
Regulations of Participation in

The (42nd) Session of

BAGHDAD INTERNATIONAL FAIR

1-10/11/2015

1. Participants subject to these regulations, are those who are agent, representative, work in cooperation with foreign parties or their activities associated with them, whether those participants are local or foreign.

2. Opening hours :

9 am – 7 pm.

3. Participation fees:

\$ 100 per sq.m indoor area.

\$ 150 per sq.m indoor area + stand

\$ 60 per sq.m outdoor area .

4. Electronic Directory Services:

- The participation and reservation shall be done through electronic directory system available at company's web site (www.fairs.mot.gov.iq)
- Each participant shall pay \$ 90 as fees for electronic directory service.
- The participation countries and parties which reserve the entire area of the hall shall provide us with the design of it as well as names and spaces of each company, each participant in these halls is considered as independent participant in the electronic directory.
- \$500 shall be added to the above mentioned amount for those wishing to participate in the electronic directory services (silver subscription) where this subscription allows you to view all the participant details on electronic directory site.

Note:

The attached electronic directory brochure describes all the details concerning the electronic directory services and paragraphs and how to use it and get benefit of it .

5. The reservation confirmation is done upon submission the application to our company and to be forwarded to the interior Fairs department and then to the Technical department, later on contact the financial department to pay full fess directly within two days of the date of issuing reservation confirmation, otherwise the reservation is considered null and void.
6. **Minimum required space reservation is (9) sq.m indoor area and (20) sq.m outdoor area**, in case of reducing, fees of (9) sq.m shall be settled for indoor area and (20) sq.m for outdoor area.
7. **\$ (50) per sq.m as stand construction fees**. This includes (one information desk + two chairs +carpet + lighting).
8. 6% of the rental space fees shall be charged as services fees .
9. The application form is considered **a lease contract between our company and the participant** who is obliged to settle all the financial commitments.
10. The total amount of participation fees shall be paid upon confirmation of reservation to the State Company for Iraqi Fairs and Commercial Services through **(Al- Rasheed Bank/ Baghdad International Fair Branch528) Account No.(10001)** in a addition to **Trade Bank of Iraq (TBI) Account No. (0002-001736-001)**, the participant is obliged to pay all bank transfer commissions and in case the participant exceeding the area fixed by the measurement committee , he shall pay the fees for the exceeding area .

Regarding the participating countries which reserve the entire area of the hall, the deadline settlement should be two days prior to the opening date of the fair. The fair's management has the right not to consider any application form in case the charges not being settled. The fees settlement of foreign participants shall be in USD.

11. In case of participant's withdrawal after confirming the reservation, the fees will be confiscated.
12. Exhibits neither sold nor donated will be re-exported to the country of origin after export manifest is issued by Baghdad International Fair Customs Office.
13. Exhibitor shall vacate rented stand , indoor / outdoor , removed all exhibits or damages and handed to the Technical Department, Otherwise, exhibitor shall cover the cost of all damages resulting thereof , without need for a formal notice / legal proceedings, commencing from closing day of the fair,

during (15) days for Arab & foreign participants and (10) days for the agents of foreign companies branches except, holidays, pay storage charges mentioned below, the fair's management shall not be held responsible for materials remain in stands during above specified period up to the end of temporary customs admission period (6 Months) . In case the participant is overdue in removal of exhibits for reasons out of control, the fair's management shall have the right to grant discounts on the storage fees after verification.

- * \$ 3 per cubic meter daily (covered warehouse).
- * \$ 2 per cubic meter daily (uncovered warehouse).
- * \$ 1 per cubic meter daily for unfilled boxes.

Plus transport charges from the stand up to the storage warehouse.

Participant might use a forklift belongs to the fair's management after \$ 25 ton / hour is charged. If participant uses his own equipment.

If the customs temporary period is terminated and the participant did not submit an application to extend the period, the fair's management shall have the right to confiscate exhibits.

14. The fair's management shall deliver a site plan showing the stand location for the reserved area and dimensions. This plan is considered the confirmation of a space reservation.
15. The participant which reserves an entire area of the hall shall send back the stand design with two signed copies to the Interior Fairs Department. This shall be considered as confirmation of participation. The approval of Technical Department shall be obtained before implementation and the approved design shall be sent back to the participant.
16. The fair's management keeps the right to assign the location according to the available space and types of exhibits.
17. Exhibits admitted in the fairground for being displayed shall not be removed before the closing of the fair.
18. Exhibits are not allowed to be removed after the close of the fair unless participation and service fees are settled. The relevant quittance shall be certified from the concerned departments of our company (financial – interior fairs – technical – auditing) and customs office.

19. All films video – programs, pamphlets and any publications to be displayed at the fair shall be approved beforehand by the (Publications Control Directorate). Distribution of unrelated publications which have nothing to do with the fair and its objectives is prohibited and the earlier approval of the State Company for Iraqi Fairs on all pamphlets and printed materials shall be obtained before distribution. Two samples of each should be submitted to our company to be approved and one copy shall be returned to the participant and the Public Relations Department in our company will implement that.
20. The exhibitor or his authorized representative shall be present with the person in charge from the Interior Fairs Dept. during the exhibits custom inspection as soon as the goods arrive the fair ground.
21. After the close of the fair, all exhibits shall be inspected by customs officials, who will take stock of the balance of exhibits against the original last recorded at the opening of the fair, the difference in stock shall be properly accounted for a record sheet showing movement of stock (Sales, gifts, losses, etc...).
22. All packing crates, consignment documents and invoices shall be addressed to (Baghdad International Fair) with the exhibitor full name and the duration of the fair.
23. Exhibitor shall submit a list of exhibits for approval. The fair's management has the right to reject any displayed product that does not meet the rules and regulations. Only one sample of product is recommended to be exhibited. In case of admission of any exhibits from branch companies or agents, a letter including all exhibits details shall be addressed to the Commercial Section / Interior Fairs Dept. in order to obtain the gate pass. A quittance shall be obtained from the customs office and the departments of our company before clearing the exhibits.
24. The deadline for exhibits admission to the Fair ground shall be two days prior to the opening day of the fair.
25. The height of the standard stand partitions shall not exceed 2,5 m.
26. It is not allowed to add nails, paint the stand components that belong to the fair's management, or cause damage to / or change floorings of the exhibiting halls. It is also not allowed to make any change or extension on electrical and

- water connections points. Exhibitor shall repair any damages caused to rented sites or pay repair expenses as estimated by the fair's management.
27. Each participating country shall have the right to hold the National Day according to the time set in coordination with the fair's management (Public Relations Dept.).
 28. Exhibitors shall necessarily comply with safety and pending rules against all risks arising to all their stands assets (fire, losses, theft, damages or any other reasons) and exhibitor shall undertake to insure his stand and all objects thereon with one of the Iraqi insurance companies. Therefore, the fair's management shall not be responsible for any damages resulting.
 29. Each participant is responsible for guarding his stand during entrance and clearing to the hall and during the fair period and guarding the whole fair is guaranteed by the fair's management. In case of appointing guards, the approval of our company shall be obtained.
 30. Samples and gifts are subject to the (temporary custom admission regulations) and Admittance, clearance of exhibits shall be done in accordance with the valid customs regulations; otherwise a fine which is fixed by customs authorities will be charged.
 31. The fair's management is not bound to take into consideration any condition added by the exhibitor in his application form.
 32. Under force majeure, the fair's management keeps the right to cancel or postpone the opening date of the fair.
 33. Participant is not entitled to sub-let or hand over a stand or any part of it, neither for a charge or for free unless the fair's management approval is obtained .
 34. Fair's management prior approval shall be obtained before carrying out experiments or using exhibited equipment & machines.
 35. Participant shall immediately submit a detailed report to the fair's management concerning any accident that might happen to his exhibits or belongings, thereby to help taking necessary action on time .
 36. The companies that carry Israeli nationality or Israel originally registered companies are not allowed to participate.

37. Vehicle / private cars shall not be allowed to enter the fair ground. All vehicles / private cars shall use the outside park.
38. The fair ground is a custom zone and the participant shall comply with the valid custom regulations.
39. The food stuff exhibits will be checked out by the health authorities in the borders entries. These materials shall not be exhibited unless confirmation is given by the concerned authorities certifies that these materials are fit for human consumption.
40. The Arabic language version of the terms of participation shall take precedence over any other version in the event of any difference in the interpretation as to their meaning. All parties are subject to the Iraqi Law.
41. In case participants desires to get entry visa to Iraq, a letter should be written to our company including the participant's name, his company's name and passport number with a colored copy of passport (30) days prior to the opening date of the fair to help the Public Relations Dept. in our company take the necessary actions.
42. 2% will be added as incentives system as well as 0,002% as stamp fees.
43. The rental fee of the Grand (VIP) hall is \$ 1500 per day. The rental fees of the Small (VIP) hall are \$ 500 per day.
44. Taking into consideration that no pledges will be accepted to postpone the settlement of participation fees.

IRAQ-BAGHDAD-ALMANSOUR P.O BOX 6188

Email :iraqifairs@gmail.com

Website(subdomain): <http://fairs.mot.gov.iq>

Mobile: 07902270253



The (42nd) Session of
Baghdad International Fair
1-10/11/2015

Name of Exhibitor..... Address.....
Email Tel.....
Type of Business
Person in Charge

Space Required

Indoor AreaSquare meter
Outdoor Area..... Square meter
Pre-fabricated Stand..... Square meter

According to the item no. (2) of Terms & Regulations of B.I.F

Allocated Space

Indoor Area	100 \$/m ²	
Indoor + stand	150 \$/m ²	
Outdoor Area	60 \$/m ²	

Hall No.	Site No.	Total
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- 6% of the rental space fees shall be charged as services fees.
- The exhibitor should full and signed the application form , then send it back to the Interior fairs department a month prior to the opening day of the fair.
- The total amount of participation fees shall be paid upon confirmation of reservation to the State Company for Iraqi Fairs and Commercial Services through (Trade Bank of Iraq TBI No. (0002-001736-001)).
- The application form is considered a lease contract between our company and the participant who is obliged to settle all the financial commitments after be signed.
- 2% of the total amount of the participation fees shall be added to the invoice payment as an incentives.
- Tax and stamp fees shall be paid.
- (90) \$ shall be played by each participant as fees of electronic directory service.

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19/4/2015



The (42nd) Session of
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1-10/11/2015

Name of Exhibitor.....Reserved Space.....

Indoor.....Hall No.....

Indoor (Upper Hall)Hall No.....

Outdoor.....Site No.....

Electric Power

Electricity	A. Single Phase 220 VOLT 50 HZ	K.W.
	B. Three Phase 380 VOLT 50 HZ	K. W.

Water

☐

Internet

☐

Machines: Forklift

☐

Crane

☐

Other services

Name.....Date.....Signature.....

TITANIUM SPONSORSHIP Conditions for (42) Session of B.I.F
From 1-10/11/2015

- 1- (24) sqm Exhibition Stand (Shell scheme).
- 2-All advertisement in newspaper\ Publications and digital media for show will carry Titanium Sponsors logo with sponsorship title.
- 3-Organizations logo and sponsorship title on the billboard in front of the exhibition hall.
- 4-(6) Complimentary conference registrations.
- 5-One slot will be provided for making a presentation at the conference.
- 6-Organization's Logo & sponsorship title on signs displayed in high-traffic areas .
- 7-Organization's Logo & sponsorship listing page of the show brochure and Fair catalogue.
- 8-Organization's Logo, sponsorship title, and link on the main webpage.
- 9-Organization's Logo will be displayed at the entrance of exhibition venue and in the stage (podiums).
- 10-Two (2) promotional pieces (brochure, handout, card flyer, or booklet in the delegate bags) to be provided by the sponsor .Approval of organizer is obligatory for the promotional pieces).
- 11-One full- page color advertisements in the official catalogue.
- 12-Organization's Logo on the official catalogue.
- 13-Five (5) Complimentary invitations to the gala dinner.
- 14-In case of arranging gala lunch or dinner, (5) invitations will be available.
- 15-Titanium sponsorship cost is (75, 000) \$.
- 16-Trophy and certificate of merit of participation shall be presented to the sponsor.

Platinum Sponsorship Conditions for (42) Session of B.I.F
From 1-10/11/2015

- 1-(18) sqm Exhibition stand.
- 2-Organizers' logo and sponsorship title on the billboard in front of Exhibition hall.
- 3- (3) complimentary conference registrations.
- 4-One slot will be provided for making a presentation at the conference.
- 5-Organizers' logo and sponsorship title on signs displayed in high - traffic areas.
- 6- Organizers' logo and sponsorship title on the sponsors listing page of the show brochure and conference catalogue.
- 7- Organizers' logo and sponsorship title and link on the main webpage.
- 8- Organizers' logo will be displayed at the entrance of the Exhibitions' venue.
- 9- (2) promotional pieces (brochure, handout, card flyer, or booklet in the delegate bags (to be provided by the sponsor. Approval of organize is obligatory for the promotional pieces).
- 10- One (1) full – page color advertisements in the official catalogue.
- 11-Tow (2) complimentary invitations to the gala dinner or lunch.
- 12- Platinum Sponsorship cost (50000) \$.
- 13-8 sponsor flags to be hanged inside fair halls.
- 14- Trophy and certificate of merit of participation shall be presented to the sponsor .

Gold Sponsorship Conditions for The (42) Session of B.I.F
From 1-10/11/2015

Gold Sponsor logo on Fair Guide (with Sponsors & Supporters).

1. Gold Sponsor logo on opening ceremony stage (podium).
2. Distributing fair pamphlet with the invitation file by the golden sponsor to the (VIPs) and the attending pavilions' managers.
3. Gold sponsor logo on the official web site of the company.
4. Opening ceremony invitations to the golden sponsor.
5. An invitation to conference and (VIP) lunch with (3) invitations to his guests.
6. (12) Flags to be hanged inside fair area.
7. (15) sqm Exhibition stand (with prefabricated stand) for free with his name fixed inside one of fair Halls.
8. Full free page in official catalogue.
9. Sponsor flags to be hanged inside fair halls.
10. Trophy and certificate of merit of participation shall be presented to the sponsor.
11. Promotional materials of the session shall be presented to the sponsor.
12. Golden sponsorship cost (35000) \$.

Silver Sponsorship Conditions for The (42) Session of B.I.F
From 1-10/11/2015

- 1-Free half page on fairs official catalogue.
 - 2-Sponsors Logo will be displayed on fairs official website.
 - 3-Sponsors Logo will be published in the brochure and catalog of the fair.
 - 4- (2) free invitations to attend the lunch and conference.
 - 5-Sponsors Logo flag to be hanged inside fairs halls.
 - 6-Free space area of (9) sqm with prefabricated stand and fixing sponsors name on the stand.
 - 7-Sponsors title to be announced in newspapers and the daily fairs newspaper.
 - 8-Silver sponsorship cost is (25,000) \$.
 - 9- Sponsors Logo will be fixed inside fairs halls.
 - 10-Trophy and certificate of merit of participation shall be presented to the sponsor.
 - 11-Promothinal material of the session shall be presented to the sponsor.
 - 12- (2) promotional pieces (brochure, handout, card flyer or booklet) in the delegate bags to be provided by the sponsor.
- approval of organizer is obligatory for the promotional pieces.

Names, Numbers and areas of Baghdad International Fairground halls:

	Hall name	Number	Area
1	Celebrations hall	1	
2	Baghdad	2	9703.5
3	Naynawa	3	1680
4	Samarra	4	1761
5	Rafidane	5	1830
6	Theeqar	6	2514.5
7	Babil	7	1625
8	Hamorabi	8	1739.2
9	Ishtar	9	787.662
10	Maisan	10	830.85
11	Ashor	11	830.85
12	Dijla	12	1671.25
13	Alfurat	13	1671.25
14	Akad	14	1308.35
15	Baghdad governorate	15	
16	Erbil	16	1449.5
17	Uor	17	2698
18	Salah	18	1959.25
19	Basra Faihaa	19	1103.5
20	Zawraa	20	
21	Najaf Ashraf	21	280
22	Diyala hall for protocols	22	
23	Karbalaa Muqaddasa	23	669.3
24	Warkaa	24	1517
25	Anbar	25	853.6
26	Media	26	