you require can be arranged properly. Please be sure to check that you have applied additional items and paid full payment before the Exhibition. If you want to apply any services after the form submission deadline, please contact the official agency: Ortra Ltd. Attn: Limor Urfaly

<table>
<thead>
<tr>
<th>FORMS</th>
<th>Deadline</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORM1</td>
<td>1 Nov</td>
<td>Essential</td>
</tr>
<tr>
<td>FORM2</td>
<td>1 Nov</td>
<td>Optional</td>
</tr>
<tr>
<td>FORM3</td>
<td>1 Nov</td>
<td>Optional</td>
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<tr>
<td>FORM4</td>
<td>1 Nov</td>
<td>Optional</td>
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<td>FORM5</td>
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<td>FORM6</td>
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<td>Optional</td>
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<td>FORM7</td>
<td>1 Nov</td>
<td>Optional</td>
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<td>FORM8</td>
<td>1 Nov</td>
<td>Optional</td>
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<td>FORM9</td>
<td>1 Nov</td>
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<td>FORM10</td>
<td>1 Nov</td>
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<tr>
<td>FORM11</td>
<td>1 Nov</td>
<td>Optional</td>
</tr>
<tr>
<td>FORM12</td>
<td>1 Nov</td>
<td>Optional</td>
</tr>
</tbody>
</table>
Useful Contact List

Organizer Information.
World Allergy Organization (WAO)
Address: 555 East Wells Street, Milwaukee, WI, 53202, USA
T. +1 414 276 1791
Contact: Amanda Hegg   Email: ahegg@worldallergy.org

<table>
<thead>
<tr>
<th>Exhibition Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ortra Ltd.</td>
</tr>
<tr>
<td>Person in charge: Limor Urfaly</td>
</tr>
<tr>
<td>Tel: +972-3-638-4493 Fax: +972-3-638-4455 Mobile: +972-54-700-1770</td>
</tr>
<tr>
<td>Email: <a href="mailto:limor@ortra.com">limor@ortra.com</a></td>
</tr>
<tr>
<td>Address: 1 Nirim st. P.O.Box 9352 Tel Aviv, zip code 6109202 Israel</td>
</tr>
<tr>
<td>Website: <a href="http://www.ortra.com">www.ortra.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Construction and Electricity Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sukonik Ltd.</td>
</tr>
<tr>
<td>Person in charge: Dany Sukonik, CEO</td>
</tr>
<tr>
<td>Tel : +972-3-6830044</td>
</tr>
<tr>
<td>Email : <a href="mailto:dany@sukonik.net">dany@sukonik.net</a></td>
</tr>
<tr>
<td>Website : <a href="http://www.sukonik.net">www.sukonik.net</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Customs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Haim Nathaniel Ltd.</td>
</tr>
<tr>
<td>Person in charge : Ezra Izy Levy</td>
</tr>
<tr>
<td>Tel : +972-3-710-4799  Fax : +972-3-560-4777 Mobile: +972-53-6619051</td>
</tr>
<tr>
<td>Email : <a href="mailto:ezra@nathaniel.co.il">ezra@nathaniel.co.il</a></td>
</tr>
<tr>
<td>Goods delivered to the fair should be addressed as follow:</td>
</tr>
<tr>
<td>WISC 2016 Exhibition, Stand No. “X”, The International Convention Center (ICC), Jerusalem 9106001, Israel.</td>
</tr>
<tr>
<td>NOTE: Goods are NOT to be delivered to the ICC prior to 1 December 2016.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Safety Engineer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each exhibitor is obligated to send his booth layout showing the exact measurement and height of the designed booth to the organizers and receive a safety approval for his booth no later than 1 November 2016.</td>
</tr>
<tr>
<td>B-Safe</td>
</tr>
<tr>
<td>Person in charge : Eti Elimelech Pasternak</td>
</tr>
<tr>
<td>Tel: +972-3-532-5575 Fax: +972-3-744-9398</td>
</tr>
<tr>
<td>Email: <a href="mailto:Eti@b-safe.org">Eti@b-safe.org</a></td>
</tr>
<tr>
<td>Website: <a href="http://www.b-safe.org.il">www.b-safe.org.il</a></td>
</tr>
</tbody>
</table>
- Food & Beverages
  Crown Plaza Hotel
  Person in charge: Moshiko Zuckerman
  Tel: +972-2-655-8558
  Email: jm_evtmg@aihsil.com
Section II

General Information

- Terms and Conditions for Exhibiting
- General Information
- Rules and Regulations
Terms and Conditions for Exhibiting

TERMS OF REFERENCE
In these terms and conditions for exhibiting, the term "Exhibitor" shall include all employees and agents of any company, partnership, firm or individual to whom space has been allocated for the purpose of exhibiting. The term "Exhibition" shall refer to "WAO International Scientific Conference (WISC 2016)".

ALLOCATION OF EXHIBIT SPACE
The Organizer shall allocate the space in accordance with the nature of the exhibit or in a manner the Organizer deems fit. The Organizer reserves the right to change the space allocated to the Exhibitor at any time prior to the commencement of the set-up of the exhibition should circumstances require a change. Such changes shall be at the discretion of the Organizer. The Exhibitor shall not claim for compensation as a result of the changes.

EXHIBIT SPACE APPLICATION
Applications should be sent to World Allergy Organization (WAO) located at 555 East Wells Street, Suite 1100 Milwaukee, WI, 53202, USA

CANCELLATION
Cancellation will only be accepted under unavoidable circumstances. In the case of canceling the exhibition, exhibitors should inform the organizer in writing.

INSTALLATION AND REMOVAL
The installation and removal of exhibits and booths must be completed by the date and time stipulated by the Organizer. Exhibitors shall indemnify the Organizer against any loss which may be caused by delay or damage to the Exhibition Hall.

COORDINATION OF EXHIBIT WITH ORGANIZER
Exhibitors shall provide descriptions of their exhibits before the construction of the exhibits and ensure compliance with regulations and restrictions on booth design and activity. Exhibitors shall also agree to provide the Organizer with the necessary information to facilitate the overall promotion.

INSURANCE, SECURITY AND SAFETY
Exhibitors are required to subscribe to all risks insurance policy on all equipment and products present during the Exhibition as well as during set-up and take-down. The Organizer shall not take responsibility for any loss, theft, or damage to any articles belonging to the Exhibitor. Materials used in stand and display construction must be properly fireproof in accordance with the local fire and safety regulations. The Organizer shall reserve the right to limit any constructions or demonstrations that considered being potential safety hazards.

USE OF EXHIBIT SPACE
Exhibitors are bound to exhibit the announced products and to staff the stands with competent personnel during the open hours of the Exhibition. Activities of the Exhibitor shall be confined within the limits of the Exhibitor's booth. The exhibit will be consistent with the theme of the Exhibition and the Organizer reserves the right to restrict exhibits which the organizer considers to detract from the general character of the Exhibition.

SUPPLEMENTARY
When necessary, the Organizer shall have the right to issue supplementary regulations in addition to those contained in the TERMS AND CONDITIONS FOR EXHIBITING. Those regulations and instructions shall be binding on the Exhibitors. The Exhibitor shall observe the Exhibitor Rules and Regulations.
**ARBITRATION OF DISPUTES**

Any dispute, difference or question arising hereafter between the Organizer and the Exhibitor concerning the true construction of these TERMS AND CONDITIONS FOR EXHIBITING or the rights and liabilities of the parties there to shall be settled in accordance with the Commercial Arbitration Rules of the USA Commercial Arbitration Board. The verdict of the above arbitration shall be final and binding upon both parties.

**WAO Rules and Regulations**

**WAO International Scientific Conference (WISC 2016)**

**6-9 December 2016**

The following Rules and Regulations are part of the contract between the exhibitor and the World Allergy Organization (WAO). All matters not covered in these Rules and Regulations shall be referred to WAO for adjudication and the decision of WAO shall be final. These Rules and Regulations may be amended at any time by WAO and all amendments so made shall be binding upon the exhibitor equally with these Rules and Regulations, and shall become a part thereof, providing the exhibitor is notified of the amendments. Notice may be verbal or in writing before or during WISC 2016, and may be given to any authorized agent or representative of the exhibitor.

**Advertising Materials**

Canvassing or distribution of advertising materials by non-exhibiting, commercial companies is strictly prohibited. Exhibitor advertising will not be permitted outside of the exhibitor’s assigned space. Limited signage advertising industry supported sessions and events must be approved and displayed by the WAO Secretariat. Unauthorized signage will be removed.

**Audio/Visual Equipment**

Sound systems must be kept at a reasonable level and may not interfere with other exhibitors. WAO reserves the right to request the reduction in volume or cessation of use of any system that creates an interference with other exhibitors.

**Contests, Raffles and Drawings**

Approved contests, drawings or raffles must comply with local and federal laws governing such contest, raffles, or drawings and have prior approval of WAO. The rules must be posted at the booth and include: eligibility, date and time of drawing, the words “no purchase necessary to enter,” odds of winning, how winners are notified, how participants can find out who won, etc. The exhibitor must agree to indemnify WAO, its Board of Directors, employees, and vendors in the event of any claims arising from the operation of the event. WAO must be notified of the winners and when the prize is awarded. WAO reserves the right to restrict contests, drawings or raffles that it deems inappropriate or unprofessional.

**Continuing Medical Education (CME) Activities**

All activities offering CME credits occurring at or in conjunction with the the WAO International Scientific Conference (WISC) 2016 must be sponsored or jointly sponsored by the WAO and planned and executed following the ACCME's guidelines for accredited CME activities, included the Standards for Commercial Support. Therefore:

1. Exhibitors defined as commercial interests by the ACCME are prohibited from offering or distributing CME activities or access to CME activities.

2. Exhibitors not defined as commercial interests by the ACCME may offer or distribute CME activities or access to CME activities, provided those activities are listed on the exhibition application and approved by the WAO.

**Demonstrations**

Exhibitor demonstrations should not interfere with normal traffic flow nor infringe on neighboring exhibits. No demonstrations will be permitted outside of the exhibitor’s assigned space.
Disclosure
It is the policy of the WAO that any exhibitor whose booth space, exhibit display or exhibit materials are provided through an educational grant from another organization prominently disclose that information to all attendees visiting or viewing that booth.

Facility Regulations
Exhibitors are required to abide by all facility regulations in the design, installation, operation and dismantlement of their exhibit stands. A complete description of electrical, fire, labor and property regulations will be listed in the technical manual.

Food and Beverage Distribution
Exhibitors wishing to dispense or serve any food or beverage from assigned exhibit space must notify the Exhibition Management to Limor at limor@ortra.com in writing.

Hospitality Suites and Special Events
Company-sponsored special events must be approved by the WAO Secretariat. WISC attendees, leadership and faculty members cannot be invited to an event that conflicts with WISC programs, including the Scientific Program, or WISC Social Events. Please contact the WAO Secretariat for more information.

Liability
The exhibitor shall be fully responsible to pay for any and all damages to property and its owners or managers, which result from any act or omission of the exhibitor. The Exhibitor agrees to defend, indemnify and hold harmless the World Allergy Organization, its owners, managers, officers or directors, agents, employees, and subsidiaries and affiliates, from any damages or charges resulting from the exhibitor’s use of the property. The exhibitor’s liability shall include all losses, costs, damages, or expenses arising from, out of, or by reason of any accident or bodily injury or other occurrences to any person or persons, including the exhibitor, its agents, employees and business invitees which arise from or out of the exhibitor’s occupancy and use of the exhibition premises, or any part thereof.

In addition, the Exhibitor acknowledges that the World Allergy Organization and all other service providers do not maintain insurance covering the exhibitor’s property and that it is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance covering such losses by the exhibitor.

Meetings
Exhibiting and non-exhibiting companies may not schedule meetings or events during the official dates of the WISC 2016 without the written consent of the WAO Secretariat. Requests for meeting space of company-sponsored sales meetings and WAO-approved activities should be submitted in writing to the WAO Secretariat.

Music/Music Licensing
Each exhibitor using music in conjunction with its exhibit is responsible for maintaining compliance with the appropriate music licensing organizations.

No Smoking
Smoking in the Exhibition Hall, scientific sessions, foyers and all public spaces is prohibited.

Photography/Videotaping
Videotaping and photographing within the Exhibition Hall is prohibited except by the official WISC photographer, unless approved in advance by the WAO Secretariat. Any exhibitor, who wishes to employ an outside vendor to videotape or photograph their own exhibit, activities, personnel, etc., must submit a written request no later than 1 October 2016.
**Products and Services**

Only those products and services detailed on the exhibit space application form or in writing prior to the WAO International Scientific Conference (WISC) 2016 and approved by the WAO Secretariat may be exhibited or advertised.

**Promotional Items/Giveaways**

Distribution of descriptive product literature, notepads, pens and pencils is permitted. Other items may be distributed from the exhibitor’s stand only with prior written approval. All items to be distributed must be useful to the attendees during the WAO International Scientific Conference (WISC) 2016 or in the professional activities of the exhibit visitor. For US-based companies, all items must be in compliance with the American Medical Association Guidelines on Gifts to Physicians from Industry. Any exhibitor found distributing materials which have not been officially accepted may be required to cease distribution immediately. Companies who comply with the PhRMA Code please refer to the Code with regards to promotional items. A promotional item approval form must be submitted to the WAO Secretariat, by 1 October 2016, along with a sample, photo, or written description of each item. Samples will not be returned.

**Relocations**

The WAO Secretariat reserves the right to adjust the floor plan at any time and relocate exhibitors should it become necessary or advisable in the best judgment of WAO. In the event that it is necessary to relocate an exhibitor after a specific space assignment has been made, the WAO Secretariat will contact the exhibitor. Every effort will be made to reassign the exhibitor to similar space. In any instance of exhibit stand relocation, the exhibitor has the option to cancel and receive a full refund of all payments made.

**Restriction of Exhibits**

The WAO Secretariat reserves the right to:

1. reject for any reason any exhibit application submitted for WISC 2016;
2. reject, prohibit, restrict or otherwise require modification of any exhibit for any reason; and
3. evict or bar any exhibitor whose exhibit, materials or conduct is determined to be objectionable for any reason.

Violation of any regulations on part of the exhibitor, their employees or agents shall annul the right to occupy space and the exhibitor will forfeit to the WAO Secretariat all monies which may have been paid. Upon evidence of violation, the WAO Secretariat may enter and take possession of the space occupied by the exhibitor, and may remove all persons and goods at the exhibitor’s risk. The exhibitor shall pay all expenses and damages which the WAO Secretariat may thereby incur.

**Security**

The venue’s in-house security guards will be in the venue 24 hours a day from set-up to break-down. No permanent guard will be available for individual stands; therefore we recommend clients/exhibitors provide the appropriate control for their belongings. Neither the security service, WAO, decorator, organizing company nor the ICC is responsible for any loss or damage to exhibitor property.

**Selling of Products or Services**

Selling of any product and services is prohibited in the Exhibition Hall. Product order forms may be distributed, but no cash, checks, credit card information or other forms of payment may be accepted by the exhibitor.

**Subletting Exhibit Space**
Subletting of exhibit space is not permitted. Sharing of exhibit space is not permitted unless it is within divisions of the same company and approved by the WAO prior to the Conference.
1. **Build up and Dismantling Periods**
   
   a) **Build up**
   
   - Booth stands will be finished 14:00 on 5 December, 2016. Exhibitors can move in and set exhibit and interiors from 14:00-20:00 on 5 December.
   
   - Opening Ceremony will be held on 6 December, 2016, so all set up and preparations need to be done by 5 December, 2016 at 20.00.
   
   b) **Dismantling**
   
   - All exhibits, display materials must be removed from the exhibition hall on 8 December, 2016 by 24.00.

2. **Exhibition Hall Specifications for Shell Scheme**
   
   a) Location: Agam Hall (Main Level)
   
   b) Ventilation: Air-conditioning in all halls
   
   c) Electrical Supply: 1Kw (220V / Single phase)

3. **Standard Booth Specification**

   - **Specification for booth; 3X3X2.46**

   **Booth Specification:**
   
   1. Booth Size: width: 3m / depth: 3m / height: 2.46m
   
   2. Fascia (Only Company Name, Sticker)
   
   3. Booth Wall white panels
   
   4. Floor Carpet (Grey color) 9sqm
   
   5. Reception counter 1 pc.
   
   6. Chairs for reception 2 pcs.
7. Garbage bin 1pc.
8. Spot light 3pcs.
10. 1Kw (220V / Single phase) & cabling works

*Exhibitor who needs additional electricity can order it using FORM 3.
* Socket type -

4. Graphics
Graphics can be ordered through Sukonik. There is a wide range of possibilities - from a simple logo print on your fascia to full color panel graphics on the booth wall.
It is not necessary but anyone who wants to make graphic materials through Sukonik can contact Dany at dany@sukonik.net.

5. Working Exhibits / Noise
The use or testing of any noise-generating equipment in any part or parts of the Licensed Area or elsewhere at the ICC Jerusalem shall at all times not cause the maximum permitted noise level at 50dB (a) to be exceeded. Any exception to this shall be subject to prior approval from the organizers. This includes the use of public address and video/ audio reply system. The organizers reserve the right to terminate any working exhibit deemed to be dangerous or unsuitable for any reason.

6. Exhibit Safety
Operating of machinery or exhibits:

a) Moving machinery must be fitted with safety devices and these safety devices may only be removed when the machines are not in operation and not connected to the source of power.

b) No motors, engines, contrivance or power-driven machinery may be used without adequate protection against fire risk.

c) No moving machinery may be operated within 0.5m of the gangway.

d) Any fumes or exhaust deemed by the organizers to be excessive must be extracted or ducted away from other exhibitors and visitors.

9. Dangerous Materials
No naked lights and lamps, temporary gas or electrical fittings may be used in the exhibition building without the prior permission of the Organizers.

10. Exhibit Heights and Weights
Heavy exhibits exceeding the weight as stipulated below shall not be brought into or displayed at the Exhibition Halls. The maximum height of exhibition stand is 4.5m.
11. Stand Cleaning
The Organizers will be responsible for cleaning the carpets of organizers’ package stands and gangways each day of the exhibition free of charge. Exhibitors are responsible for cleaning their own exhibits and furniture.

12. Security
Security guards will patrol the exhibition site in general, but their duties will not include specific attention to individual stands. It is a strict condition of the Contract that exhibitors agree to follow any security procedures deemed appropriate by the Organizers.

13. Furniture
Exhibitors may make their own arrangements to provide furniture for their stand or they may contact Sukonik at +972-3-6830044 or dany@sukonik.net. Please use FORM 8 to order any furniture or OA.

14. Space only

1) Designating Contractors for Booth Installation
   ○ In the case of Space Only, the organizer only provides a space for exhibiting to exhibitors. Accordingly, there is no items for the organizer to provide. (Exhibitors need to apply for services and facilities separately)
   ○ Exhibitors who apply for Space Only need to prepare for all materials and items including booth and interior materials. Sukonik Ltd. can offer various options for constructions of different types (carpentry, truss etc.). for more information please contact Dany at dany@sukonik.net.
   ○ It is prohibited for exhibitors to construct their booths themselves.
   ○ Exhibitors who plans to build a constructed booth according to their choice, must get an approval for the design and for the safety of their construction from B-Safe, the safety engineer. Please contact Eti at eti@b-safe.org.il.

2) Installing and dismantling booths
   ○ All booth equipment should be assembled and installed within the preparation period.
   ○ Exhibitors and contractors for booth installation should follow all instructions written in the manual and the ICC regulations when they install and dismantle booths.

3) The Matter to be considered in Equipment Construction
   ○ Structures including lighting system should be installed within the assigned area (contracted area), and if they exceed the area, exhibitors will pay additional cost for that.
   ○ The height of a booth is limited in at 4.5 meters, and the height of each booth will be different according to the size of booths.
   ○ It is not allowed to use electric powered tools such as a compressor, an electric plane, an electric grinder and a welding machine.
   ○ A carpet installed inside a booth should be one that is easily removed.

15. Exhibitor’ Staff Entry Passes
For every booth, up to 2 passes are provided and passes will be available for collection from the Registration Desk in the lobby of the ICC. Exhibitor who wants additional passes can purchase from WAO: $75 USD prior to the Conference and
$100 USD on-site.
Please send application to AHegg@worldallergy.org

Exhibitors can access only the exhibition hall. Entrance for session rooms is not admitted.

16. Distribution of Promotional Literature
Exhibitors are reminded that promotional literature may not be distributed or fixed to walls outside their exhibition stand.

17. Exhibitor Parking
Parking is available at the ICC parking lot.

18. Transportation

From Ben Gurion Airport

<table>
<thead>
<tr>
<th>Public Transportation</th>
<th></th>
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<tbody>
<tr>
<td><strong>Time to destination</strong></td>
<td>Approximately 85 minutes (approximately 52Km)</td>
</tr>
<tr>
<td><strong>Single fare</strong></td>
<td>8 USD</td>
</tr>
<tr>
<td><strong>Bus stops</strong></td>
<td>Incheon International Airport, exchange bus at the airport crossroad</td>
</tr>
<tr>
<td><strong>Where to buy tickets</strong></td>
<td>On the bus</td>
</tr>
<tr>
<td><strong>Telephone</strong></td>
<td>*2800 or +972-3--9142010</td>
</tr>
</tbody>
</table>

VIP transportation

| **Time to destination** | Approximately 50 minutes (approximately 47Km) |
| **Single fare** | 100 USD |
| **Bus stops** | Private transportation in a luxury car – including pick up at the gate and escort through the passport control |
| **Where to buy tickets** | Via Ortra Ltd. please contact Delphine at Delphine@ortra.com |
| **Telephone** | +82-2-2667-0386 |

Via Taxi

| **Time to destination** | Approximately 50 minutes |
| **Single fare** | 80 USD |
Rules and Regulations

1. TERMS OF REFERENCE
A. In the rules and regulations for participation in the WAO International Scientific Conference (WISC) 2016, the term “exhibitor” shall include all employees, servants and agents of any individual company, partnership firm or organization who have applied for space for the purpose of exhibiting.
B. The term “exhibition” shall mean the WISC 2016 Exhibition.
C. The term “organizer” shall mean World Allergy Organization (WAO) which is authorized to organize the exhibition.

2. ALLOCATION OF EXHIBIT SPACE
A. The organizer shall allocate the space in accordance with the order of application, size of the space applied for, the nature of the exhibits or in the manner the organizer deems fit.
B. The organizer shall reserve the right to change the location and/or the size of the space allocated to the exhibitor at any time prior to the commencement of the build-up of the exhibition, should exceptional circumstances demand, and the exhibitor shall have no claim for compensation as a result of changes.

3. USE OF EXHIBIT SPACE
A. Exhibitors are bound to exhibit the announced products and to staff the stand with competent personnel during the whole period of the exhibition.
B. All exhibits must accord with the description on the application form, and be related to the theme of the exhibition. Public auctions without permission of the organizer are strictly prohibited. If the exhibitor violates the aforementioned rules, the organizer can stop the exhibitor’s activity, remove his/her exhibits or order the dismantling of his/her booth. In this case, the participation fee shall not be refunded and the exhibitor shall have no claim for compensation.
C. Exhibits cannot be removed from the stand until after the close of the exhibition.
D. Exhibitors are not allowed to sublet space allotted to them to other parties, either wholly or in part, without the written consent of the organizer. Products or companies other than those specified on the application form and accepted by the organizer cannot be exhibited or advertised on the stand. The organizer has the right to remove all unapproved exhibits at the cost of the exhibitor.
E. Promotional activities including the distribution of leaflets, materials and giveaways shall be confined to the exhibitor’s own stand.
F. The exhibitor shall operate and demonstrate its exhibit so as not to annoy, endanger or interfere with the rights of other exhibitors and visitors. Any practice resulting in complaints may be prohibited by the organizer.
G. The organizer shall reserve the right to remove exhibits if a complaint of infringement of Intellectual Property Right is filed.

4. TERMS OF PAYMENT
A. The participation fee and/or relevant stand charges must be paid to WAO.
B. Charges for other services or supplies ordered separately are payable to Sukonik Ltd. within the time period specified at the invoice.
5. CONSTRUCTION AND DECORATION OF STAND AND DISPLAY
A. In the construction and decoration of the stand, all exhibitors and their stand contractors must comply with the technical regulations set forth by ICC.
B. Modifications including decorations such as painting the floor, ceiling and pillars will not be permitted. The exhibitor shall be responsible for compensating any damages to the exhibition hall.
C. Decorations should not hurt booth facilities including panels, fascia, desk, carpet. Any loss caused by exhibitor will be charged after exhibition.
D. All exhibitors must complete their construction and/or decoration, and move-in and display of exhibits by the date and time stipulated by the organizer.

6. MOVEMENT OF EXHIBITS AND STAND FITTINGS
Exhibitors shall remove all exhibits and stand fittings from the exhibition hall within the period stipulated by the organizer and indemnify the organizer against any cost incurred by reason of delay or damage to the exhibition hall.

7. SECURITIES, RISK AND INSURANCE
A. The organizer shall reserve right to limit any constructions or demonstrations that pose potential safety hazards.
B. The exhibitors shall be held responsible for any loss or theft of, or damage to exhibits, stand fittings or any article belonging to the exhibitor during the construction, exhibition and dismantling periods.
C. In the event that the exhibitor intentionally or negligently causes a fire, theft, breakage or other accidents inflicting damages to the organizer or others, the exhibitor shall be responsible for damages.
D. Exhibitors shall be responsible for insuring goods exhibited. The organizer shall not be liable for any damage or loss to exhibits and stand fittings.

8. FIRE REGULATIONS
A. Materials used in stand and display construction must be properly safety proofed in accordance with the regulations of Israel.
B. The organizer has the right, should circumstances necessitate, to making changes in the exhibitor’s stand for safety control.

9. SUPPLEMENTARY CLAUSES
A. Whenever necessary, the organizer shall have the right to issue supplementary regulations in addition to those in the rules and regulations for the participation in WISC 2016 to ensure the smooth management of the exhibition.
B. Any additional written regulation instructions shall form part of the rules and regulations for the participation in WISC 2016 and they shall be binding on the exhibitors.
C. The exhibitor shall also observe the regulations for the management of the exhibition halls of the ICC.

10. ARBITRATION OF DISPUTES
Any dispute, difference, or question which may arise at any time hereafter between the organizer and the exhibitor touching on the true construction of these terms and conditions for participation or the rights and liabilities of the parties hereto shall be finally settled by arbitration in accordance with the Israeli law. The award of the above arbitration shall be final and binding upon both parties.
Section III

Additional Information

○ Shipment / Transport / Clearance
Shipmen / Transport / Clearance

1. GENERAL INFORMATION
Freight forwarding service supplier is not designated by organizer. Exhibitors can arrange any freight forwarding supplier including recommended company which stated in ‘Useful Contact List’.

If exhibitor uses freight forwarding service, please notify below.
Exhibition Name: WISC 2016 (WAO International Scientific Conference)
Exhibition Venue: Agam Hall, The International Convention Center (ICC), Jerusalem, Israel
Name of Exhibitor:
Booth Number:

2. Method of custom clearance of the exhibition goods
1) Clearance of Bonded Goods
   - Clearing of the goods indirectly, without the official import clearance, where those goods may be returned to the overseas country once the exhibition is over or may go through the official process should there be a buyer for those goods.
   - During the exhibition, the secretariat carries out an explanation on this clearance for those participant countries possessing bonded exhibition goods. The participant organizations are therefore required to report all these relevant goods in details to the secretariat until November 1, 2016. (Refer to Form 6)

2) NO-DRAFT CLEARANCE
   - Refer to the goods that are not over US$5 each.

3) RE-EXPORT CLEARANCE
   - An agreement to the Customs house that the Importer shall re-export the goods within the given period.
   ① Note the following: (mortgage essential)
     - Clearing of goods by re-exporting if it does not indicate bonded area. (hotel, general event)
     - If buyers or demonstration of the goods are required within the fixed period after the exhibition is over
     - The customs inspection is the arrival inspection(difference with bonded clearance) and custom tax is not necessary
   ② Types of Mortgage settlement
     - Cash Mortgage: by the taxable income
     - Bank Transfer: where the bank guarantees the payment
     - Tax Payment Insurance: issuance of the payment guarantee insurance

   - Clearance by reporting if the goods are not classified as the bonded area
   - In cases where the Importer requires an extra setting operation in its company before the opening of the show
   - Period: 6 months in principle, with an allowance of extension

3. The main tasks of the transportation and custom clearance industries as following
1) Payment for the cargo
2) Bond forwarding from the harbor(airport) to the Exhibition hall
3) Downloading and storing into the booth
4) Dispatching and keeping the empty boxes
5) Installation process
6) Custom clearance
7) Repacking and indoor work for the take-out
8) Unloading of the cars and carrying for the take-out
9) Agent for the bond-warehouse and storage of imported products, and import business
10) International carriage for returned items (maritime, flight)

4. Exhibition Operation Schedule
1) Shipping documents for maritime cargo and the arriving date of each clearance and transportation industries
2) Arrival date of maritime cargo at Haifa / Ashdod port
3) Arrival date of air cargo at Ben-Gurion airport
4) Bonded freight, custom clearance and taking-in to the hall
5) Exhibition period
6) Classification of cargo acceptance and returns
7) Returning of the internal output, repacking, and the operation of the domestic imported products

3. Shipping documents
1) Requirements for acquiring Domestic Bond Freight license.
   - Bill of lading                     Original 1 / Copy 4
   - Commercial Invoice               Original 1 / Copy 4
   - Packing List                     Original 1 / Copy 4

2) The participants and the domestic agencies must be aware of the following items for the smooth exhibition operation
   - Consignee
     Exhibitor's agent in Israel (if any) or exhibitor C/O
     Secretariat office of International Exposition on Government Innovation
     Booth No. _______ and _______ Hall

   - Notify party
     Refer to designated service company.

   - Destination
     Ben Gurion Airport, Israel
     WISC 2016 (WAO International Scientific Conference)
     Agam Hall, The International Convention Center (ICC), Jerusalem, Israel

- You must write the item list and price in English and USD for the Shipping documents.
- The price of exhibition items should be New Israeli Shekel or USD. Although the products are of no commercial value, they should still have the actual price on them.
- You must record "These Goods are intended for display purpose only for International Exposition on Government Innovation at ICC, Jerusalem, Israel during 5-8 December, 2016 on the B/L, invoice and the packing list of exhibits.
- You must make invoices and packing lists classifying: the returned goods, sold goods or consumable goods and giveaway goods.
- All records should be done in English.
- All exhibitors must inform of the shipping documents and shipping schedules by fax once the exhibiting goods are shipped, especially for those that may arrive later than the expected date. It must be informed in advance by fax.

Packaging and Box marking

1. **Packing**
   Exhibitors must pack the items sturdy to avoid any damages even during the carriage by containers, especially to be used again when returning.

2. **Box marking**: You must mark on the packing surface of the exhibits as following

<table>
<thead>
<tr>
<th>Exhibitor :</th>
<th>Booth No :</th>
</tr>
</thead>
<tbody>
<tr>
<td>Package No :</td>
<td>Gross Wt : (KG)</td>
</tr>
<tr>
<td>Net Wt : (KG)</td>
<td>Dimensions : (L) × (W) × (H)CM</td>
</tr>
</tbody>
</table>

"Exhibition Goods for the WAO International Scientific Conference (WISC) 2016, 5-8 December, Jerusalem, Israel"

Name of the organization

Duty Free products

The following items will be exempt from the custom tax,

1. Catalogues, Pamphlets, Ad materials & Etc.
2. Samples (Besides Liquor, Cigarettes), Souvenirs (Badges, medals) must be lower than $5 USD and the quantity and price must be approved by the custom office.
3. The total price and the number of paint, wall paper for booth construction must also be approved by the custom office.
4. Disposable products used for the machine assembly in the show must be approved by the custom office.

Others

1. **Security**
   Although Agam Hall takes security for 24 hours of the show, the exhibitors are to be liable for the damage and loss of the exhibits during the show. They are to enter the exhibition center for the purpose of customs inspection, cross-checking of the information, state of the goods, quantity while accepting, returning and transferring.

2. **Insurance**
   All exhibitors must be insured to cover all the accidents of the exhibition from the arrival point to the departing point after the show.
Shipping Manual

GENERAL INFORMATION
Please read our instruction carefully to avoid unnecessary delay in delivery, clearance & additional expenses, etc.
All Inquiries please address to
Haim Nathaniel Ltd.
Person in charge: Ezra Izy Levy
Tel: +972-3-710-4799    Fax: +972-3-560-4777 Mobile: +972-53-6619051
Email: ezra@nathaniel.co.il

1. TIME SCHEDULE
- Deadline for exhibits
All freight must be arrived Ben Gurion Airport by 28 November 2016.

2. DOCUMENTARY REQUIREMENT
- Bill of Lading or AWB    :  1 copy
- Combined Invoice and packing list :  1 copy (Only electronic Excel format by e-mail)
- Power of Attorney in exhibitor’s own company form :  1 copy (Mandatory as of 2015)
- Insurance Policy (All risks) :  1 copy
- Drawing, floor plan for heavy machine :  1 copy

For Ocean Shipment, Copies of shipping documents must be received to us by email no later than 7 days prior to the vessels arrival.

For Air Shipments, An email pre-alert must be sent to us indicating the Air waybill number, flight number, carrier's name, Number of packing, weight, dimensions and name of the Exhibitor/booth Number.

OTHERS
A. Documents must have full details such as description of commodity, quantity, and unit price in US dollars.
B. The value on list of exhibits is Ben Gurion Airport. All goods must give a true value even if they are of no commercial value.
C. On AWB, ‘Nature and Quantity of Goods’ must mention names of some main shipping items. Writing of ‘Exhibition Goods’ is not acceptable and results in customs delay and penalty.
D. On combined invoice and packing list, please indicate whether the goods are for "① Returned goods ② sold goods ③ Consumable goods "

These enable us to process the most efficient import entry for your exhibition shipment.

CONSIGNEE :
Haim Nathaniel Ltd.
Person in charge: Ezra Izy Levy
Tel: +972-3-710-4799    Fax: +972-3-560-4777 Mobile: +972-53-6619051
Email: ezra@nathaniel.co.il
NOTIFY PARTY: Exhibitor name: _________
Hall / Booth No.: _________
C/O WISC 2016 at ICC.

3. MARKS AND PACKING
All cases must be packed securely in order to withstand the handling by an international carrier. Wooden, reusable crates are recommended, especially for delicate equipment. Do not use hay or straw for packaging material inside any cases. All cases, crates or cartons must be clearly marked on two sides as shown below. For skidded or containerized cargo, it is recommended that each piece be individually labeled with these same marks.

Shipping labels should appear as follows:

a. Exhibition goods for WISC 2016 at ICC
b. Exhibitor Name: ______________________
   Booth No. : ______________________
   Case No. : __________ of ________
   Dimensions: _______ X _______ X _______ cms
   Gross Weight/Net Weight: __________

4. RANGE OF SERVICES
- Fully documentation, Handling at the airport/seaport
- Short-term storage in the bonded warehouse
- Bonded transportation from port / airport to fairsite
- Unloading with usual equipment & Delivery to booth
  (Local transfer, storage during time of exhibition and returning to the booth after end of the fair.
  incl. necessary equipment / personnel.)
- Temporary or definitive customs clearance
- Return transport & Arrangements for return by Sea or/and Air-Freight
- Warehousing after Exhibition

5. DISPOSAL INSTRUCTION
Each exhibitor should arrange the return transport of his exhibits. At least, 48 hours before show closing, the representative at the booth should instruct the disposal instruction of the exhibits.

6. DESTROY
Items, which you wish to have destroyed, are required to be taken to officially designated area where they will be incinerated under supervision of customs officials. There is a charge for the transportation of goods to the incineration site.

7. INSURANCE
It is the exhibitor’s responsibility to ensure that his goods are covered by a comprehensive marine insurance policy, which covers the goods at all times i.e. from premises to stand, duration of exhibition and return to premises.
In the event of loss or damage, please provide with your documents a copy of your insurance certificate or policy details together with the name and address of your insurance company local representative in Israel.

8. PAYMENT
Our services are based on the official exhibition tariff published by Haim Nathaniel Ltd.
and this is payable upon the delivery of your goods or the opening day of the exhibition. Alternative arrangements can be made in advance by applying to us in writing.

- Inward: upon reception of goods, prior to delivery to stand
- Outward: upon presentation of invoice/prior to return of exhibits to sender

10. The Quarantine Requirements on Wood Packaging Materials (WPM) of Imported Consignments.

All imported wood packaging materials should be treated by one of the following methods, and present the mark which certifies the approved treatment on two opposite sides of the WPM.

<Treatment methods>
1) Heat Treatment (HT): WPM should be heat treated at a minimum wood core temperature of 56°C for a minimum of 30 minutes.

2) Methyl Bromide (MB) fumigation
WPM should be fumigated with methyl bromide as follows. The minimum temperature should not be less than 10°C and the minimum exposure time should be 16hrs.

<table>
<thead>
<tr>
<th>Temperature</th>
<th>Dosage rate</th>
<th>Minimum concentration(g/m³) at:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>0.5hrs.</td>
</tr>
<tr>
<td>21°C or above</td>
<td>48</td>
<td>36</td>
</tr>
<tr>
<td>16°C or above</td>
<td>56</td>
<td>42</td>
</tr>
<tr>
<td>11°C or above</td>
<td>64</td>
<td>48</td>
</tr>
</tbody>
</table>

The treatment standard is as follows. The minimum temperature should not be less than 10°C and the minimum exposure time should be 24hrs.

<table>
<thead>
<tr>
<th>Temperature</th>
<th>Dosage rate</th>
<th>Minimum concentration(g/m³) at:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>24hrs.</td>
</tr>
<tr>
<td>21°C or above</td>
<td>48</td>
<td>24</td>
</tr>
<tr>
<td>16°C or above</td>
<td>56</td>
<td>28</td>
</tr>
<tr>
<td>11°C or above</td>
<td>64</td>
<td>32</td>
</tr>
</tbody>
</table>

The Mark should contain the valid symbol approved by IPPC, country code, unique number of the producer/treatment facility designated by the National Plant Protection Organization (NPPO) of exporting countries and treatment methods (HT, MB)

**Non-compliance Measures
- WPM without approved mark: Disposal or Return to the origin
- WPM with approved mark but with live regulated pests: Treatment or Disposal or Return to the origin.
Power of Attorney

DATE:

TO: Israel Customs Service

RE: Temporary importation

We/I herewith authorize Haim Nathaniel Ltd. to act as a consignee for temporary importation for Event Name with full rights including customs formalities and to make all necessary statements on our/my behalf.

Company Name
Name of PIC
Company Stamp (if any)
Shipping Manual – Courier Shipment (DHL, FedEx, UPS and etc)

◆ TIME SCHEDULE
- Deadline for exhibits to the ICC in Jerusalem via courier service.
  All courier shipments must be arrived at the ICC by 3 working days before booth delivery.

◆ DOCUMENTARY REQUIREMENT
The following document should be emailed to us once shipped out.
- Courier AWB copy
- Invoice & Packing List copy (Must show exhibitor name, hall and booth number)

◆ SHIPPING ADDRESS ON COURIER AIRBILL
Haim Nathaniel Ltd.
Person in charge: Ezra Izy Levy
Tel: +972-3-710-4799  Fax: +972-3-560-4777  Mobile: +972-53-6619051
Email: ezra@nathaniel.co.il

◆ FREIGHT TERMS ON COURIER AIRBILL: DDP
Duty/vat have to be paid by shipper.

◆ CASE LABEL
All cases should be labeled as below.

Exhibition: __________________________
Exhibitor Name: __________________________
Hall / Booth No. : _______________________
Case No. : __________ of ________
Attn: Ezra Izy Levy

◆ SPECIAL REQUEST
Only following materials can be serviced by a courier company
- Printed material
- Small/Light material lifted by manpower
- Consumable material

For other materials except for the above materials, you are required to use a general freight forwarding service via Haim Nathaniel Ltd. local office worldwide. It will even enable temporary clearance under bond without duty. For high value shipment, please be aware that a courier company does NOT provide with temporary clearance service in Israel. If you use them even if it is to return after the event, they will impose duty/tax which is generally CIF value x 20% appx (No refund)

◆ HANDLING CHARGE
Handling from Haim Nathaniel Ltd. warehouse to booth: US$150 / Courier Air bill

- Each package should not exceed 20kg
- Total weight of all packages should not exceed 70kg
- Over 100kg in total, we recommend to use Haim Nathaniel Ltd. forwarding service from pick up at origin.
Contact of Haim Nathaniel Ltd local offices worldwide will be provided upon request.
Cargo arrived at Haim Nathaniel Ltd after deadline, a late arrival surcharge may occur.
Section IV

Forms

○ Application

P.30 - Form 1. Application for Company Information (Shell Scheme Booth)

P.31 - Form 2. Space Only Installation (Modification) Application

P.33 - Form 3. Application for Subsidiary Facilities

P.34 - Form 4. Application for Heavy or Hazardous Materials

P.35 - Form 5. Application to Bring In (Remove) Exhibition Products

P.36 - Form 6. Bonded Exhibit Goods

P.37 - Form 7. Application for Catering Service

P.41 - Form 8. Application for Furniture & OA Rental

P.49 - Form 9. Additional Stand Cleaning

P.50 - Form 10. Audio/Visual form

P.52 - Form 11. Additional Security Form

P.53 - Form 12. Hostess Services
# Application for Company Information

Please Submit the application to:

**Sukonik Ltd.**  
Person in charge : Dany Sukonik, CEO  
Tel : +972-3-6830044  
Email : dany@sukonik.net  
Website : [www.sukonik.net](http://www.sukonik.net)  

Please send a copy of the signed form to limor@ortra.com

---

## 1. Applicant Information

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Booth No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>E-mail</td>
</tr>
<tr>
<td>Telephone</td>
<td>Fax</td>
</tr>
<tr>
<td>Contact Person</td>
<td>Mobile</td>
</tr>
</tbody>
</table>

---

## 2. Company Name Sign

- Please submit a company name which to be shown on fascia board.
- English company name will be all CAPITALIZED.
- No logo can be placed.
- Clearly indicate space, comma, period and other characters.

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<p>| | | |</p>
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</tr>
</tbody>
</table>
```

---

Company name

Booth No.  
Authorized Person

Date  
Signature
Optional

FORM 2
Deadline : 1 Nov

Space Only Installation (Modification) Application

Please Submit the application to:

Sukonik Ltd.
Person in charge : Dany Sukonik, CEO
Tel : +972-3-6830044
Email : dany@sukonik.net
Website : www.sukonik.net

Please send a copy of the signed form to limor@ortra.com

1. Applicant Information

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</tr>
<tr>
<td>Telephone</td>
<td>Fax</td>
</tr>
<tr>
<td>Contact Person</td>
<td>Mobile</td>
</tr>
</tbody>
</table>

※ Together with Space Only Installation (Modification) Application, two copies each of the ground plan and elevation plan must be submitted to receive pre-approval for booth construction.

※ Upon submitting booth design plans, positions of event stage must be accurately shown. Booth construction may not be approved if event stages are positioned too close to neighboring booths and determined to cause interference with operations of other booths.

2. Space Only Construction Company

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Booth No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Manager Name</td>
<td>Team/ Position /</td>
</tr>
<tr>
<td>Manager Telephone (Office) FAX</td>
<td></td>
</tr>
<tr>
<td>Manager Telephone (Mobile) Email @</td>
<td></td>
</tr>
</tbody>
</table>

| Cause of Design Modification (Only upon design modification) |

We submit the Space Only Installation (Modification) application along with the required appendix.
Appendix: Space Only ground plan and elevation plan, additional facility position indication
(2 copies each)

<table>
<thead>
<tr>
<th>Company name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Booth No.</td>
<td>Authorized Person</td>
</tr>
<tr>
<td>Date</td>
<td>Signature</td>
</tr>
</tbody>
</table>
Application for Subsidiary Facilities

Please Submit the application to:

**Sukonik Ltd.**
Person in charge: Dany Sukonik, CEO  
Tel: +972-3-6830044  
Email: dany@sukonik.net  
Website: [www.sukonik.net](http://www.sukonik.net)

Please send a copy of the signed form to limor@ortra.com

1. Applicant Information

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<tr>
<td>Telephone</td>
<td>Fax</td>
</tr>
<tr>
<td>Contact Person</td>
<td>Mobile</td>
</tr>
</tbody>
</table>

2. Application and Cost

<table>
<thead>
<tr>
<th>Category</th>
<th>Unit Cost</th>
<th>Units(A)</th>
<th>VAT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 KW phase power socket</td>
<td>122USD/Kw</td>
<td>Kw = (   ) Kw = (USD)</td>
<td>USD</td>
<td>USD</td>
</tr>
<tr>
<td>3 phase power 16A – up to 10.5KW</td>
<td>305USD/Kw</td>
<td>Kw = (USD)</td>
<td>USD</td>
<td>USD</td>
</tr>
<tr>
<td>3 phase power 32A – up to 21KW</td>
<td>610USD/Kw</td>
<td>Kw = (USD)</td>
<td>USD</td>
<td>USD</td>
</tr>
<tr>
<td>Internet User (price per day per user)</td>
<td>90USD/port</td>
<td>ports = (USD)</td>
<td>USD</td>
<td>USD</td>
</tr>
</tbody>
</table>

**Total USD**

- **Bank name**: Leumi Bank  
  Account No: 576100/42 / Swift code: LUMILITTLV / Payable to: Sukonik Ltd. /  
  IBAN: IL210108160000057610042 / Bank Address: Rabin Square, Tel Aviv, Israel

※ The payment should be completed by no later than, November 1, 2016. If the payment is not confirmed, it will be considered as cancellation.

Company name

Booth No.  
Authorized Person

Date  
Signature
Application for Heavy or Hazardous Materials

Please Submit the application to:

**Sukonik Ltd.**
Person in charge: Dany Sukonik, CEO
Tel: +972-3-6830044
Email: dany@sukonik.net
Website: [www.sukonik.net](http://www.sukonik.net)

Please send a copy of the signed form to limor@ortra.com

### 1. List of Heavy Exhibits

<table>
<thead>
<tr>
<th>No</th>
<th>Item</th>
<th>Weight (kg)</th>
<th>Width</th>
<th>Quantity</th>
<th>Checking-in Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>$m^2$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td>$m^2$</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- The Exhibition Hall limits the loading of weight to 1.5ton/m²
- Trucks will be able to load on to the freight elevator up to 6ton only.
- Please specify exhibits over 1.5tons regardless of those sizes.

### 2. List of Hazardous Materials

Exhibitors who handle hazardous materials (such as explosive gas, inflammmable substance, high-voltage equipment, and radioactive materials) are required to fill out the following form and send it to Sukonik Ltd. by 1 Nov, 2016. Under the regulation of ICC, unapproved or unregistered materials cannot be taken into the Hall

<table>
<thead>
<tr>
<th>No</th>
<th>Items</th>
<th>Quantity</th>
<th>Purpose</th>
<th>Checking-in date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTE**

* Should you require extra space, please attach more paper.

---

Company name

Booth No. Authorized Person

Date Signature

Exhibitor’s Manual 35
Application to Bring In (Remove) Exhibition Products

Please Submit the application to:

Sukonik Ltd.
Person in charge: Dany Sukonik, CEO
Tel: +972-3-6830044
Email: dany@sukonik.net
Website: www.sukonik.net

Please send a copy of the signed form to limor@ortra.com

1. Applicant Information

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Booth No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Telephone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Mobile</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

2. Contents

<table>
<thead>
<tr>
<th>No.</th>
<th>Component Name</th>
<th>Type</th>
<th>Unit</th>
<th>Quantity</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
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<td>4</td>
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<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

- Purpose of bringing-in (removal):
- Bring-in date: Hour : Min, Day Month, 20XX
- Removal date: Hour : Min, Day Month, 20XX

We request the bringing in (removal) of the above exhibits in compliance with ICC operating procedures and ask for your approval.

Company name

Booth No. Authorized Person

Date Signature

Exhibitor’s Manual 36
**Bonded Exhibit Goods**

Please Submit the application to:

<table>
<thead>
<tr>
<th>Ortra Ltd.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person in charge: Limor Urfaly</td>
</tr>
<tr>
<td>Tel: +972-3-638-4493 Fax: +972-3-638-4455 Mobile: +972-54-700-1770</td>
</tr>
<tr>
<td>Email: <a href="mailto:limor@ortra.com">limor@ortra.com</a></td>
</tr>
<tr>
<td>Address: 1 Nirim st. P.O.Box 9352 Tel Aviv, zip code 6109202 Israel</td>
</tr>
<tr>
<td>Website: <a href="http://www.ortra.com">www.ortra.com</a></td>
</tr>
</tbody>
</table>

Please send a copy of the signed form to limor@ortra.com

### 1. Applicant Information

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Booth No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>E-mail</td>
</tr>
<tr>
<td>Telephone</td>
<td>Fax</td>
</tr>
<tr>
<td>Contact Person</td>
<td>Mobile</td>
</tr>
</tbody>
</table>

### 2. Bonded Exhibit Goods Forwarding Organization

<table>
<thead>
<tr>
<th>No.</th>
<th>Exhibiting Items</th>
<th>Quantity</th>
<th>Manufacturing Co.</th>
<th>Manufacturing Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Refer to the exhibiting items being forwarded to the Exhibition Center by the indirect custom clearance. They may be re-exported to overseas or make a sale should there be a demand by a separate custom clearance process. During the exhibition, the secretariat carries out an explanation on this clearance for those participant countries possessing bonded exhibition goods. Thus all the relevant organizations must notify the details of the goods to the secretariat until September 1, 2016.

<table>
<thead>
<tr>
<th>Company name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booth No.</td>
</tr>
<tr>
<td>Date</td>
</tr>
</tbody>
</table>

Exhibitor’s Manual 37
### Application for Catering Service

Please Submit the application to:

**Crown Plaza Hotel**  
Person in charge: Moshiko Zuckerman  
Tel: +972-2-655-8558  
Email: jm.evtmug@aihsil.com  
Please send a copy of the signed form to limor@ortra.com

1. Purchased Item (Refer to the attached item list)

   **Serving Date:**

<table>
<thead>
<tr>
<th>Product</th>
<th>Description</th>
<th>Qty</th>
<th>Unit Cost</th>
<th>Amount</th>
<th>Serving Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food</td>
<td>Mini Sandwiches</td>
<td>150</td>
<td>6USD</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wrapped Tortillas</td>
<td>150</td>
<td>7USD</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cheese Platter</td>
<td>3</td>
<td>100USD</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sushi Platter</td>
<td>3</td>
<td>115USD</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fruit Platter</td>
<td>3</td>
<td>130USD</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sweet canapés</td>
<td>3</td>
<td>90USD</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mini quiches (savory canapés)</td>
<td>3</td>
<td>138USD</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Symposium option #1 (Simple Breakfast)</td>
<td>15</td>
<td>42USD</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Symposium option #2 (Simple Evening)</td>
<td>15</td>
<td>55USD</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Symposium option #3 (Breakfast)</td>
<td>50</td>
<td>155USD</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Symposium option #4 (Evening)</td>
<td>50</td>
<td>65USD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beverage</td>
<td>Espresso bar (min. 500 cups per day)</td>
<td>500</td>
<td>4USD</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Professional coffee machine for hot beverages made of selected coffee beans ground on the spot: espresso, latte, cappuccino, macchiato)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Beverages bar (soft drinks and soda)</td>
<td></td>
<td>3.5USD</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Grand Total**

<table>
<thead>
<tr>
<th></th>
<th>USD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>USD</strong></td>
</tr>
</tbody>
</table>

Rates for use of Subsidiary facilities may change depending on circumstances.  
For information about part name and Unit Cost, please refer to the guide page of application forms on web site.

- **Bank name**: Hapoalim Bank  
  **Account No**: 398866 / **Swift code**: POALILIT / Payable to: Holiday Inn Crown Plaza

※ The payment should be completed by no later than, November 1, 2016. If the payment is not confirmed, it will be considered as cancellation.
Orders should be made up to 8 days before date of delivery.

1. Espresso bar (MIN 500 CUPS PER DAY)
Professional coffee machine for hot beverages made of selected coffee beans ground on the spot:
espresso, latte, cappuccino, macchiato
Also: Turkish black coffee and herbal tea
3 European sockets 16A each.

Prices include all products needed: stirrers, sugar, sweetener, milk, disposable cups
Please note this does not include a member of staff to man the machine, this must be ordered separately

2. Beverages Bar
Soft drinks and soda:
Bar is not included; refrigerator and ice will be supplied by the catering. Drinks are served from 1.5 L
bottles, poured to cups.
Coca Cola, Diet Coke, Sprite, Diet Sprite, sprinkled water, mineral water
Single European socket 16A.
Prices includes disposable cups

3. Mini Sandwiches
Mini rolls filled with:
Fresh avocado salad
Tuna salad and vegetables
Egg salad
Bulgarian feta cheese
Eggplant cream and tomato
The rolls are topped with cereals and sesame, made of whole wheat bread. All sandwiches are pre-
made and served on a platter. Napkins provided by the catering

4. Wrapped Tortillas
Rolled tortillas filled with:
Fresh avocado salad
Tuna salad and vegetables
Egg salad
Graved lax and cream cheese
Roasted peppers

5. Cheese Platter
Assorted Israeli and international cheese
Served with flavored crackers
The kinds of cheeses may vary according to the chef’s choice. For example: Caciocavallo, Bulgarian
feta, salty white cheese, Mozzarella, goat’s cheese and cheddar. Each platter contains at least 5 kinds
of cheeses.
The amount of crackers calculated is about 5 per person.

6. Sushi Platter
Assorted sushi includes: maki, photomaki, inside out, nigiri
Fish and vegetarian sushi
Served with soya sauce, ginger and wasabi
3 pieces per person
For approx. 6 guests
Minimum order of 3 platters

7. Fruit Platter
Decorative platter of season and tropical sliced fruits
Napkins and pitchforks are provided
For approx. 10 guests
Minimum order of 3 platters

8. Sweet canapés
Selected canapés desserts, served on decorative colorful platter:
Caramelized nuts mini tart, lemon-meringue mini tart, sweet shot of tiramisu mousse,
Sweet shot of Mahalbi cream zaher water (Mediterranean dessert) and chocolate coated mousse
on a cinnamon stick
This platter is with sweets only, for savory options please see mini quiches
For approx. 10 guests
Minimum order of 3 platters

9. Mini quiches (savory canapés)
Selected mini quiches: Sweet potato, mushrooms, onion, vegetables and eggplants
35 canapés in a platter
Minimum order of 3 platters

10. Symposium option #1 (Simple Breakfast)
A fruit juice, croissant, butter and preserves, muffin and fruit
Supplied in pre-packed bags with napkins
Minimum order of 15 units

11. Symposium option #2 (Simple Evening)
Soft drink, sandwich (chef’s choice), crisps/nuts/chocolate bar and fruit
Supplied in pre-packed bags with napkins
Minimum order of 15 units

12. Symposium option #3 (Breakfast)
All options can be served at all times. The variety of options is big. If any of the sponsors would like to
add or change the menu we will be happy to do and customize the menu.

All items are served on white buffet bar.
Some of the items on the menu are pre-made (such as the quiches and pastries and some are fixed by
the waiter according to the request of the guest (muesli and hamshuka for example)

Beverages – served all day
Orange juice, lemonade, mineral water

Coffee and Tea
Turkish black coffee, instant coffee and herbal tea, traditional tea and milk

Breads
Selection of breads
Whole wheat country-style bread and cocktail rolls
Served with olive tapenade and sun-dried tomato tapenade
Butter
Quiches Bar
Sweet Potato fragrant tomato and basil
Mushrooms and Portobello
Leek quiche and spinach

Assorted Pastries
Chocolate Croissant, Butter Croissant
Cinnamon Roll, Apple Crunch

Muesli
Creamy yogurt with fresh sliced fruits with mint leaves
Dates honey, mixed nuts and granola

For minimum 50 guests
Price includes: buffet tables, service and bamboo disposable dishes

13. Symposium option #4 (Evening)

Beverages bar (unlimited)
Soft drinks and sodas
Local beers & wine

dry snacks on the bar:
Fresh vegetables
Pretzels
Peanuts

For minimum 50 guests
Price includes: buffet tables, service and bamboo disposable dishes

All prices are subject to VAT
Application for Furniture & OA Rental

Please Submit the application to:

Sukonik Ltd.
Person in charge: Dany Sukonik, CEO
Tel: +972-3-6830044
Email: dany@sukonik.net
Website: www.sukonik.net
Please send a copy of the signed form to limor@ortra.com

1. Renting Item (Refer to the attached item list)

<table>
<thead>
<tr>
<th>Product</th>
<th>Catalog no.</th>
<th>Qty</th>
<th>Unit Cost</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bar chair “Nickel”</td>
<td>30112</td>
<td>1</td>
<td>110EURO</td>
<td>110EURO</td>
</tr>
</tbody>
</table>

Grand Total

Rates for use of Subsidiary facilities may change depending on circumstances.
For information about part name and Unit Cost, please refer to the guide page of application forms on web site.
Above rental price is inclusive 17% VAT.

- **Bank name**: Leumi Bank
  
  *Account No: 576100/42 / Swift code: LUMIIILTLV / Payable to: Sukonik Ltd. /
  IBAN: IL210108160000057610042 / Bank Address: Rabin Square, Tel Aviv, Israel*

  * The payment should be completed by no later than, 1 November, 2016. If the payment is not confirmed, it will be considered as cancellation.
Company name

Booth No.  
Authorized Person

Date  
Signature

### Furniture and OA List

<table>
<thead>
<tr>
<th>Item</th>
<th>Details</th>
<th>Picture</th>
<th>Price in Euro</th>
<th>Catalog No.</th>
<th>Amount</th>
<th>Total order</th>
</tr>
</thead>
</table>
| Syma Table System | H: 74 cm  
W: 100 cm  
D: 50 cm | ![Picture](image1.png) | 100     | 30101        |        |             |
| Glass table show-case | H: 90 cm  
W: 100 cm  
D: 50 cm | ![Picture](image2.png) | 250     | 30102        |        |             |
| Counter            | H: 90 cm  
W: 100 cm  
D: 50 cm | ![Picture](image3.png) | 120     | 30104        |        |             |
| Round counter      | H: 107 cm  
W: 160 cm  
D: 80 cm | ![Picture](image4.png) | 250     | 30105        |        |             |
| Locked cabinets    | H: 90 cm  
W: 100 cm  
D: 50 cm | ![Picture](image5.png) | 305     | 30108        |        |             |
<p>| Plastic chair      |                           | <img src="image6.png" alt="Picture" /> | 20      | 30109        |        |             |
| Plastic chair      |                           | <img src="image7.png" alt="Picture" /> | 90      | 30110        |        |             |
| Director’s chair   |                           | <img src="image8.png" alt="Picture" /> | 130     | 30111        |        |             |</p>
<table>
<thead>
<tr>
<th>Item</th>
<th>Details</th>
<th>Picture</th>
<th>Price in Euro</th>
<th>Catalog No.</th>
<th>Amount</th>
<th>Total order</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bar chair “Nickel”</td>
<td></td>
<td></td>
<td>110</td>
<td>30112</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bar chair</td>
<td></td>
<td></td>
<td>110</td>
<td>30113</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bar chair “Ingo”</td>
<td></td>
<td></td>
<td>110</td>
<td>30114</td>
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<td></td>
</tr>
<tr>
<td>Table leg</td>
<td>H: 70 cm 70X70</td>
<td></td>
<td>130</td>
<td>30115</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Table “Nickel”</td>
<td>H: 70 cm D: 60 cm</td>
<td></td>
<td>130</td>
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<tr>
<td>Bar table white</td>
<td>H: 70 cm D: 60 cm</td>
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</tr>
<tr>
<td>Bar table “Nickel”</td>
<td>H: 107 cm D: 60 cm</td>
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<td>130</td>
<td>30118</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bar table black/white</td>
<td>H: 100 cm D: 60 cm</td>
<td></td>
<td>130</td>
<td>30119</td>
<td></td>
<td></td>
</tr>
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<td>Bar table “Leaf”</td>
<td>Green H: 100 cm</td>
<td></td>
<td>140</td>
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<td>Armchair</td>
<td></td>
<td></td>
<td>180</td>
<td>30121</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Couch</td>
<td></td>
<td></td>
<td>250</td>
<td>30122</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Armchair black</td>
<td></td>
<td></td>
<td>180</td>
<td>30123</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Footstool</td>
<td></td>
<td></td>
<td>90</td>
<td>30124</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Footstool with various colors, single or double
<table>
<thead>
<tr>
<th>Item</th>
<th>Details</th>
<th>Picture</th>
<th>Price in Euro</th>
<th>Catalog No.</th>
<th>Amount</th>
<th>Total order</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small glass show case</td>
<td>H: 246 cm W: 50 cm D: 50 cm</td>
<td></td>
<td>370</td>
<td>30125</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Large glass show case</td>
<td>H: 246 cm W: 100 cm D: 50 cm</td>
<td></td>
<td>370</td>
<td>30126</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cube</td>
<td>Heights: 30, 50, 70, 90.</td>
<td></td>
<td>100</td>
<td>30127</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Panel table</td>
<td></td>
<td></td>
<td>170</td>
<td>30128</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Panel separator</td>
<td></td>
<td></td>
<td>140</td>
<td>30129</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cork poster board</td>
<td></td>
<td></td>
<td>155</td>
<td>30130</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Slat wall</td>
<td>96 cm wide 234 cm high</td>
<td></td>
<td>155</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carpet per square meter</td>
<td></td>
<td></td>
<td>30</td>
<td>30132</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Prices in Euro
Prices do not include VAT
Foreign exhibitors with a foreign invoice address (not Israeli) are not required to pay VAT
## Printing Price List (Euro)

<table>
<thead>
<tr>
<th>Item</th>
<th>Details</th>
<th>Picture</th>
<th>Price in Euro</th>
<th>Catalog No.</th>
<th>Amount</th>
<th>Total order</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printing on panel vinyl sticker</td>
<td>1 side 96 cm X 234 cm</td>
<td></td>
<td>160</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vinyl sticker wall cover per 1 sq m</td>
<td>One color wallpaper</td>
<td></td>
<td>79</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printing on vinyl sticker per 1 sq m</td>
<td>1X1 m</td>
<td></td>
<td>105</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PVC printing per 1 sq m</td>
<td></td>
<td></td>
<td>120</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pop up display</td>
<td>3X3 4X3</td>
<td></td>
<td>Please contact us</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brochure stand</td>
<td></td>
<td></td>
<td>190</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Our graphics studio will be happy to provide all your printing material needs

Tel. +972-3-6830044 For more printing options please contact Sukonik Ltd
email: office@sukonik.net

Prices in Euro
Prices do not include VAT
Foreign exhibitors with a foreign invoice address (not Israeli) are not required to pay VAT
<table>
<thead>
<tr>
<th>Item</th>
<th>Details</th>
<th>Price in Euro</th>
<th>Catalog No.</th>
<th>Amount</th>
<th>Total order</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wood booth</td>
<td>Booth design</td>
<td>Please contact us</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P-System</td>
<td>Booth design</td>
<td>Please contact us</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P-System</td>
<td>Booth design</td>
<td>Please contact us</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Truss system</td>
<td>Booth design</td>
<td>Please contact us</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Syma system</td>
<td>Booth design</td>
<td>Please contact us</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Tel. +972-3-6830044

Our design department will be happy to customize booth design to comply with your needs

For special designs please contact Sukonik Ltd email: office@sukonik.net

Prices in Euro
Prices do not include VAT
Foreign exhibitors with a foreign invoice address (not Israeli) are not required to pay VAT
## 3X3 Modular Display Booths

<table>
<thead>
<tr>
<th>Item</th>
<th>Details</th>
<th>Picture</th>
<th>Price in Euro</th>
<th>Catalog No.</th>
<th>Amount</th>
<th>Total order</th>
</tr>
</thead>
<tbody>
<tr>
<td>Modular corner booth 3X3 m²</td>
<td>Modular aluminum and wood</td>
<td><img src="image1.png" alt="Picture" /></td>
<td>1100</td>
<td>1001</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Modular booth 3X3 m regular</td>
<td>Modular aluminum and wood</td>
<td><img src="image2.png" alt="Picture" /></td>
<td>890</td>
<td>1002</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Modular booth 3X3 m</td>
<td>Modular aluminum and wood</td>
<td><img src="image3.png" alt="Picture" /></td>
<td>1320</td>
<td>1003</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Modular booth 3X3 m</td>
<td>Modular aluminum and wood</td>
<td><img src="image4.png" alt="Picture" /></td>
<td>1100</td>
<td>1004</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Price includes:
- White walls
- 3X3 carpet in your choice of color from catalog
- Table or counter

Tel. +972-3-6830044
For special designs please contact Sukonik Ltd
email: office@sukonik.net

Prices in Euro
Prices do not include VAT
Foreign exhibitors with a foreign invoice address (not Israeli) are not required to pay VAT
### 3X3 Modular Display Booths

<table>
<thead>
<tr>
<th>Item</th>
<th>Details</th>
<th>Price in Euro</th>
<th>Catalog No.</th>
<th>Amount</th>
<th>Total order</th>
</tr>
</thead>
<tbody>
<tr>
<td>Modular truss booth 3X3 m</td>
<td>Aluminum frame and banner prints</td>
<td>3000</td>
<td>1005</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Modular corner truss booth 3X3 m</td>
<td>Aluminum frame and banner prints</td>
<td>2600</td>
<td>1006</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Price includes:
- Truss aluminum system rental, printed banners
- 3X3 carpet in your choice of color from catalog
- Table or counter
- Transportation, construction and dismantling of the booth

Tel. +972-3-6830044

For special designs please contact Sukonik Ltd
office@sukonik.net E-mail

Prices in Euro
Prices do not include VAT
Foreign exhibitors with a foreign invoice address (not Israeli) are not required to pay VAT
Additional Stand Cleaning

Please Submit the application to:

Ortra Ltd.
Person in charge: Limor Urfaly
Tel: +972-3-638-4493 Fax: +972-3-638-4455 Mobile: +972-54-700-1770
Email: limor@ortra.com
Address: 1 Nirim st. P.O.Box 9352 Tel Aviv, zip code 6109202 Israel
Website: www.ortra.com

1. Applicant Information

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Booth No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>E-mail</td>
</tr>
<tr>
<td>Telephone</td>
<td>Fax</td>
</tr>
<tr>
<td>Contact Person</td>
<td>Mobile</td>
</tr>
</tbody>
</table>

2. TYPE OF CLEANING

<table>
<thead>
<tr>
<th>No.</th>
<th>ITEM</th>
<th>UNIT VALUE</th>
<th>QUANTITY</th>
<th>Quote</th>
<th>TOTAL(USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Daily cleaning service</td>
<td>120 USD min. 6 hours</td>
<td></td>
<td>120 USD</td>
<td></td>
</tr>
</tbody>
</table>

- Please note the cleaning service does not include cleaning after dismantle of the booth. It is the exhibitor responsibility to clear after booth’s dismantle all garbage, carpets, boxes and any material they had in the booth.

Bank name: Leumi Bank
Account No: 95100/90 / Swift code: LUMIIILITLV / Payable to: Ortra Ltd /
IBAN: IL680106160000009510090
※ The payment should be completed by no later than, 1 November, 2016. If the payment is not confirmed, it will be considered as cancellation.

Company name

Booth No. Authorized Person

Date Signature
Audio/Visual forms

Please Submit the application to:

**Ortra Ltd.**
Person in charge: Limor Urfaly
Tel: +972-3-638-4493 Fax: +972-3-638-4455 Mobile: +972-54-700-1770
Email: limor@ortra.com
Address: 1 Nirim st. P.O.Box 9352 Tel Aviv, zip code 6109202 Israel
Website: [www.ortra.com](http://www.ortra.com)

### 1. Renting Item

<table>
<thead>
<tr>
<th>Product</th>
<th>Description</th>
<th>Qty</th>
<th>Unit Cost</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Projector</strong> <em>(price per day)</em></td>
<td>15,000ansi</td>
<td>1</td>
<td>900 USD</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5,000ansi</td>
<td>1</td>
<td>500 USD</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4,000ansi</td>
<td>1</td>
<td>300 USD</td>
<td></td>
</tr>
<tr>
<td><strong>LED TV</strong> <em>(Full HD) (price per day)</em></td>
<td>75&quot;</td>
<td>1</td>
<td>800 USD</td>
<td></td>
</tr>
<tr>
<td></td>
<td>60&quot;</td>
<td>1</td>
<td>600 USD</td>
<td></td>
</tr>
<tr>
<td></td>
<td>50&quot;</td>
<td>1</td>
<td>400 USD</td>
<td></td>
</tr>
<tr>
<td></td>
<td>40&quot;</td>
<td>1</td>
<td>200 USD</td>
<td></td>
</tr>
<tr>
<td></td>
<td>32&quot;</td>
<td>1</td>
<td>150 USD</td>
<td></td>
</tr>
<tr>
<td><strong>LED TV Stand</strong> <em>(price for the entire conference)</em></td>
<td></td>
<td></td>
<td>150 USD</td>
<td></td>
</tr>
<tr>
<td><strong>Speaker/Amp set</strong> <em>(price per day)</em></td>
<td>Amp, Speaker, mic.</td>
<td></td>
<td>500 USD</td>
<td></td>
</tr>
<tr>
<td><strong>Lap top computer</strong> <em>(price per day)</em></td>
<td>Core i7</td>
<td></td>
<td>150 USD</td>
<td></td>
</tr>
<tr>
<td><strong>Desk top PC</strong> <em>(price per day)</em></td>
<td>19&quot; Monitor</td>
<td></td>
<td>150 USD</td>
<td></td>
</tr>
<tr>
<td><strong>Monitor</strong> <em>(price per day)</em></td>
<td>19&quot;</td>
<td></td>
<td>80 USD</td>
<td></td>
</tr>
<tr>
<td></td>
<td>21&quot;</td>
<td></td>
<td>100 USD</td>
<td></td>
</tr>
<tr>
<td></td>
<td>24&quot;</td>
<td></td>
<td>150 USD</td>
<td></td>
</tr>
</tbody>
</table>

**Grand Total**

**USD**

Rates for use of Subsidiary facilities may change depending on circumstances.
For information about part name and Unit Cost, please refer to the guide page of application forms on web site.
Above rental price is inclusive 17% VAT.

- **Bank name**: Leumi Bank
  - **Account No**: 95100/90 / **Swift code**: LUMIILITLV / **Payable to**: Ortra Ltd /
**IBAN:** IL680106160000009510090
※ The payment should be completed by no later than, 1 November, 2016. If the payment is not confirmed, it will be considered as cancellation.

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<tr>
<th>Booth No.</th>
<th>Authorized Person</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Signature</th>
</tr>
</thead>
</table>

Exhibitor’s Manual 52
Additional Security Form

Please Submit the application to:

Ortra Ltd.
Person in charge : Limor Urfaly
Tel: +972-3-638-4493 Fax: +972-3-638-4455 Mobile: +972-54-700-1770
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<table>
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<th>Contact Person</th>
<th>Mobile</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Security service time

<table>
<thead>
<tr>
<th>BEGIN</th>
<th>END</th>
<th>TOTAL MEN</th>
<th>TOTAL HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAY</td>
<td>HOUR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DAY</td>
<td>HOUR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DAY</td>
<td>HOUR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DAY</td>
<td>HOUR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL HOURS</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Security service charge, 25 USD / Per hour.
- Bank name : Leumi Bank
  Account No: 95100/90 / Swift code: LUMIILITLV / Payable to : Ortra Ltd /
  IBAN: IL680106160000009510090
- The payment should be completed by no later than, 15 September, 2016. If the payment is not confirmed, it will be considered as cancellation.

Company name

Booth No. Authorized Person

Date Signature

Exhibitor’s Manual 53
Hostess Services

Please Submit the application to:

Ortra Ltd.
Person in charge: Limor Urfaly
Tel: +972-3-638-4493 Fax: +972-3-638-4455 Mobile: +972-54-700-1770
Email: limor@ortra.com
Address: 1 Nirim st. P.O.Box 9352 Tel Aviv, zip code 6109202 Israel
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<th>Mobile</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Security Service Time

<table>
<thead>
<tr>
<th>ITEM</th>
<th>GENDER</th>
<th>LANGUAGE</th>
<th>DAY</th>
<th>UNIT PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hostess</td>
<td>Female</td>
<td>English</td>
<td>250 USD</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **HOSTESS** Dress code is **Black jacket with skirt, 45 minutes for working stand, 15 minutes for break time.**
- **Bank name**: Leumi Bank
  - Account No: 95100/90 / Swift code: LUMIILITTLV / Payable to: Ortra Ltd /
  - IBAN: IL68010616000009510090

※ The payment should be completed by no later than, 15 September, 2016. If the payment is not confirmed, it will be considered as cancellation.

Company name

Booth No. Authorized Person

Date Signature