**BOOKING FORM**

Please complete all details and send to: Maya Ravinsky Amoza maya@ortra.com
Tel: +972 546787837

CONTACT NAME:

COMPANY NAME:

ADDRESS: CITY:

POST / ZIP CODE: COUNTRY:

TELEPHONE: FAX:

EMAIL: WEBSITE:

I would like to book the following Support Items:

|  |
| --- |
| Support Opportunity  |
| Item  | **Price**  | √ |
| Platinum Package  | To be advised  |  |
| Gold Package  | To be advised  |  |
| Silver Package | To be advised  |  |
| Bronze Package  | To be advised  |  |
| Educational Grant for a Session  | To be advised  |  |
| CD Rom | To be advised  |  |
| Speakers Grant  | To be advised  |  |
| Poster Boards | To be advised  |  |
| Meet the Expert Session | To be advised  |  |
| Symposium Bags | To be advised  |  |
| Notepads and Pens | To be advised  |  |
| Internet Area | To be advised  |  |
| Presidential Dinner | To be advised  |  |
| Lanyards and Badges  | To be advised  |  |
| Coffee Breaks  | To be advised  |  |
| Promotional Material  | To be advised  |  |
| Signposting | To be advised  |  |
| Hospitality Suites  | According to size of the room  |  |
| Total Amount (please complete)  | To be advised  |  |

|  |
| --- |
| Exhibition Space  |
| Choice | **Stand Number**  | **Space only/Shell Scheme ­­­­­­­­/ sqmprice to be advised** | **No. of Square Meters**  | Total Price  |
| Choice # 1 |  |  |  |  |
| Choice # 2 |  |  |  |  |
| Choice # 3 |  |  |  |  |
| Total Amount  |  |  |  |  |

Special notes: Please indicate if your stand must be located adjacent to or opposite the following companies, or if special configuration is needed

🞎 Provisional Booking – The item will be released if not confirmed within 14 days

🞎 Please call me to discuss our supporter package

🞎 Please send me a supporter contract and first 60% deposit invoice

**PAYMENTS**Bank draft in US$ to ORTRA Ltd
Wire transfer in US$ to ORTRA Ltd, Bank Leumi, branch no. 616, 9 Hashlosha St, Tel Aviv, Israel. Account no. 95100/90, Swift code: LUMIILITTLV, IBAN: IL68 0106 0000 9510 090.
Credit card (Visa, MasterCard, American Express or Diners) in US$.

Terms of Payments:
First payment: 50% of cost ordered to be paid within 21 days of receiving confirmation and invoice.
Second payment: Balance will be paid not later than 21 December, 2013.

**CANCELLATION POLICY**
Refund of registration fees will be made with a written notification of cancellation to Ortra Ltd.
A non refundable deposit of $400 is required to confirm space for the exhibition. Written notification of cancellation must be received in the ORTRA Ltd. office no later than December 1, 2013 to assure a 75% refund of the payment (less non-refundable deposit). Written notification of cancellation must be received no later than December 31, 2013 to assure a 50% refund of the payment (less non-refundable deposit). Payments received after January 1, 2014 will be non-refundable.

We accept the contract terms and conditions (listed in this Support and Exhibition Prospectus) and agree to abide by the Guidelines for Industry Participation for the Symposium.

I am authorised to sign this form on behalf of the applicant/Company.

Signature Date