

Organized by



The sixth Commercial Exhibition for Islamic Cooperation Organization 7-13 April 2019



Exhibition Space Contract

Please complete the entire contract with all fields specific

Company Name:		Contact Person & Mobile:	
Address:			
Telephone:	e-mail:	website:	
Sector:			
Billing Details			
Shell Scheme (\$150) per sqm: sqm x \$150 =...\$..... (min. 9 sqm). Indoor space only (\$100) per sqm:sqm x\$100 =\$..... (min. 9 sqm). Outdoor Space only (\$60) per sqm:sqm x \$60 =.....\$..... (min. 15 sqm). 8% of space fees shall be added to the total participation fees as services fees (electricity - internet -general services) . 0.3% of space fees shall be added to the total participation fees as stamp fees. Shell Scheme (9 sqm) includes Standard aluminum panels & construction ,carpet, electricity (220 volt) ,hall security, lighting, corridor cleaning, 1 table, 3 chairs, 1 waste bin, signboard of the name of the participant company, publication of the Company's name in the exhibition directory			
P.S: For the companies who desire special designs the cost of its construction will be implemented separately in cooperation with the accredited contractors of the organizing Company of the Fair.			
Catalogue advertisement			
A color inner page (170Mm x 240 Mm) 200 \$	<input type="text"/>	First & second inner cover page (170Mm x 240Mm) 1000\$	<input type="text"/>
A last cover page (170Mm x 240Mm) 1500 \$	<input type="text"/>	First & second inner last cover page (170Mm x 240Mm) 750\$	<input type="text"/>
Grand total: <input type="text"/>	Stand No. <input type="text"/>	name of special décor co. <input type="text"/>	
<ul style="list-style-type: none"> Opening hours: 10 am - 7 pm. Deadline for receiving the exhibition space contract is 15/3/2019. Deadline for receiving information, logo, commercial advertisements for the participated companies is 20/3/2019. Finishing decoration & special designs deadline is 5/4/2019. 		<ul style="list-style-type: none"> The deadline for exhibits admission to the fairground is two days prior to the opening day of the fair. -Exhibits are not allowed to be vacated before the closing date. Deadline for entry visa requires 15/3/2019. Direct sell will be allowed at the last two days of the fair. Exhibitor shall remove all exhibits after (10) days from the closing date of the Fair , the organizing Company shall have the right to dispose of exhibits after exceeding the mentioned period . 	
Payment schedule & terms: 50% payment immediately on receipt of the invoice to the organizing company (The State Company for Iraqi Fairs & Commercial services) cash or delivering a cheque within 30 days of signing the exhibition space contract, failure to make payment your stand position may be reallocated, 50% final payment to be made before 15 days of the opening date otherwise exhibitors or their contractors will not be admitted to the exhibition halls. Signing the contract and sending it to the organized Company is deemed as approval and non revocable .			
This form must be signed by a director or person authorized to purchase on behalf of the company			
Full name:	The State Company for Iraqi Fairs & Commercial services		
Job title:	Job title: Director General:		
Signature:	Signature:		
Date:	Date:		

**Regulations of Participation in the sixth Commercial
Exhibition for Islamic Cooperation Organization
7 - 13 April 2019**

1. Opening hours : 10 am – 7 pm.
 2. Participation fees:
 - All Islamic cooperation organization members States and all economical activities belonging to them from the public and private sector whether their activities are products or services are subject to these fees :-
 - \$ 150 per sq.m shell scheme.
 - \$ 100 per sq.m indoor bare space.
 - \$ 60 per sq.m outdoor area.
 - 8% of space fees shall be added to the total participation fees as services fees (electricity – internet –general services) .
 - 0.3% of space fees shall be added to the total participation fees as stamp fees.
 3. Minimum required space reservation is (9) sq.m indoor area and (15) sq.m outdoor area, in case of reducing, fees of (9) sq.m shall be settled for indoor area and (15) sq.m for outdoor area.
 4. 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. The participant shall coordinate with one of special design agents accredited by our Company , In case of not using the prefabricated stand provided by our company .
 5. The stand constructed by our company includes the following:
 - a. One information desk.
 - b. Three 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.
 - 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) 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 fees shall be charged.
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 (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.

9. Exhibits shall be limited to goods and services manufactured in the Islamic cooperation organization members States and all economical activities belonging to them as well as the states which have observer status in the Islamic cooperation organization besides Muslim economic events belonging to them and in accordance with the national rules and regulations in force in the republic of Iraq which do not conflict with Islamic laws .
10. Direct sale is permitted during the last tow days of the Fair.
11. The reservation confirmation is done after signing the participation form and send it back to the organizing Company.
12. The total amount of participation fees shall be paid to the State Company for Iraqi Fairs and Commercial Services 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.
13. In case of cancellation after confirming the reservation, the fees will be confiscated.
14. 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.
15. 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
16. The fair's management keeps the right to change the reserved location according to the available space and types of exhibits.
17. The exhibits are not allowed to be vacated during the period of the fair.
18. 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 reservation form for any reason.

- 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 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.
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 fairground.
21. 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.
22. 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.
23. 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.).
24. Damages resulting inside the fairground during the period of the Exhibition shall be subject to negligence responsibility provisions and according to the Iraqi law.
25. Each participant is responsible for guarding his exhibits during admission and clearing to the hall and during the working hours of the Exhibition. The guarding of the whole Exhibition is guaranteed by the fair's management. In case of appointing guards, the approval of our company shall be obtained.
26. Under force majeure, the fair's management keeps the right to cancel or postpone the opening date of the Exhibition .
27. 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.
28. 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 at once.

29. The companies that carry Israeli nationality or Israel originally registered companies are not allowed to participate.
30. Trucks and private cars are not admitted to the halls of the fair, the parking area shall be used for that purpose.
31. 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.
32. 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.
33. In case of participant's 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.

34. The rental fees of the VIP hall is two million Iraqi dinars per a day for the local participant, and \$ (1500) 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) per a day for the non-local participant.

35. Taking into consideration that no pledges will be accepted to postpone the settlement of participation fees.

I accept The Terms And Policy

This form must be signed by a director or person authorized to purchase on behalf of the company	
Full name:	The State Company for Iraqi Fairs & Commercial services
Job title:	Job title: Director General:
Signature:	Signature:
Date:	Date:



shell scheme



📍 Iraq - Baghdad - AL mansour
 📞 00964 7800 728276
 📞 00964 783 017 0002
 ✉️ iraqifairs@gmail.com
 🌐 www.fairs.iq



📍 Tour des Habous, Ave des FAR - Casablanca
 Kingdom of Morocco
 📞 00212 522 314974
 📞 00212 522 310110
 ✉️ icdt@icdt-oic.org
 🌐 www.icdt-oic.org