**TERMS, CONDITIONS & GUIDELINES**

1. ***REGISTRATION, SPACE ALLOCATION & PAYMENT***

**REGISTRATION & ALLOCATION OF SPACE**

1. In order to register, please complete and return the `*Exhibition Registration Form’* *t*o IMTM Secretariat. Indicate on the form your first choice of space, as per the `*Floor Plan’.* In case the requested space is not available, an alternative location will be offered.
2. A confirmation and invoice will be issued within 14 days after receipt of the Registration Form.
3. Reservation will take effect once advance payment has been received. **Verbal or written** **reservations without** **payment, will not be binding.**
4. Exhibitors are not allowed to relocate their space or part of it, to another exhibitor, without prior approval from the organizers.
5. The organizers reserve the right to refuse a reservation - based solely on their judgment, change the floor plan, postpone, cancel, or move the exhibition to a different location.

**TERMS OF PAYMENT**

1. **Advance payment of 50 %** is to be made within 14 working days from the date of Invoice. **Balance** is to be paid until December 31, 2016.

 **In case registration is done after** January 1, 2017 - **full payment must be made** **upon receiving the Confirmation and Invoice.**

1. Payments should be made as follows:

 Wire transfer **in EURO** to ORTRA Ltd.

* Bank: Belfius Bank, Chaussee De Bruxelle 306, 1410 Waterloo, Belgium
* IBAN: **BE64-0682-4770-1752**
* Swiftcode / BIC: **GKCCBEBB**

 Wire transfer **in US$** to ORTRA Ltd.

* Bank: Hapoalim Bank, branch no. 780, Itzchak Sade Street, Tel Aviv, Israel
* Account no. 472330
* Swift code: POALILIT
* IBAN: IL58-0127-8000-0000-0472-330

 **Bank charges are the responsibility of the exhibitor and should be paid at source in addition to the exhibition fees.**

**CANCELLATION POLICY**

1. A 50 % refund will be given (less 1,500 NIS bank charges and handling fees), providing that notification of cancellation reaches Ortra Ltd. prior to December 31, 2016 and providing that *space is reallocated to another exhibitor.*
2. Full cancellation fees (100 %) will apply for cancellations received as of January 1, 2017.
3. ***SAFETY & INSURANCE***

**SAFETY**

1. The organizers are obliged to insure the orderly operation of the exhibition by all means at their disposal.
2. Exhibitors in non-constructed areas (open space) must submit a plan of their display for approval, no later than 30 days prior to the exhibition. Plans should be submitted to Ms. Rina Pais at IMTM Secretariat: rina@ortra.com or imtm@ortra.com.

Exhibitors that will not submit their display for approval will not be allowed to build their stand on the set-up day.

1. Exhibitors that design displays higher than 2.5 meters, or that are built of trusses, must also provide a certificate of approval from a safety engineer.
2. Exhibitors in standard constructed booths may not add any elements to the fascia provided by the organizers, without prior permission.
3. All equipment used for display or demonstrations, must comply with local safety regulations.
4. Exhibitors may not place exhibits or furniture outside their allocated space.
5. Exhibitors are not allowed to distribute any sort of handouts such as brochures or giveaways in the public areas of the Pavilion and Fairgrounds.
6. Exhibitors will refrain from obstructing aisles or entrances to other stands, and from making noise or odors that may cause inconvenience to other exhibitors.
7. Transportation of exhibits and equipment to and from the exhibition area, and all setups inside the stand, are the sole responsibility of the exhibitor.
8. Exhibitors are not allowed to take exhibits and equipment in or out of the stand, during visiting hours. Furthermore - It is strictly forbidden to dismantle display materials and equipment prior to the official closing time of the exhibition!!!
9. Pavilion # 1 is a non-smoking area.

**INSURANCE**

 Any company that participates in the exhibition is doing so at its sole responsibility and liability. Any such company must maintain an adequate insurance policy with a sufficient coverage for its property, employees, representatives and any visitors participating in the exhibition against any risk, loss and damage, of any kind whatsoever. It being clarified that an absence of such insurance policy or an invalidity of any such insurance policy shall neither derogate, in any manner, from the company's liabilities and responsibilities hereunder nor create a liability or responsibility of such kind for Ortra or anyone on its behalf, and Ortra will not be liable, whether financially or otherwise, towards any third party whatsoever in respect of any risk, loss and damage incurred by any third party, including the company or anyone on its behalf.

1. ***ADITIONAL SERVICES***

**LECTURE HALL SPEAKER SLOT (60 minutes)**

Take advantage of a most professional audience, all concentrated in one place, the IMTM - to present, sale, communicate and network at its best.

Do not miss the opportunity to enlarge your exposure by either reserving the Lecture Hall, or arrange any event of your choice.

The hall can fit up to 100 delegates and includes full presentation equipment needed for seminars, panel discussions and such.

Presentations will receive the following coverage: listing on the Exhibition Application, website, the official IMTM Fair Catalogue and on the signage.

**Price: 3,000 NIS + VAT 17%**

To schedule the time of your event, please contact at IMTM

Secretariat: Tel 972-3-638 4444, E-mail: imtm@ortra.com.

**Note**: Halls will be allocated on a first-come-first-served basis.

**TECHNICAL SERVICES**

1. **Furniture and equipment** - should be reserved by using the `Additional Equipment & Services’ Catalogue and Form at: [www.imtm-telaviv.com](http://www.imtm-telaviv.com)
2. **Electricity** - Exhibitors in open spaces, who require electricity, should apply to Sharon Sharabi at Sukonik. Tel: 972-3-6830044, mobile: 050-2051055

Email: sharon@sukonic.net, office@sukonic.net.

1. **Water connection and drainage** - should be reserved from Ms. Rina Pais at IMTM secretariat; rina@ortra.com.

4. **Internet Access**

 Rates for wireless internet service (WI FI) will be provided upon request.

 For reservations, please contact Mr. Morag Shaya, Tel: 972-52-3611641, Email: morag@b-zone.co.il.

5. **Audiovisual Equipment Rental Services**

 Exhibitors, who wish to rent AV equipment for their stands, such as TV or Plasma screens, DVD, VCR, etc, should contact Ultra Rent Ltd., Mr. Ofer Tzarfati, Tel. 00972-52-2800066, Email: main@ultrarent.co.il

6. **Hanging of banners from the ceiling of pavilion # 1** – banners can be hanged only by using a special crane, operated by a qualified technician. For reservations please contact `Eylon Lighting & Systems`: Tel 972-54-3091793; E-mail: ziv@danor.com.

7. **Cleaning** - The organizers are responsible for general maintenance and cleaning of the public areas. Exhibitors are responsible for cleaning their exhibition spaces. Cleaning services can be reserved from Rina Pais at IMTM secretariat; rina@ortra.com.

8. **Customs & Forwarding** - Goods delivered to the fair, should be addressed as follow: IMTM 2016 Exhibition, Stand No. (**write your booth no.**), Pavilion No.1, Israel Trade Fairs & Convention Center, Rokach Blvd., Ganei Ha`Taarucha, Tel Aviv 61210, Israel.

**OFFICIAL CUSTOMS & FORWARDING AGENT OF IMTM**

**Haim Nathaniel Ltd.**

Mr. Ezra Izy Levy, Freight Forwarding Manager

Tel:  972-3-7104 799

Fax: 972-3-5604 777

Cell: 972-53-6619 051

E-mail: ezra@nathaniel.co.il

Website: [www.nathaniel.co.il](http://www.nathaniel.co.il)

**Please ask the Israeli shipping procedures to ensure a smooth delivery of your goods to your stand in the Fair.**

9. **IMTM Catalogue**

 IMTM catalogue, which lists details of the exhibitors, is produced and published by the organizers of the fair, and your listing in it is included in the registration fee, no extra charge.

 Please note that any payable advertisement offer by an agent other than the organizers (Ortra Ltd. And/or ITN Ltd.), is not for the official IMTM catalogue. Therefore, agreeing to such advertising and/or paying for it is your responsibility solely.

 If you have any hesitation, please feel free to contact us prior to your consent to advertise or pay.

10. **Photographs**

 Photographers working for the organizers will photograph the booths and exhibitors during the fair. Please note that by joining us at the exhibition, you and any on your behalf (including, but not limited to booth hostesses, actors, workers etc) give your express and irrevocable permission for the taking and the usage of all the photographs taken, in any way the organizers see fit, whether related or not to the exhibition. Your consent (and the consent of any on your behalf) is a binding condition to your participation at the exhibition.

 Further details, rates and guidelines regarding additional technical arrangements such as catering services, audiovisual equipment, parking permits, reservation of name tags, set up times, conferences and events program, etc. - will be available on the fair’s **web site** [www.imtm-telaviv.com](http://www.imtm-telaviv.com) and in the `**Exhibitors’ Manual.**

 Thank you,

 IMTM Organizers