

Information and General Terms and Conditions of Local and
International Exhibition

Terms and Condition

Notice: This manual and the forms thereof will be applied to those exhibitions which are held by companies and or held by...and that the regulations and the related forms will be published in a brochures or catalogue and will be made available to the participants.

Title of the exhibition:

Venue:

Exhibition days:

Visiting hours:

Organizers:

A brief description of the location and advantages of the city in which the exhibition is held.

A brief description of the goals, importance and the need for holding such exhibition.

Profile of the exhibits (list of good or group of good for the exhibition)

Participants: Including juridical or natural person or their official representatives.

Audience of the exhibition:

Application for Participation and Allocation of Stand:

- Acknowledging the terms and conditions, the exhibitors are required to complete the application form for participation and mail it to the secretariat of the exhibition as below no later than...
- The organizer reserves the right for acceptance or rejection of the application form.
- The space and the stand will be allotted to the exhibitor in due time.
- The space allocation could be done with the coordination of the exhibitor. The exhibitor may not have the right to interfere for allotment of the space without the consent of the organizer. The exhibitors are not allowed to transfer, share or exchange the allotted space to or with the third party.

Terms of Payment

- %...of the total charges will be payable before or at the time of submitting the completed participation forms and the balance are due to be paid by...
- The exhibitors are required to remit the participation charges to the account No... Bank Branch and submit the receipt thereof to the organizer (Exhibition secretariat)
- Water and additional power consumption or providing extra services by the organizer will be calculated separately and is payable by the exhibitor.
- Those exhibitors who have made %100 of their payment are admitted for participation.
- The organizer reserves the right not to release and deliver the exhibits and or other exhibitor's properties until the complete settlement of the sums due by the exhibitors.
- Exhibitors' withdrawal from the exhibition up to one month before the exhibition commencement is permitted by deducting %30 of the amount paid. In case the exhibitors cancel the reservation less than one month prior to the holding of the exhibition the payment may not be refunded.
- In the event of any incident beyond the control of the organizer which leads to the cancelation of the exhibition or cause any loss in perfect holding of the exhibitions, The exhibitors are not entitle to ask for any rebate of the sums paid.

Exhibiting Goods and Equipment:

- Exhibiting goods or articles which are against the Islamic Republic of Iran Codes of Conduct are prohibited.
- During the visiting hours of the exhibition, exhibitors are responsible for safeguarding of their exhibits and personal belongings from the time of the entry of the goods to the exhibition until the goods are removed from the exhibition site. The organizer will take the same responsibility after the closing doors during the exhibition period.
- Exhibiting any sort of goods, brochures or advertising packages bearing the alleged word "Gulf" is prohibited.
- Exhibitors may carry out demonstration on tools and machinery after obtaining the written approval of the organizer. All necessary precautions should be taken when such demonstrations are conducted. The exhibitors are responsible for any damage to the fair ground and the organizer has no responsibility in this respect. The compensation of any damages resulting from carrying on the demonstration of tools and machinery will be evaluated by responsible authorities and is of the exhibitors' responsibility.

- The exhibitors or their well informed representatives are required to be present in the stand during the visiting hours of the exhibition in order to receive the visitors and respond to their questions.

Build up and Preparation of the Stands:

- The organizer will provide the exhibitors with standard shell scheme construction of the booth, equipment including floor carpet and fascia with the company name, normal lightening (220v), table and chairs 48 hours before the opening of the exhibition.
- Provisions of other equipment and accessories, decorative items and display of the exhibits, are the exhibitor's responsibility.
- The charges for additional equipment and other services requested by the exhibitors will be separately calculated and are payable by the exhibitors.
- Those exhibitors who construct their own stand should submit a copy of their proposed drawings to the organizer 20 days prior the opening of the exhibition. However, the exhibitors are also required to introduce their contractors to the organizer. After the confirmation of the drawing by the organizer and summiting a bank check by the exhibitor (equal to %50 of the total expenses for participation in the exhibition) as a guarantee for vacating the allotted stand, exhibitors may start the operation of building up their stand.
- In case the exhibitor intends to make changes in the approved design, such changes require prior agreement of the organizer.
- In the event that exhibitors fail to build their stand according to the approved design, the organizer has the right to dismantle the constructions which are not in conformity with the regulations and charge the exhibitor for the expenses thereof.
- All stand construction and decoration must be completed 24 hours before the opening of the exhibition and all the waste materials and empty boxes should be removed from the exhibition site.
- In case the exhibitors cause damages to the equipment, stands, halls, buildings and any part of the exhibition site, the exhibitors shall indemnify the organizer in respect to any claim for such damages.
- The organizer will arrange for the overall cleaning outdoor and indoor areas. The exhibitors are responsible for the daily cleaning of their stands before the opening hour of the exhibition.
- To facilitate the operation of those exhibitors willing to construct their own stand, the organizer will appoint competent contractors and introduce them to the exhibitor in due time.

- To provide additional equipments needed by the exhibitors, the organizer will appoint and introduce competent companies to rent additional equipment and decorative items.

Official Catalogue of the Exhibition:

- The Official Catalogue of the Exhibition will be published by the organizer of the exhibition.
- The exhibitors are required to complete the forms related to official exhibition catalogue in Persian and English and submit them to the organizer no later than... All the materials of the forms should be typed or computer prints. The exhibitors are responsible for any deficiency resulting from incorrect completing of the forms.
- Publishing advertisements in the Official Catalogue requires separate charges which should be paid by the exhibitor according to the tariff set by the organizer or the publisher.

Publications, Advertisement, Photography and Calligraphy:

- Exhibitors are not allowed to perform advertisement for their goods through negative advertisement for the similar goods of other exhibitors or their business competitors.
- Installation of loud speakers or other devices which cause annoyance to other exhibitors, attracting crowds or disturb the traffic and the order of the hall is strictly prohibited. In the event of special cases prior approval of the organizer is essential.
- The organizer is allowed to take photography or shoot video from any part of the exhibition and such photo and video may be published in the exhibition publications and the exhibitor may not have the right to claim for any royalty.
- Photographers and calligraphers are not permitted to take pictures or shoot video and or perform calligraphy in the exhibition unless with prior approval of the organizers, and should observe the terms and conditions therein.
- Exhibitors are not allowed to install any slogans and banner on the wall of the exhibition and the areas outside their stand area.
- Display of foreign goods or advertise for such goods in the stands allotted for display of local products are strictly prohibited and in such event the exhibitor will be considered foreign exhibitors and the stand charges shall be calculated in foreign currencies and the balance of rental fees of the stand is payable by such exhibitor.

- Installation of any billboard in the general areas of the halls or in the entrance areas of the exhibition should be carried on with the coordination of the organizer.

Insurance and Safety:

- The exhibitors are responsible for safeguarding of their exhibits, goods and their belongings. Thus they are required to insure their own goods and personnel against damages caused by fire, accidents and other risks.
- The exhibitors are responsible for any damage to their personnel and or the third parties caused by any incident, and the organizer has no undertakings in this respect.
- The exhibitors are required to remove all the inflammable materials such as empty cases, packing materials and etc... from the exhibition halls and refrain from disposing them behind the panels or on the power cables. Such items will be kept in a certain place allocated for this purpose by the organizer.
- Any damages caused by the negligence of the exhibitors should be entirely compensated by the exhibitors.
- Maintaining lights without guards and or flammable devices in the pavilion and the exhibition hall is prohibited and storing any material such as kerosene, fuel oil, diesel oil, thinner and alcohol and etc... is prohibited without the coordination and written authorization of the organizer.

Vacating Exhibition Spaces and Returns the Hall to the Organizer:

- Collection and packing of the exhibits should be done one day after the termination of the exhibition.
- The exhibitors are required to collect pack and dismantle the stand within maximum of two days after the closure of the exhibition.
- In the event the exhibitors may not vacate the stand within the set time, the organizer has no responsibility in regard to the safeguarding of the exhibits and equipment of the exhibitors' stand.
- In case the exhibitors fail to vacate and return the stand in due time, the organizer has the right to dismantle the stand and remove the exhibits. Thus all the cost and expense related to dismantling of the pavilion and removing of the goods. In such cases all expenses born by the organizer are payable by the exhibitors.
- In case of any dispute which results the prevention of removing the goods from the exhibition, such goods shall be subject to storage charges. In the event the

exhibitor fails to settle the dispute to remove the goods from the exhibition, the organizer has the right to confiscate the goods after one month from the termination of the exhibition. In case the official value of the confiscated goods is less than the related expenses and damages, the organizer has the right to demand the balance from the exhibitor.

Import and Export of Goods (customs affairs):

- Imports of all goods from main land to Kish Free Zone are allowed.
- Temporary importation of goods for the display in the exhibition is permitted. In case the exhibitor intends to clear the goods from the customs after the termination of the exhibition, customs duties and port charges are payable by the exhibitors according to the rules and regulations thereof.
- The goods imported from the main land can be re-exported to its original place by presentation of customs import declaration form together with airway bill or bill of landing of the imported goods. Thus the exhibitors' transportation Co. and or the forwarders are required to declare and register all the goods and equipment, related to the exhibition at the customs in order not to face any obstacle with re-exporting the goods to the main land.
- In the event that the goods are imported by air, the exhibitors, in addition to observing the above, are required to send the invoice and packing lists, including the name of the country of origin together with the air way bill to the secretariat of the exhibition one week before the arrival of the goods.
- Moving in and out of the goods to or from the exhibition should take place under the supervision of the organizer and on the basis of the regulation therein.
- All the coordination for customs clearance and transportation of the goods to the exhibition and payment of all the related changes should be performed by the exhibitors.
- The organizer will appoint an agent for transportation and customs clearance to coordinate the smooth and on time operation of handling the exhibits and the exhibition equipment.

Disputes and Breach of Regulations:

- Any probable claims from the exhibitor's part against organizer (in regard to pavilion and the conditions thereof and other disputes) should be submitted in writing. These claims shall be taken into consideration within one month after the termination of the exhibition.

- In the event that the exhibitors breach the regulations of the exhibition, the organizer reserves the right to close the exhibitor's stand at any time which the organizer deems necessary and in such cases the exhibitor may not have the right to claim for the sums paid.

Electricity supply to the stand:

- Supply of electricity to the pavilion shall be on the basis of power capacity available in the exhibition.
- The exhibitors are not allowed to use the electricity outlet without the permission of the authorized person in charge. In case the exhibitors require more electric power, the person in charge will supply the power needed after the related expenses have been paid by the exhibitor.
- Electricity should be supplied only through technical and electrical authorities.
- The expenses for supply of 3 phase electricity for the stands built by the exhibitors are separately calculated and are payable by the exhibitors according to the tariff set by exhibition centre.

Communication System:

- Condition for rent of Telephone
- Condition for rent of Internet

Visa for Foreign Guests:

- No entry visa is required for those who directly arrive to Kish Island. Foreign national from abroad need not get a previous visa. Those who intend to enter mainland of I.R of Iran before or after entering Kish Island should apply for an entry visa in due time.
- To apply for entry visa of the foreign guest, copy of the passport together with the related expenses is required.

Issuing of Badges:

- All the participants of the exhibition are required to complete the related form for exhibitor's badges and submit them to the secretarial of the exhibition.
- Wearing badges during the exhibition period is essential.
- Observing the Islamic Codes of Conduct is required from the opening until the closure of the halls.
- Presence of the exhibitors in the stand throughout the exhibition period from the opening until the closure of the hall is essential.
- Submission of personal particulars of foreign exhibitors to the secretarial of the exhibition is required.

Travel Arrangement:

- Information related to travel packages and exhibition tours including air way ticket, local transportation and other services together with the tariff thereof shall be presented in a separate package.
- The organizer will appoint and introduce a competent travel agency to facilitate and take care of the travel affairs of the exhibitors.
- The exhibitors' information will be available in the following websites.

Exhibition Website: www.kishfair.com

Kish Free Zone organization Website: www.kish.ir

Stand Constructor's Website: www.kishfair.com/standEn.html

Travel Agency Website:

<http://kish.ir/HomePage.aspx?TabID=4344&Site=DouranPortal&Lang=en-US>