



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



BIF

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**Regulations of Participation in  
The (44<sup>th</sup>) Session of  
BAGHDAD INTERNATIONAL FAIR  
21-30/10/2017**

1. Opening hours :  
10 am – 9 pm.
2. Participation fees:
  - A- Fees of local participations: participations subject to these fees are those of the local parties from the public, mixed and private sector whose exhibits are local origin whether these exhibits are products or services, and as the following:
    - 75000 Iraqi Dinar per sq.m indoor area.  
10% of these fees shall be added to the total participation fees if the reserved location with two open sides, 20% shall be added for location with three open sides, 30% shall be added for location with four open sides
    - 50000 Iraqi Dinar per sq.m outdoor area.
    - 8% shall be added to the total participation fees as services fees (electricity – internet –general services) .
    - 50000 Iraqi Dinar per sq.m for the prefabricated stand erected by our company.
  - B- Fees of nonlocal participations: participations subject to these fees are those of all parties from the public, mixed and private sector whose exhibits are nonlocal origin whether these exhibits are products or services, and whether these parties are local or nonlocal, and as the following:
    - \$ 135 per sq.m indoor area.  
10% of these fees shall be added to the total participation fees if the reserved location with two open sides, 20% shall be added for location with three open sides, 30% shall be added for location with four open sides
    - \$ 75 per sq.m outdoor area.
    - 8% shall be added to the total participation fees as services fees (electricity – internet –general services) .
    - \$ 50 per sq.m for the prefabricated stand erected by our company.
3. 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.
4. Concerning the countries and parties applying for an entire hall reservation, the fees of the complete hall areas except the corridors shall be calculated provided that they comply with our E-Guide site plans. In case of requesting a change in the design, the approval of the Technical Department / Reservation Section shall be obtained before construction provided that the design includes the following criteria: the width of the middle corridors (3) m and the service corridor (1) m and one main corridor (4) m wide. In case of presenting a request to cancel the participation, that should be not less than (45) days before the date of opening the fair.
5. The participant's standard booth using the prefabricated stand components (aluminum poles, shafts, white melamine walls boards and flooring carpets) is constructed by our company. In case the local participant desires to use its own stand and not the prefabricated stand provided by our company, a sum of ID (15.000) per each square meter of the special design stand area and a sum of ID (25.000) per each square meter for the standard prefabricated stand shall be charged. If the

participant is foreign, a sum of USD (15) per each square meter of the special design stand area and a sum of USD (25) per each square meter for the standard prefabricated stand shall be charged.

The stand constructed by our company includes the following:

- a- One information desk (1) m<sup>2</sup>.
- b- Two Plastic chairs.
- c- One trash can.
- d- Carpets for the stand area and the corridor opposite the stand.
- e- Lighting installation (3 spotlights) 180 watt.
- f- 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 participant and USD (10) for the foreign participant per each extra amp shall be charged.
- g- The name of the participant (as written in the registration form in the E-Guide) 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) m<sup>2</sup>. In case of double area (9) m<sup>2</sup>, doubled materials shall be added. In case of increasing the area with less than (9) m<sup>2</sup>, 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 participant and USD (10) per each desk and USD (5) per each chair shall be charged from the foreign participant for the whole period of the fair.

6-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 .

7-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.

8-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 participant and (1000) \$ for the non local.

9-In the case of an increase in the height of the special design over 3m ,10% of the area fees shall be added for each extra meter.

10- The prefabricated stand should not be used for hanging the exhibits to sell them.

11-The company's' approval should be obtained if the participant wishes to sell during the fair, 20% of the area fees will be added to the total fees of participation .The parties wishing to sell the foodstuffs are not allowed to reserve their areas in halls not allocated for direct sale otherwise the participant should pay the sale fees of in double to be 40% and the participant should present the commercial lists for the products supposed to be exhibited and the names of the companies wishing to sell to the commercial section and our company has the right to refuse exhibiting products that incompatible with the laws and regulations.

12- Electronic Directory Services:

- The participation and reservation should be done through electronic guide system through its website ([www.expo.iq](http://www.expo.iq)).

- Each participant shall pay \$ 90 as fees for electronic guide service if the participant is nonlocal, or equivalent to the amount in Iraqi dinars if he is a local.
- Each participant in a hall reserved by a participating country or party is considered as independent participant in the Electronic guide.
- The participating 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 guide.
- \$500 shall be added to the above mentioned amount for those wishing to subscribe in the electronic guide services (silver subscription) this subscription allows you to view all the participant details on electronic guide site.
- Applications for the exhibits admission and issuing the badgs should be presented by the participant through his account on the website of the electronic guide system .The participating party has the right to issue five badgs .In the case of requesting additional badges IQ(10000) will be charged if that party is local and \$(10) if it is nonlocal for each additional badge.

13-The reservation confirmation is done after paying participation fees according to electronic guide system.

14- The total amount of participation fees shall be paid to the State Company for Iraqi Fairs and Commercial Services in its headquarters if the fees are in Iraqi dinars, if they are in USD they should be paid 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.

15- In case of participant's withdrawal after confirming the reservation, the fees will be confiscated.

16-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 the day after the closing day of the fair, during (10) days except holidays, the fair's management shall not be held responsible for materials remain in stands during above specified period. In case of exceeding the period mentioned above, the fair's management shall have the right to dispose of exhibits or removing them to the customs store till temporary customs entrance period is terminated.

17-The Participant can use forklifts belonging to the State Company of Iraqi Fairs & Commercial Services to carry his exhibits inside the fairground according to the fees mentioned below:-

- Forklift (3) ton / 20,000 ID per hour
- Forklift (5) ton / 30,000 ID per hour

18-The fair's management keeps the right to change the reserved location according to the available space and types of exhibits.

19-The exhibits are not allowed to be vacated during the period of the fair.

20-Exhibits are not allowed to be vacated after the closing of the fair unless the quittance from the concerned departments of our company (financial – interior fairs – technical – auditing) and customs office is obtained. The reserved area and stand type fixed in the measuring committee minute shall be accredited in case of changing the occupied area and stand type from that fixed in the electronic reservation, participant has no right to object and not allowed to refund any amount for not using the rented area or canceling stand request.

21-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 and Commercial Services 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 shall implement that.

22-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 fairground.

- 23-All participants should be acquainted with customs regulations besides forbidden exhibits list on the website of our Company as the fairground is a customs zone.
- 24-The deadline for exhibits admission to the fairground is two days prior to the opening day of the fair. The arrangement of the exhibits shall be done during the two days before the opening date.
- 25-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.).
- 26-Damages resulting inside the fairground during the period of the Session shall be subject to negligence responsibility provisions and according to the Iraqi law.
- 27-Each participant is responsible for guarding his exhibits during admission and clearing to the hall and during the working hours of the fair, the guarding of the whole fair is guaranteed by the fair's management. In case of appointing guards, the approval of our company shall be obtained.
- 28-Under force majeure, the fair's management keeps the right to cancel or postpone the opening date of the fair.
- 29-The exhibitor shall not have the right to give up or share with others in all or some of the reserved areas, whether for fees or not, unless the exhibitor shall obtain the approval of the fair's management .
- 30- Participant shall immediately submit a detailed report to the fair's management concerning any accident that might happen to his exhibits or property, so that the appropriate procedures can be taken duly.
- 31-The companies that carry Israeli nationality or Israel originally registered companies are not allowed to participate.
- 32-Trucks and private cars are not admitted to the halls of the fair, the parking area shall be used for that purpose.
- 33- 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.
- 34- 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 applicable Iraqi Law.
35. In case of participants wishing to obtain entry visas, the organizer must send a letter containing the participant's name and passport number along with a photocopy of the passports, preferably 30 days prior to the start of the exhibition, so that the Relations Department can take the required visas, except the citizen of Syria and Nigeria three months prior.
- 36- The rental fees of the VIP hall is two million Iraqi dinars per a day for the local participant, and (1500) us dollars per a day for the non-local participant, and the side meeting room in the hall is (500000) five hundred thousand Iraqi dinars per a day for the local participant, (500) dollars per a day for the non-local participant.
- 37- Taking into consideration that no pledges will be accepted to postpone the settlement of participation fees.