



## **Exhibition Instructions**

### **General**

The exhibition will be held February 22-23, 2016 at Smolarz Auditorium, Tel Aviv University, Tel Aviv, Israel.

### **Set-up days**

Sunday, February 21, 2016 from 09am till 06pm

**Please note:** set-up will not be allowed on February 22, 2016 as the exhibition opens at 09:00am. During set-up days, trucks and heavy-duty vehicles can unload the equipment at the designated area at the Venue.

### **Dismantling**

Dismantling of the Exhibition will be carried out on February 23, 2016 from 18:00 until 23:00 hrs. All exhibition equipment must be removed from the venue by February 23, 2016, no later than 11pm.

*\*Hours are subject to change*

### **Exhibition Hours**

Monday, February 22, 2016 from 09:00 to 17:00

Thursday, February 23, 2016 from 09:00-17:00

### **Design Approval & Booth Setup Guidelines**

All designed booths must be approved by an authorized security engineer.

It is the responsibility of the exhibitor/designer to send a diagram of the designed booth to the engineer and receive an approval no later than February 1st, 2016.

#### **Safety 4 you:**

Tel: 972-585-238238

Office : 9723-6257515

Fax :9723-6257516

[www.safetyforyou.co.il](http://www.safetyforyou.co.il)

email: avi@sfu.co.il

### **Booth Height Limitation:**

2.5 meters

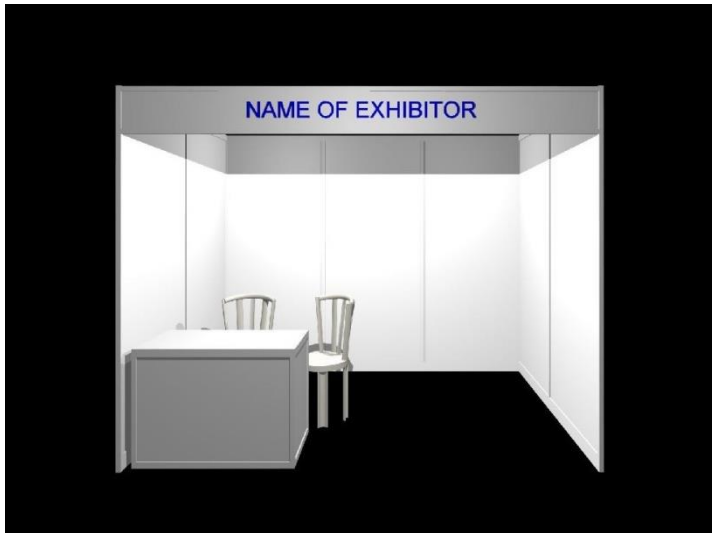
### **Preparations for the Exhibition**

The exhibition provides a focal point for maximum exposure and we recommend exhibitors utilize this opportunity to its fullest:

- A. Choose employees who will be working at the exhibition ahead of time in order to prepare them in advance.
- B. Prepare a sketch of the booth and the equipment which will be displayed.
- C. Contact your insurance agent to make sure that the desired policy was purchased.
- D. Contact the organizers regarding transportation of equipment to or from the Exhibition.
- E. Make sure to have available an ample number of brochures.
- F. Make sure to order the necessary electricity supply.

- G. Make sure the posters/signs are ready for display.
- H. Make sure the invitations were sent according to lists prepared beforehand.
- I. Prepare a dismantling plan and give instructions to the transportation company.

Standard Stand:



### Electricity Supply

Standard Booth – 1 phase outlet/1 kilowatt for every 10m<sup>2</sup>

Exhibition Space (designers) – 1 phase outlet/1 kilowatt for every 15m<sup>2</sup>

Orders for three phase outlets will be provided at an additional cost.

The organizers supply one-phase outlets only as mentioned above. Requests for three phase outlets must be sent to:

Sukonik Exhibition Congresses Promotion

Dany Sukonik [dany@sukonik.net](mailto:dany@sukonik.net)

Tel : 972-3-683-0044

Mobile : 972-502051051

### Insurance

The organizers will be responsible for third party insurance, as per the standard procedures at the exhibitions. Exhibitors are advised to purchase insurance policies to insure their equipment from theft/damage, as well as third-party lawsuits during the exhibition.

### Freight Forwarder

The official Nanolsrael 2016 freight agent is [Hermes-Exhibitions](#).

Please contact Ms. Zehavit Akerman at:

[ZehavitAk@Hermes-Exhibitions.com](mailto:ZehavitAk@Hermes-Exhibitions.com) Cell: 972 52 5114982 Tel: 972-8-9146382

Hermes is handling drop shipments; special projects, including chartering of aircraft and vessels; handling of art shipments; logistic solutions using political airway bill or bill of lading.

### Equipment & Furniture

Exhibitors renting standard booths are requested to take good care of the equipment reserved. Usage of glue and nails is not permitted as this might result in panels' damage. Damaged panels will result in



penalty costs. Exhibitors wishing to hang pictures/posters may do so by using special hangers provided by the organizers. Should there be exhibitors who wish to put stickers on the walls, they may do so only with special big stickers that come off easily and after receiving the approval of the organizers.

### AV

The official Nano Israel 2016 AV agent "UltraRent".  
Please contact Mr. Ofer Serfaty: [main@ultrarent.co.il](mailto:main@ultrarent.co.il).  
Tel: 972-522- 800066

### Official PR agent

DMC – Donitza PR  
Tel: +972-3-5167336 Nahum Donitza

### On-site Registration

Upon arrival at the venue – please visit the organizers office and ensure the following

- Collect the exhibitor badges
- Check the equipment reserved for your booth
- Settle any outstanding invoices

### Organizers office

For any questions please contact Ms. Lyne An at the organizer's office or by cell phone:  
+972 (0) 54-6787898

### Special Effects/Live Music

The use of loudspeakers and live music at the exhibition area is not permitted. Background music and promotional videos may be used. However, please make sure that noise level is kept to a minimum to enable the functioning of the business meetings.

### Meals and Refreshments

Exhibitors may order food delivery outside of the venue.  
Kindly note that only conference registrants will receive a lunch voucher during the event, February 22-23, 2016. Due to limited space, there will not be an option to purchase lunch vouchers.  
Exhibitors that are not registered to the conference will not be entitled to receive lunch vouchers.

### Conference Entrance

Entrance to the conference is by payment only.  
Exhibitors who wish to register to the conference may do so via the website:  
<http://www.kenesexhibitions.com/nanoisrael2016/>

### Security

General security is provided around the clock from February 21 to February 23, 2016

### Parking

The organizers are not responsible for the parking prices at the venue. Organizers recommend using the nearby parking lots for extra parking needs.

### Enclosed:

- ✚ Exhibitor requirements (badges and signs)
- ✚ Order form for extra furniture and equipment (standard booth and open space)



**Exhibitor Requirements (Badges and Signs)**

**Exhibition Badges**

There is an entrance fee to visit the exhibition this year. Each exhibitor is entitled to a fixed number of exhibition passes as follows:

Up to 6 sqm – 3 passes

The badges will be handed out upon arrival to the venue.

**Exhibitors who purchased a standard booth** are requested to note below their company name (In English) for the Fascia Stand

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- The sign will include company name in English
- Signs are to be reserved for the standard booths only
- The sign will contain up to 9 letters per meter
- The letters will be identical on all signs
- The contractor will provide booth signs.

Companies that reserved exhibition space and would like to reserve 3 phase electricity outlets or extra furniture, please contact:  
 Sukonik Exhibition Congresses Promotion  
 Dany Sukonik dany@sukonik.net  
 Tel : 972-3-683-0044  
 Mobile : 972-502051051

Please return this form by Febuary1st, 2016

**Name**.....

**Signature and Company Stamp**.....

**Date**.....

Wishing us all a successful event!