



The (37th) Session of B. I. F.

Ministry of Trade / State Company for Iraqi Fairs has the pleasure to invite you to take part in the 37th Session of Baghdad International Fair due to be held from 1st to 10th of Nov. 2010

Under the slogan:

((Baghdad International Fair is the world's opportunity for trading & investment in Iraq))

Hoping that your economic institutions will nourish this session with creativity and high technology.

Looking forward to receive your positive reply not later than

15/9/2010.

God bless.

Hashem M. Hatem
Director General & Chairman
of the Board of Directors

الدورة (37) لمعرض بغداد الدولي

يسر وزارة التجارة - الشركة العامة للمعارض العراقية دعوتكم للمشاركة في فعاليات الدورة (37) لمعرض بغداد الدولي والتي ستعقد للفترة من 1-10/11/2010 تحت شعار:

((معرض بغداد الدولي فرصة العالم للاتجار والاستثمار في العراق))

نأمل مشاركة مؤسساتكم الاقتصادية التي ستزفد معرضنا بالإبداع والتكنولوجيا الحديثة.

ونود إعلامكم ان آخر موعد لاستلام ردود

المشاركين هو **2010/9/15.**

والله الموفق.

هاشم محمد حاتم
المدير العام ورئيس مجلس الإدارة



Ministry of Trade
State Company for Iraqi Fairs



Terms & Regulations

The 37th Session of BAGHDAD INTERNATIONAL FAIR 1-10/11/2010

1. **Opening hours :**
 - 9 am – 1 pm.
 - 4 pm – 9 pm.
2. **Participation fees:**
 - \$ 100 per sq.m indoor area.
 - \$ 150 per sq.m indoor area + stand
 - \$ 50 per sq.m indoor area upper hall (with no stand) .
 - \$ 60 per sq.m outdoor area .
3. 15th Oct. is the deadline for application .
4. The deadline for receipt of data, information and advertisements to be published in the fair's catalogue shall be 30, September.
5. Minimum space reservation is (12) sq.m indoor area and (20) sq.m outdoor area , in case of ordering less, fees of (12) sq.m shall be settled .
6. \$ (50) per sq.m as stand construction fees. This includes (one information desk + two chairs + one shelve +carpet + lighting). In case the organizer regrets not to construct the stand, the participant has the right to use its own stand and shall pay 15 USD to our company. In case the participant hires the stand from a contractor, the contractor shall pay 15 USD per square meter for the pre-fabricated stand installed, and the participant shall be responsible for the clean up.
7. The application form is considered a reservation contract between both parties.
8. By signing the application form, the participant entirely commits himself to comply with the State Company for Iraqi Fairs' terms and regulations of participation which govern the custom, finance and import issues.
9. 50% of participation fees to be paid upon confirmation of reservation, reminder 50% is due before or during the opening of the fair, payable to (State Company for Iraqi Fairs) through (The Trade Bank of Iraq TBI) Account No. 0002-001736-001 . The fair's management has right not to consider any application form in the event of participation charges not being settled. The fees settlement of foreign participants shall be in USD ,or Iraqi Dinar according to the exchange rate set by the Central Bank of Iraq's bulletin issued at the date of settlement
10. The fair's management has the right to receive payment for services ordered in advance.
11. 50% of participation fees shall be charged when withdrawal made by participants after 20/10, and 100% when withdrawal made after 31/10 .

12. 20% of participation fees per sq.m will be charged in case the participant intends to make sale providing that a request shall 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 is 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 cover the cost of all damages resulting thereof , without need for a formal notice / legal proceedings, commencing from closing day of the fair, during (15) days for foreign participants and (10) days for local exhibitors, pay storage charges mentioned below, the 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) . In case the participant is overdue in removal of exhibits for reasons out of control, the fair's management shall have the right to grant discounts on the storage fees after verification.
 - * 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 unfilled boxes.

Plus transport charges from the stand up to the storage warehouse.

Participant might use a forklift belongs to the fair's management after Iraqi Dinars 25000 ton / hour is charged. If participant uses his own equipment , ID 50 000 per day shall be charged. Participants shall not be allowed to rent out the forklift to other participants, otherwise rented fees shall be settled to the fair's management.

If the customs temporary period is terminated and the participant did not submit an application to extend the period, the fair's management shall have the right to notify the customs office to put the participant's assets up for sale by (public auction) at his own expense and liability and charge all financial dues from the sale proceeds in order to cover the participant's financial obligations.

15. The fair's management shall deliver a site plan showing the stand location and dimensions. This plan is considered the confirmation of a space reservation.
16. The participant shall send back the stand design with two signed copies to the Interior Fairs Department. This shall be considered as confirmation of participation. The approval of Technical Department shall be obtained before implementation.
17. The fair's management keeps the right to assign the location according to the available space and types of exhibits.
18. When necessary, the fair's management has the right to carry out modification or change on the location and dimensions of the rented space up to 10% of the reserved area without the need to cancel the participation application by other party.
19. Exhibits admitted in the fairground for being displayed shall not be removed before the closing of the fair.
20. Exhibits are not allowed to be removed after the close of the fair unless participation and service fees are settled. The relevant quittance shall be certified by the customs office and the Finance Dept.
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 has nothing to do with the fair and its objectives is prohibited and the earlier approval of the State Company for Iraqi Fairs on all pamphlets and printed materials shall be obtained before distribution.
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 fair ground .

23. After the close of the fair, all exhibits shall be inspected 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 shall be properly accounted for 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 shall submit a list of exhibits for approval. The fair's management has the right to reject any displayed product that does not meet the rules and regulations. Only one sample of product is recommended to be exhibited. In case of admission of any exhibits from branch companies or agents, a letter shall be addressed to the Commercial Section in order to obtain the gate pass.
26. The deadline for exhibits admission to the Fair ground shall be one day prior to the opening date of the Fair.
27. The standard height of the stand partitions shall be 2,5 m.
28. It is not allowed to add nails, paint the stand components that belong to the fair's management, or cause damage to / or change floorings of the exhibiting halls. It is also forbidden to modify or change, in any way, electrical and water 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 shall have the right to choose and hold its National Day in coordination with the fair's management.
30. Exhibitors shall necessarily comply with safety and pending rules against all risks arising to all their 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. Therefore, the fair's management shall not be responsible for any damages resulting.
31. 5% of the rental fees shall be charged as service fees and 1% to be added for the air-conditioned hall.
32. Each participant is responsible for guarding his stand during the fair period and guarding the whole fair is guaranteed by the fair's management.
33. Samples and gifts are subject to the (temporary custom admission regulations).
34. The fair's management is not bound to take into consideration any condition added by the exhibitor in his application form.
35. Each participant shall be subject to the conditions and regulations of the (Import Quota distribution) set by the concerned authorities on the permissible goods through the ((Sales Committee)) after settling the custom duties and taxes according to the customs regulations providing that priority of purchase is given to the governmental parties.
36. Admittance, clearance of exhibits shall be done in accordance with the valid customs regulations; otherwise a fine of I.D (50,000) shall be paid to the fair's management.
37. If the participant fails to occupy the allocated site at least (4) days prior to the opening of the fair, the fair's management shall have the right to dispose the site without a prior notification. On the other hand, the participant shall remain nevertheless liable to all his financial obligations and expenses.
38. The custom forwarding agent is obliged to pay I.D (75,000) for each custom declaration and rent a stand according the local participants fees.
39. Under force majeure, the fair's management keeps the right to cancel or postpone the opening date of the fair.
40. Participant is not entitled to sub-let or hand over a stand or any part of it, neither for a charge or for free unless the fair's management approval is obtained.
41. Fair's management prior approval shall be obtained before carrying out experiments or using exhibited equipments & machines.
42. Participant shall immediately submit a detailed report to the fair's management concerning any accident that might happen to his exhibits or belongings, thereby to help taking necessary action on time.

43. The companies that carry Israeli nationality or Israel originally registered companies are not allowed to participate.
44. No vehicle / private cars shall be allowed to enter the fair ground. All vehicles / private cars shall use the outside park.
45. The fair ground is a custom zone and the participant shall comply with the valid custom regulations.
46. In case the participant intends to bring materials from the branch company, he shall submit a formal letter in which all materials details, numbers and types are clarified. For clearance of these materials, another formal letter shall be submitted to the Commercial Section – Interior Fairs Department.
47. The food stuff exhibits allocated for the fair 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.
48. 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 Iraqi Law.
49. In case the participant desires to construct a permanent stand on Baghdad International Fair ground, that shall be according to the mechanism adopted by the State Company for Iraqi Fairs whether through partnership contracts or terms of discounts & exemptions according to what both parties agreed upon and the amended Public Companies Law No. (22) of the year 1997.
50. In case participants desires to get entry visa to Iraq, a letter should be written to this company including the participant's name, his company's name and passport number with a copy of passport (20) days before the opening of the fair to help the Public Relations Dept. in our company take the necessary actions.

10/6/2010



Baghdad International Fair
1 - 10 Nov. 2010

Name of Exhibitor.....Reserved Space.....

Indoor.....	Hall No.....
Indoor (Upper Hall)	Hall No.....
Outdoor.....	Site No.....

Electric Power

Electricity	A. Single Phase 220 VOLT 50 HZ	K. W.
	B. Three Phase 380 VOLT 50 HZ	K. W.

Water

Internet

Machines: Forklift

Crane

Other services

Name.....Date.....Signature.....



**Ministry of Trade
State Company for Iraqi Fairs**



**Terms of accrediting marketing agents
in the 37th Session of Baghdad Int. I Fair 1-10/11/2010**

- 1- The marketing agent shall submit an application to the Director General and Chairman of the Board of Directors of the State Company of Iraqi Fairs to accredit him as an agent to market for the State Company for Iraqi Fairs' exhibitions enclosed with an official registration certificates of his company .
- 2- The legal department will prepare a contract for accrediting him as a marketing agent after getting the approval of the Director General.
- 3- The marketing agent shall settle (20.000.000) twenty millions Iraqi Dinars (certified cheque or certified letter of guarantee) upon signing the contract to be considered as a final deposits amount until the closing date of the fair & settlement of all obligations.
- 4- Validity duration of the contract commences from the contract signing date until the end of the fair.
- 5- 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 stand)
 - \$60sq.m outdoor area20% discount will be given to the Arab & foreign marketing agents and 25% to the local marketing agents.
- 6- The marketing agent is allowed to promote and market the said session to urge the Arab & foreign companies as well as private sector companies & institutions to take part in the fair.
- 7- State Company for Iraqi Fairs will provide the agent with terms & regulations of the 37th session of B.I.F.
- 8- The marketing agent shall present the participants' applications to our company / Interior Fairs Dept. with a confirmation letter certifying that they have been urged to participate by him. That will help the agent to receive the marketing commission from our company / Financial Department later on.
- 9- In case of marketing a complete space of the hall by the agent , State Company for Iraqi Fairs shall provide him with a site plan of the hall showing the dimensions, thus the agent shall settle the fees of a complete hall (participation & service fees) to our company , 20% discount will be given to the Arab & foreign marketing agent and 25% to the local marketing agent including

service fees (electricity ,water, internet, public utilities clean up) which amount 5% of participation fees and 1% will be added if the hall is air-conditioned.

10- The State Company for Iraqi Fairs will provide the agent with its bank account number upon contract signing.

11- Participating companies shall be subject to the procedures of the State of Iraq commitments such as (not included in the black list, not dealing with Israel, not registered in Israel). Besides, these companies shall not have any obligations against Iraqi Government or its Ministries or Institutions.

12- Payment shall be settled (15) days prior to the opening date of the fair, otherwise the contract shall be abrogated & the deposits amount shall be confiscated. Furthermore, the agent shall cover all the participants' financial obligations.