



**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 that shall be mainly or partially specialized in organizing exhibitions & conferences, 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.
- Exhibition Logo.
- After granting the official approval to organize the exhibition a contract will be set to organize that and as follows.

- The number of exhibitions per contract shall not exceed (3) three specialized exhibitions held on Baghdad International Fairground.
- A separate contract is organized for each specialized exhibition held in all governorates.
- After signing the contract, if the organizer is willing to change the date of the exhibition or add a new activity or specialty to the exhibition, this is set by signing a contract annex.

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 **(the grounds owned by the company)** 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 reserved indoor and outdoor areas in the exhibition more than (4000) m².
- \$25 USD per square meter for the outdoor area.
- 10% of the above mentioned charges will be deducted as services charges (Electricity-Internet- general services).

- A percentage of 5% shall be deducted for the exhibitions with direct selling activity held on Baghdad International Fairground.
- Regarding the specialized exhibitions held on Baghdad International Fairground, a percentage of (20%) of prices shall be added for the exhibitions whose holding period is between (7-14) days and a percentage of (30%) shall be added for the exhibitions whose

holding period is between (15-21) days and a percentage of (40%) shall be added for the exhibitions whose holding period is between (22-30) days.

- In case that a tent is set up by the organizer, its total area shall be calculated and included in the measurement report and the tent measures will be calculated as an open area when settling payments.
 - During the direct selling exhibitions, the visitor collection system shall be implemented through the electronic portals.
 - The organizer is obliged to pay the minimum amount of the occupied space for each hall at a rate of (75%) and according to the organizational schedule prepared by the Technical Department - Booking Division for the reservation of any hall upon signing the contract, and it shall be confiscated in the event of the failure to reserve this hall. (50%) of the value of the above-mentioned amount will be deducted in case of changing the date of the exhibition and after obtaining approvals for the change. Postponement due to a force majeure shall be excluded from the deduction.
- Regarding the specialized exhibitions held **at the grounds not owned by the company** (except Kurdistan Region) our company shall deduct (\$15) USD per each square meter for the indoor area, and (\$5) USD per each square meter for the outdoor area after measuring the area by the Measurement Committee.
 - The organizer has no right to request our company to be exempted from the measurement fees for the spaces granted by them for free to the participating companies unless there is a prior approval by our company to grant that space and before the date of the exhibition, provided that the total granted area does not exceed 10% of the total area of the exhibition in addition to provide our company with a letter from the participant confirming that their participation in the exhibition is free of charge.
 - Governmental entities that organize an exhibition and cannot pay in US dollars, so the amount is transferred from the US dollar to the Iraqi Dinar based on the dollar exchange rate approved by the Central Bank at that time.

- 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, if they are in USD they should be paid through one of the banks mentioned in the below table:

Bank Name	Branch	Account No.
Al- Rasheed Bank	Baghdad International fair branch no.528	10001
Trade Bank of Iraq TBI	Main branch / Al kindy Street	0002-001736-001
Iraqi Islamic Bank for Investment & Development	Al-Mansour- Baghdad International Fair	45285

- In case of settling fees via Bank transfer in USD from outside Iraq, the settlement will be via Trade Bank of Iraq (TBI) in addition to the Iraqi Islamic Bank for Investment & Development according to the details below:

(Trade Bank of Iraq TBI)

Bank name	Branch	Swift code	Account name	Account number	Iban number
TRADE BANK OF IRAQ	MAIN BRANCH	TRIQIQBA	STATE CO OF IRAQI EXHIBITION	0002-001736-001	IQ95 TRIQ 9900 0200 1736 001
Intermediary Bank Information					
Bank name			Swift code		Account name
JP MORGAN CHASE BANK ,NEW YORK.USA			CHASUS33		400211254
CITIBANK N.A			CITIUS33		----

(Iraqi Islamic Bank for Investment & Development)

Bank name	Branch	Swift code	Account name	Account number	Iban number
Iraqi Islamic Bank for Investment and Development	AL Mansour	IRIBIQBAXXX	STATE CO OF IRAQI EXHIBITION	45285	IQ91IRIB723004528502689
Intermediary Bank Information					
Bank name			Swift code		Account name
AL Etihad bank – Jordan			UBSIJOAXXX		02B01003562

- After the expiration of (15) days after the end of the exhibition without settling the financial obligations, the organizer shall be liable to a delay penalty of (150000) ID per each day of delay calculated after the end of the duration above mentioned, otherwise our company shall confiscate the deposits amount equivalent to the value of the contract after calculation determined by the Measurement Committee and take legal action to obtain the remaining amount, if any.

3- The stand:

In case of using the prefabricated stands related to our company (aluminum poles, shafts, white melamine walls boards and flooring carpets) should be as follows:

- Prefabricated stands with carpets (without carpets of interior corridors) 30 USD/ per each square meter.
- Prefabricated stands without carpets (without carpets of interior stands & corridors) 25 USD/ per each square meter.
- Carpeting the interior corridors of the exhibiting halls 5 USD / per each square meter.

The prefabricated stand constructed by our company includes the following materials:

- 1- One information desk (1) m2 per each (9) square meter.
- 2- Two Plastic chairs per each (9) square meter.
- 3- One trash can per each (9) square meter.
- 4- Lighting installation (3 spotlights) 180 watt per each (9) square meter.
- 5- One electric outlet (electric extension) 3 meters in length with power capacity of (5) amp. per each (9) square meter.
- 6- 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 terms and not to damage the hall also not affecting comfort of the participants.
- Manufacturing the complete special design stand is not allowed inside the B.I.F. ground. The organizer is obliged to manufacture this stand by using the method the interconnection to be assembled inside the hall only using the screws only (other tools are not allowed).
- If the special design stand exceeds (3) meter in height, additional fees should be charged at 10% of the area's fees per each meter increase in height.
- The organizer is obliged to remove the remnants of the decorative works carried out by him (inside or outside the hall) and within five days after the end of the exhibition, otherwise the remnants will be removed by our company and a fine will be imposed twice the amount of removal.
- The organizer is obliged to receive the health facilities near the exhibition hall and keep them clean and put cleaners (a man in the men's section and a lady in the women's section) during the exhibition period and hold on cleaning them and provide all the materials (soaps - detergents - sterilizers ... etc) and will be responsible for the maintenance of any damage or misuse occur.
- The organizer is committed to providing a free pavilion dedicated to the employees of the State Company for Iraqi Fairs and Commercial Services for the purpose of preparing specialized exhibitions questionnaires, marketing and promotion of the events and activities of this company.
- The organizer should exclusively put the exhibition advertisements in the grand TV screens surrounding the B.I.F. ground and special advertisement places.

4. Deposit Amount:

Exhibition that held inside Baghdad International Fairground:

Before the exhibition contract is signed, the local organizer shall pay (20000000) twenty millions Iraqi dinars, the non-local shall pay (20000) twenty thousands USD to guarantee the proper implementation, the deposit amount will be confiscated in case the exhibition is not held without a legitimate excuse. The exhibition may be postponed by a private approval of the Director General as necessary.

Exhibition that held outside Baghdad International Fairground:

The deposit amount shall be (5000000) five million Iraqi dinars for the Iraqi organizers, and (5000) five thousands USD for the foreign organizers. This amount shall be confiscated in case of not holding the exhibition or cancellation.

5. 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 and according to the organizational table prepared by the reservations section, which shows the total of the less net acceptable space for pavilions occupied in the hall after subtracting the space of internal corridors between the stands and the vacant space of 25% from the area of each hall and the service maintenance corridor.

-The Technical Department of the company is responsible for determining the appropriate hall for the exhibition and **formatting a committee according to an administrative order** depending on the nature of the exhibits, the nature of the participation and the pavilions space.

-The organizer shall provide us with the stands plan to obtain our company approval before starting implementation within a period not less than (10) days before the opening date according to the following criteria (width of the **middle corridors is (4)** m and width of the service corridor (1) m).

-The measurement includes all the exploited spaces except (the mosque – the stand of the company organizing the exhibition, not exceeding than (18) square meter - cafeteria for cold foods, not exceeding (18) square meter).

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, the roads nearby and the toilets used by the exhibitors during and after the period of the exhibition. In addition, the organizer shall be obliged to remove the waste outside the B.I.F. ground.

-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 shall not be delivered by the Technical Department to the organizer unless be provided with the stands plan **(5) actual working days** before the date of opening the exhibition.

-The hall shall be delivered to the Technical Department empty from all the exhibits, components of the prefabricated stand and all damages , including cleaning within a maximum period of (5) days after the end of the exhibition (except holidays), otherwise, the organizing company shall pay a penalty of one million Iraqi Dinars for each day of delay. In case of not paying the penalty and removing the left materials (10) days after the above-mentioned period, the left materials and exhibits will be confiscated.

- 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.

7- 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 color 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.
- In case of granting entry permits, the organizer of the exhibition is obliged to have visa granted for the participants in the organized exhibition only, and not allowed to stay for any reason after the end of the exhibition and not allowed to participate in subsequent exhibitions in the case of a specialized exhibition is held in another governorate.
- The number of participants is determined for each pavilion or company according to the space reservation granted to the participating company.
- In case of holding an exhibition in a governorate and then have an exhibition in another governorate, the organizer must submit a request to our company to approve the stay of the participants for the purpose of participating in the subsequent exhibition and inform us a month before that.
- After the end of the exhibition, the organizing company is obliged to inform our company by an official letter about the departure of all Arab and foreign participants in the exhibition.
- A written pledge shall be taken upon granting the entry visa and when the participant does not enter the exhibition in time, our company should be notified to cancel the entry visa for

lack of need and not to be exploited in any other matters or exhibitions, especially that the entry visa is valid for (90) days from the date of granting the visa.

- The number of participants for each stand or company shall be according to the reserved space at the rate of (3) persons per (5) square meters, and the number of people is increased according to the increase in the reserved space at the rate of (1) person per each additional (9) square meters, provided that the organizer provides our company with the name of the participating company and the space reserved by it before submitting the entry visa application and committed to leave the participants within a maximum period of (5) days after the end of the exhibition, regardless of the validity period of the entry visa granted to them by the Residence Office with not allowing them to participate in other exhibitions.

8-General Provisions

- The organizer is allowed to postpone the date of the exhibition for one time only. If the organizer wishes to postpone for the second time, a fine of (1,000,000) one million Iraqi dinars will be imposed on the local organizers, and a sum of (1,000) one thousands US dollars will be imposed on the non-local organizers, and the contract will be canceled and the deposit amount will be confiscated if the exhibition is not held on the date specified by the second postponement or a third postponement is requested.
- The V.I.P. Hall is specialized to hold conferences and events. If any organizer wishes to book the V.I.P. Hall to hold an exhibition, it shall be treated as exhibiting halls.
- The calculation committee shall calculate the spaces and delivers its reports to the company's management without the intervention of the organizer, as it is an engineering committee checking what is stated in the plans submitted to the Technical Department by the exhibition organizer.
- The organizer of an exhibition or festival on Baghdad International Fairground must sign the written pledge of the halls with the Technical Department before delivering the required halls.
- It is strictly forbidden to enter large trucks from the main gate of Baghdad International Fair and roam the streets or park them near the halls. Trucks are allowed only entering from the Customs gate and the last point for stopping or unloading their contents shall be in the parking yard opposite to the B.I.F Customs Office building. Their contents shall be transported to the exhibiting halls through pickup trucks or forklifts.
- The organizer shall provide our company with the names of the participating companies, their addresses, their nationalities and type of exhibits.
- The organizer shall provide us with the exhibition program (72) hours before the opening date.
- 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 it 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 after signing the contract.
- The organizer shall create an internet page related to the exhibition to be linked with the website of the State Company for Iraqi Fairs & Commercial Services.

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- In case the organizer applies for postponing the exhibition to another date after allocating the hall by the Technical Department, he shall be obliged to pay a fine of (5000000) five million ID, exception to this , In case of postponing in fore majeure.

-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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