

January 2019

Operational guidelines for Expo tel aviv

Dear Customer,

For your convenience, we have concentrated the operational guidelines for use of the Expo Tel Aviv spaces:

1. Posting signage and flags within pavilions, around them and in outside areas

- A. Weights within the lobby and halls may only be placed on dividing areas. Do not anchor constructions and signage to building infrastructure without permission from the events manager and safety engineer.
- B. Customers and organizers who want to post signs at the front of the pavilion by attaching them to pavilion infrastructure may only do so using an add-on hanging construction (false arm) independently posted by the organizer in coordination with Expo Tel Aviv representatives during the coordination meeting.
- C. Hanging objects using drilling, wires, glue, silicone etc. is prohibited in all cases.
- D. Flags may only be hung on the Expo premises using dedicated facilities. In case of attaching flags to existing posts (only by permission), a divider must be placed between the post and flag to prevent damage to the post.

2. Construction in exterior areas (tents, signage stands, registration stations, displays, box offices etc.):

- A. All constructions, displays, tents, box offices etc. on exterior areas must receive prior permission from the relevant party in the operation division.
- B. Any construction placed in exterior areas on paving stones will be attached to dividing areas.
- C. Only manual pallet carts, not motorized carts, may be used to unload and lay equipment in exterior areas.

3. Loading and unloading

- A. Loading and unloading of equipment and entering and exiting pavilion areas with heavy machinery may only be done through the dedicated loading and unloading doors.
 - B. During loading and unloading do not block doors, emergency exits, fire extinguishing stations and access to garbage containers.
 - C. **Please note:** Pavilion 1, 2, 10 lobby doors are standard sized doors, i.e. are not suitable for bringing in large equipment and structures.
4. Expo Tel Aviv does not allow unpermitted connection to pavilion infrastructure including – water, air, electricity, sewage or drainage.

5. Do not insert iron poles, drill, glue, dismantle existing infrastructure and other facilities on the entire premises of Expo Tel Aviv (interior and exterior). **The organizer will bear damages and cost of repair of any damage caused by conduct that deviates from the above instructions.**
6. For purpose of marking or pasting carpets, use only a double-sided tape Euro 704 Exhibition Tape 20255.
The following adherents are forbidden: double sided sponge tapes, silicone of all types, double sided acrylic or rubber tape, double sided foam tapes, contact glue of all types and similar texture, all types of Scotch tape (Velcro), epoxy/propoxy glue of all types and textures, carpentry glue, fast setting liquid glues, hot glue, wallpaper glue.
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