
**Regulations of Participation in
The (46th) Session of
BAGHDAD INTERNATIONAL FAIR
1-10/11/2019**

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:
 - 75.000 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
 - 50.000 Iraqi Dinar per sq.m outdoor area.
 - 8% shall be added to the total participation fees as services fees (electricity – internet –general services) .
 - B. Fees of non local participations: participations subject to these fees are countries besides Arab and foreign companies as well as all parties from the public, mixed and private sector whose exhibits are non local origin whether these exhibits are products or services, 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) .
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 with the maximum space to be occupied inside the hall (an equal or more space which have been previously designed in the electronic Guide System) the deadline to receive the modifications of halls site plans (20) days prior the opening date of the fair . 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 one of the accredited companies to the state company for Iraqi fairs and commercial services exclusively.

The stand constructed by our company includes the following:

- a. One information desk (1) m2.
- b. Two Plastic chairs.
- c. One trash pin.
- 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) 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, additional fees will 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 for the accredited companies for prefabricated stand of our company 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, 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 special design will be constructed with one of the contractors accredited by our company directly , the participant has no right to change the special design company after confirming it in electronic system form , unless obtaining a prior approval from the management of our company.

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 (1.000.000) Iraqi dinars should be imposed for local participant and (1.000) \$ for the non local.
9. In the case of an increase in the height of the special design over 3m ,50% 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).
 - 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 participating company in a hall reserved by (countries, local companies, governmental parties and its affiliates) is considered as an independent participant in the Electronic guide , and in case of enlisting a company by the measurement committee not registered in the E-guide system the responsible party shall bear all the financial and legal consequences .
 - 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.