



**Ministry of Trade
State Company for Iraqi Fairs
& Commercial Services
Baghdad International Fair**



BIF

**Terms & Regulations of
Specialized Exhibitions held by local & non-local organizer
Inside & outside B. I. F. ground**

1. Application:

The party willing to organize a specialized exhibition should present an official application directly to our company attached with the legally certified registration documents of the company with a study of the exhibition includes the following:

- Exhibition name, place, and date of organization.
- Exhibition general specialty and other sub-specialties.
- Sponsors, supervisors, and governmental and non-governmental cooperative parties and their role in organizing the exhibition
- Space area required to be reserved for organizing the exhibition.
- The exhibition marketing and promotion plan and the parties & exhibits which will be focused on.
- Exhibition Logo.
- After granting the official approval to organize the exhibition a contract will be set to organize that.

2. The company's financial dues of organizing the exhibition:

Our company will deduct the following charges per each square meter of actually spaces reserved of exhibitions held at Baghdad International Fairground after measuring the area by the Measurements Committee:

- \$80 USD if the total of reserved indoor and outdoor areas in the exhibition (1000) m² or less.
- \$70 USD if the total of reserved indoor and outdoor areas in the exhibition (1001-2000) m²
- \$60 USD if the total of reserved indoor and outdoor areas in the exhibition (2001-3000) m².
- \$50 USD if the total of reserved indoor and outdoor areas in the exhibition (3001-4000) m².
- \$40 USD if the total of rented indoor and outdoor areas in the exhibition more than (4000) m².
- 8% of the above mentioned charges will be deducted as services charges (Electricity- Internet- general services)

Our company will deduct 30% of the declared price value of the rented indoor and outdoor spaces by the organizer of the exhibitions held in governorates (except Kurdistan Region) after measuring the area by the Measurement Committee.

- Participation fees to be settled totally by the organizer to the State Company for Iraqi Fairs and Commercial Services at the headquarter of the company by cash to our company if payment will be done in Iraqi Dinar, and if charges in USD the settlement will be to **(Al- Rasheed Bank/ Baghdad International Fair Branch528) Account No.(10001)** in addition to **Trade Bank of Iraq (TBI) Account No. (0002-001736-001)**, The organizer is obliged to pay all bank transfer commissions.

3- The stand:

The prefabricated stand of our company (40 \$ per sqm) by using its components (aluminum poles, shafts, white melamine walls boards and flooring carpets), (35000 Iraqi dinars) the same components except the carpet, is constructed by our company. In case of using his own stand and not the prefabricated stand provided by our company, a sum of ID (15 \$) per each square meter of the special design stand area and a sum of ID (25 \$) per each square meter for the standard prefabricated stand or without any stand shall be charged.

The stand constructed by our company includes the following:

- 1- One information desk (1) m2.
- 2- Two Plastic chairs.
- 3- One trash can.
- 4- Carpets for the stand area and the corridor opposite the stand.
- 5- Lighting installation (3 spotlights) 180 watt.
- 6- One Electric outlet (electric extension) 3 meters in length with power capacity of (5) amp. In case of extra electricity supply, a sum of ID (10.000) for the local organizer and USD (10) for the foreign organizer per each extra amp shall be charged.
- 7- The name of the participant in Arabic with black font shall be fixed in the adhesive melamine nameplate. The nameplate can be written also in English as ordered and can be located in more than one place according to the site and area of the stand.

Note: The above materials are for the shell scheme of (9) m2. In case of double area (9) m2, doubled materials shall be added. In case of increasing the area with less than (9) m2, no material shall be added. In case the participant orders extra desks or chairs, an additional sum of ID (10.000) per each desk and ID (5.000) per each chair shall be charged from the local organizer and USD (10) per each desk and USD (5) per each chair shall be charged from the foreign organizer for the whole period of the fair.

No damages are allowed to the components of the prefabricated stand such as perforation, stapling, painting, coloring and writing or any other damages resulted from the stickers or doing construction work near these components or adding sections to increase the height or using the walls of the booth to hang heavy exhibits which may lead to instability of the stand. In this regard, our company has the right to remove them and the participant shall cover the expenses of the damages incurred provided that damages shall be estimated at the same cost as prefabricated stand approved by our company, plus the amount of the fine and the participating party has to pay these fees before obtaining a quittance from the concerned departments of the company .

The party wishing to construct a special design stand should present the design to the designs section in the technical department of the company to obtain the approval before starting the construction .If there are some notes about it they should be taken by the participant and the site will not be given to the participant unless the final approval for the design is obtained which depends on the commitment with the safety aspects and not to damage the hall also not affecting comfort of the participants.

The working hours for constructing the stand by the other parties (12) hours a day starting from (8) am to (8) pm. The participant should finish constructing his stand not less than (48) hours before the opening of the fair to allow cleaning works and carpet flooring, if the work continues after this date, a fine of (1000000) Iraqi dinars should be imposed for local organizer and (1000) \$ for the non local.

In case of an increase in the height of the special design stand more than (3) m, 10% of the area fees shall be added for each extra meter.

Insurance:

Once the exhibition contract is signed, the local organizer should pay (20) millions Iraqi dinars, the non-local should pay (20) thousands \$ to insure the proper implementation, the insurance amount will be confiscated in case the exhibition is not held without a legitimate excuse. The exhibition could be postponed by a private approval from the Director general according to necessity.

Plans and Designs:

In the case of reserving entire hall by the organizer, it shall be taken into account that the unoccupied area shall not exceed 25% of the total area that could be occupied provided that the width of the maintenance corridor shall be (1) m and the visitors corridors (3) m except the main corridor before the main door that could be (4) m otherwise it will be counted within the measuring minute.

-The technical department of the company is responsible for determining the appropriate hall for the exhibition and according to the nature of the exhibits and the participation.

-The organizer provide us with the plan of the decor to display it and obtain our approval before starting to implement it according to the following criterias (width of the middle corridors is (3) m and width of the service corridor (1) m).

-The area measuring includes all the exploited areas (cafeteria-mosque-administration and information) as well as the services of participants and the company that provides the internet service –the internal broadcast and etc.

6-Guarding, Cleaning and Employees:

In case of holding an exhibition on the Baghdad International fairground, the organizer is responsible for guarding the stands before and during the period of the exhibition and the state company for Iraqi fairs and commercial services is responsible for external guarding of the exhibition.

If the exhibition is held out of the fairground the organizer shall bear the full responsibility of guarding .

The organizer is responsible for cleaning up the hall of the exhibition and the roads nearby by as far as the toilets used by the exhibitors during and after the period of the exhibition.

The organizer must obtain the approval of our company for the staff working in the stands during the preparations of the exhibition and immediately inform us with any incident occurs to the exhibits and properties.

- The hall is delivered to the organizer (15) days before the date of opening the exhibition.
- The hall shall be delivered empty from all the exhibits and components of the prefabricated stand, including cleaning after the end of the exhibition within 10 days as a maximum period, otherwise, the organizing company shall pay a penalty of one million Iraqi Dinars for each day of delay.
- The organizers of the specialized exhibition should be acquainted with the customs regulations and the list of prohibitions on the company's website as Baghdad International fair is a customs zone.
- It is not allowed to take out the exhibits after the end of the exhibition unless the organizer obtains a quittance from custom office, the financial and the technical department in the company for paying the fees of the participation and services or any damage that may occur in the components of the prefabricated stand.
- The company will issue a letter to the General Authority of Customs to facilitate the entry of the exhibits, and General Authority circulates it to the borders entries to facilitate the procedures of that and send them to the custom office of Baghdad International Fair or to the exhibition place outside the fairground. The name of the exhibition, its date and place of holding should be written on the boxes and on the shipment documents (Manifest) of the exhibits.
- The fees of renting the forklifts belonging to our company for carrying the exhibits within the fair ground are as the following:
 - Forklift (3) tons: 20000 Iraqi dinars per hour.
 - Forklift (5) tons 30000 Iraqi dinars per hour.

8- Entry visa

If there are participants wishing date to obtain entry visa to Iraq, the organizer should send a letter containing the participant's name and passport number with a photocopy of the passport preferably 30 days prior to the starting date of the exhibition so that the Relations Department can take the necessary procedures except Syrians & Nigerians citizens they should submit entry visa request three months prior of the starting date of the exhibition.

9- General Provisions

- The organizer should provide our company with the names of the participating companies, their addresses and type of their exhibits so that we can take necessary procedures concerning the black list.
- No change is allowed in the floor of the halls, no adjustment or addition to the electricity and water supply points. The costs of maintenance and damages that may result from this shall be endured by the organizer.
- In case the participant intends to bring materials from the branch company, that should be by presenting official letter in which the materials are fixed in its details, numbers, and they are taken out also by official letter from the commercial section in order not to be confiscated.
- The approval of the company is obtained before carrying out any activities or competitions.

-Our company has the right to cancel the exhibition or postpone it in the case of force majeure.

-The organizer advertises for his exhibition through newspapers, magazines and satellite channels.

-The participant should enter the exhibits and complete their arrangement in the stands (48) hours before the opening date of the exhibition.

-Israeli companies and companies registered primarily in Israel are prohibited from participating in the exhibition.

-In case of any error in the interpretation of the terms and regulations of participation, the Arabic version is the dependable and the city of Baghdad is the place of paying the fees, arbitration and judicial settlement.

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