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Member

Ministry of Trade  
State Company for Iraqi Fairs



BIF

Terms & Regulations  
BAGHDAD INTERNATIONAL FAIR  
36/SESSION 1-10/11/2009

1. **Opening hours :**  
9 am – 1 pm.  
4 pm – 9 pm.
2. **Space rental fees:**  
\$ 100 per sq.m indoor area.  
\$ 150 per sq.m indoor area + stand  
\$ 50 per sq.m indoor area upper hall ( without decoration ) .  
\$ 60 per sq.m outdoor area .  
20% discount will be given to the Arab and Foreign marketing agents. and 25% to the local marketing agents.
3. **Registration :**  
15<sup>th</sup> September deadline for application .
4. The final date for receipt of data – information and advertisement, for publishing in the fair's catalogue shall be 30, September.
5. **Minimum** space reservation is (20) sq.m indoor area and (40) sq.m outdoor area , in case of demanding less, fees of (20) sq.m should be settled .
6. **Stand construction:**  
\$ (50) per sq.m as stand construction fees. This includes (one information desk + two chairs + one shelf + carpet + lighting) in case the organizer regrets not to construct the stand, the participant has the right to use its own stand and will be responsible for the clean up.
7. **Space reservation :**  
The application form is considered a reservation contract between both sides .
8. By signing the application form, the participant commits himself to abide by these terms of participation, and the regulation, rules, which are governed import- customs- currency issued by the state Co. for Iraqi Fairs to explicate their implementation.
9. **Form of payment :**  
50% of participation fees to be paid upon confirmation of reservation, reminder , 50% is due before 15<sup>th</sup> – Oct, payable to (State Company for Iraqi Fairs through,(The Trade Bank of Iraq TBI). Account No.(1200042382) . The Fair's management has right not to consider any application form in the event of participation charges not being settled.
10. The fair's management has the right to collect advance payment for services ordered .

العراق - بغداد - المنصور ص.ب ٦١٨٨  
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11. Withdrawal made after 30/9 will be charged 50%, and after 31/10 will be charged 100% of participation Fees.
12. 20% of participation fees per sq.m will be charged in case the participant intends to make sale providing that a request should be submitted enclosed with goods lists to obtain approval.
13. Exhibits neither sold nor donated will be re-exported to the country of origin after export manifest has been issued by Baghdad International Fair Custom Office.
14. Exhibitor shall vacate rented stand, indoor / outdoor, removed all exhibits or damages and handed to the Technical Department, Otherwise, exhibitor shall bear the cost of all damages resulting thereof, without need for an official notice / legal proceedings, commencing from closing day of the fair, during (15) days for foreign participants and (10) days for locally exhibitor, pay storage charges mentioned below, fair's management shall not be held responsible for materials remain in stands during above specified period up to the end of temporary customs admission period (6 Months).

\* Iraqi Dinars 3000 per cubic meter daily ( covered warehouse ).

\* Iraqi Dinars 1500 per cubic meter daily ( uncovered warehouse ).

\* Iraqi Dinars 1000 per cubic meter daily for empty boxes.

Plus

lifting costs from the stand up to the storage warehouse .

Participant can use forklift belongs to the fair's management charged of Iraqi Dinars 25000 / ton/ hour. If participant use own equipment, liable to pay I-D 50 000 per day . Participants are not allowed to rent the forklift to other participants, otherwise rented fees should be settled to fair's management.

After the customs temporary period terminated and the participant will not apply an order to extend the period, fair's management has the right to notify customs office to sell participant assets by ( public auction ) at his own expense and liability and to collect all its financial dues from the proceeds of such sale in order to cover participant financial obligations

15. The fair's management will send to the exhibitor a site plan showing stand location and dimensions. This plan is regarded as the confirmation of a space reservation.
16. The participant should resend the stand design with two signed copies. This will be as confirmation reservation. Technical department agreement should be obtained before working on it.
17. The fair's management keeps the right to assign the location according to the available space and kinds of exhibits.
18. Fair's management has the right to modify the location, dimensions of the rented space up to 10% and the total area allocated to exhibitors, if necessary, without any demand arising on the part of exhibitors for revocation of their application of participation.
19. Exhibits admitted in the fairground for being displayed may not be removed before the close of the fair .
20. Exhibits are not allowed to be removed after the close of the fair unless participation and service fees are settled.
21. All films video – Programmes, pamphlets and any publications to be shown at a fair must be approved beforehand by the (Publications Control Directorate) . Distribution of publications no relation with the fair is prohibited .
22. The exhibitor or his authorized representative should be present during the inspection of the exhibition goods by the customs as soon as the goods arrive fair ground .
23. After the close of the fair, all exhibits shall be checked by customs officials, who will take stock of the balance of exhibits against the original last recorded at the

opening of the fair, the difference in stock must be properly accounted for on a record sheet showing movement of stock i . e . (sales, gifts, losses, etc...).

24. All packing crates, consignment documents and invoices shall be addressed to (Baghdad International Fair with the exhibitor full name , address etc...)
25. Exhibitor should submit a list of exhibits for approval. Fair's management has the right to refuse any displayed product that contradicts with the rules and regulations only one sample of product is recommended to be exhibited. In case of exposing any exhibits from branch companies or agents, a letter should be addressed to the Commercial Section in order to obtain gate pass.
26. The latest date for allowing exhibits to be brought in the Fair ground shall be one day prior to the opening date of the Fair.
27. The standard height of walls surrounding the stand is 2,5 m.
28. It is not allowed to add any loans, mount ceilings, cause damage to / or paint ceilings, walls and floors. It is also forbidden to modify or change, in any way, electrical, water and sanitary connections. Exhibitor shall repair any damages caused to rented sites or pay repair expenses as estimated by the fair's management.
29. Each participating country hold a reception on a chosen day, to be called its " National Day "
30. Exhibitors should necessarily comply with safety and pending rules against all risks arising to all his stands assets ( fire, losses, theft damages or any other reasons) and Exhibitor shall undertake to insure his stand and all objects thereon with one of the Iraqi insurance companies , and the administration of the fair is not responsible for any damages.
31. Telephone Charges
 

	\$ 300 trunk direct line.
	\$ 200 extension line.
	\$ 100 additional line.
32. Electricity charges:
 

	\$2 per one meter
	\$120 electric feeding connection
33. Each participant is responsible for guarding his stand during the fair period and guarding the whole fair is guaranteed by the fair's management.
34. Articles, samples and gift are subjected to (Temporary Custom admission regulations).
35. The fair's management is no bound to take into consideration any condition added by the exhibitor in his application form.
36. Every exhibitor is entitled to a (Import Quota). The sales quota applies to products subject to import authorization "Sales Committee" after paying custom duties and taxes levied according to the custom tariffs and purchase priority will be given to the public sector.
37. Admittance, clearance of exhibits shall be done in accordance with valid customs regulations otherwise a fine of I.D (50,000) shall be imposed by the fair's management.
38. In the event of the exhibitor failing to occupy the allocated location at lest (4) days prior to the opening of the fair. The fair's management has the right to dispose the said location without a prior notice. The said exhibitor, on the other hand shall remain nevertheless liable for all his financial obligations.
39. The custom forwarding agent applies to pay I.D (75,000) for each custom declaration and the custom forwarding agent should rent a special stand according the local participants fees.
40. Force majeure. The organizer reserves the right to cancel or postpone the opening date of the fair or postpone it until some other date.

41. Fair's management shall provide third person insurance against all probable accidents during the fair time and shall collect a charge of I.D. (10,000) per sq. meter from the exhibitors.
42. Participant is not entitled to sub-let or hand over a stand or any part of it, neither for a charge or for free.
43. Fair's management prior approval shall be obtained for experiments or using equipment machinery exhibitors.
44. Participant shall immediately submit a detailed report to the fairs management concerning anything that might happen to his exhibits, or belongings, thereby enabling the said management to take necessary action promptly.
45. Exhibitors/ Participants are obliged sign and authenticate the enclosed (Boycott Form), otherwise participation to be cancelled. The administration of the fair will clarify the participant position from the Black List.
46. No vehicle / private cars shall be allowed to enter the (fair area) all vehicles / private cars must use the out side (parking area).
47. The Arabic language version of the terms of participation shall take precedence over any other versions in the event of any differences in the interpretation as to their meaning. All parties are subject to the Iraqi Law.
48. The fair ground is a customs zone.

12/2/2009



Ministry of Trade  
State Company for Iraqi Fairs  
Baghdad International Fair

B. I. F

UFI MEMBER

**Application Form**

Exhibitor Name -----  
Address-----  
-----  
E-mail-----  
Contact person-----

**Space & Service Required**

Indoor area-----sq.m  
Indoor area (upper hall) -----sq.m  
Outdoor area -----sq.m  
Pre-fabricated Stand-----  
Phone / Trunk line -----  
Extension line -----  
Additional line -----  
Water supply -----  
Electricity-----

Space& Service	Prices	Amount
Ground Floor Indoor area-----	\$100/m2	
Indoor area+ stand -----	\$ 150/m2	
Indoor area (upper hall) without stand -----	\$ 50 /m2	
Outdoor area -----	\$ 60/m2	
Phone/Trunk line	\$ 300	
Extension line	\$ 200	
Additional line	\$ 100	
Water / Fees of the whole exhibiting period	\$ 90	
Electricity	\$ 2 /m2 \$ 120 lump- sum feeding connection	
	<b>Total</b>	

- Minimum space for indoor area should be (20) sq.m and (40) sq.m for outdoor area.
- In case the organizer regrets not to construct the stand, the participant has the right to use its own stand and will be responsible for the clean up.
- 50% of space rental fees to be paid upon confirmation of reservation, reminder 50% to be settled before the opening date of the fair payable to the State Company for Iraqi Fairs through the Trade Bank of Iraq (TBI) – Baghdad Al Harithiya / Al Kindi Street – Account No. 1200042382 .
- The Exhibitor shall cover the expenses of all damages resulting of using the hall.
- Removing exhibits from fairground is not permitted unless settlement of all participation fees confirmed by the Financial Department.
- All participants should apply to terms & regulations of B.I.F.
- 15th September is deadline for application.
- The organizer should be provided with a list of names of participating companies / their addresses and exhibits.

Name-----Date----- Signature-----

Placing this application will oblige the exhibitor to comply with provisions of terms & regulations governing B.I.F. or any other regulations set by the organizer.

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## BOYCOTT DECLARATION

- 1- Do you have now or ever have had a branch or main company, factory, or assembly plant in Israel or have you sold one to Israel?
- 2- Do you have now or ever have had general agencies or offices in Israel for your Middle East or international operation?
- 3- Have you ever granted the right or using your name, trademarks royalty, patent, copyright or that of any of your subsidiaries to Israeli persons or firms?
- 4- Do you participate or own or ever have participated or owned shares in an Israeli firm or business?
- 5- Do you render now or ever have rendered any consultative services or technical assistance to any Israeli firm or business?
- 6- Do you represent now or ever have represented any Israeli firm or business in Israel or abroad?
- 7- What companies in whose capital are you shareholders? Please state the name and nationality of each company and the percentage of share to their total capital.
- 8- What companies are shareholders in your capital? Please state the name and nationality of each company and the percentage of share to your total capital.

N.B. :-

The above questions should be answered on behalf of the company itself and of all its branch companies if any.

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MINISTRY OF TRADE  
STATE COMPANY FOR IRAQI FAIRS  
INTERIOR FAIRS DEPT.  
BAGHDAD

وزارة التجارة  
الشركة العامة للمعارض العراقية  
قسم المعارض الداخلية  
بغداد

TO WHOME IT MAY CONCERN

الى من يهمه الامر

VERY MUCH APPRECIATE  
YOUR KINDNESS TO RETURN BY  
FAX - MAIL THE ENCLOSED  
FORM FOR BOYCOTT PURPOSE  
ALREADY AUTHENTICATED  
AND STAMPED BY THE IRAQI  
COMMERCIAL COUNSE LLOR  
AND THE CHAMBER OF  
COMMERCE IN YOUR COUNTRY.

نكون ممتنين لسو تفضلتهم  
بالإجابة على الاستفسارات المرفقة طيباً  
على ان يقرن ذلك بمصادقة المنشور  
التجاري العراقي والرفة التجارية في  
بلدكم .  
ونشكركم ...

ENCLS :-

المرفقات :-

AK: (111)