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التاريخ: 2019/5/21

تهدي وزارة خارجية جمهورية العراق/الدائرة الاقتصادية اطيب تحياتها الى البعثات الدبلوماسية الاجنبية المعتمدة في العراق كافة، وتتشرف أن ترافق لها نسخة من تعليمات المشاركة باللغة الانكليزية بالدورة (46) لمعرض بغداد الدولي للفترة 1-10/11/2019 المزمع عقده على ارض معرض بغداد الدولي، ولمزيد من المعلومات بالامكان التواصل عبر العناوين المثبتة في ادناه.

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تغدو الوزارة ممتنة لوتفضلت السفارة اعلام ماتقدم الى الجهات ذات العلاقة

تغتتم الوزارة هذه الفرصة للأعراب عن فائق تقديرها واحترامها.



البعثات الاجنبية المعتمدة في العراق



MINISTRY OF FOREIGN AFFAIRS

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ECONOMIC DEPARTMENT

NO.750

DATE: 22/5/2019

The ministry of foreign affairs of the republic of Iraq \ economic department presents its compliments to all the Arabic and foreign diplomatic missions accredited in Iraq all and has the honor to attach you a copy of the instructions for participating the (46) session of Baghdad international fair in Arabic and English languages for the period from 1-10/11/2019 on the land of Baghdad international exhibition and for more information you can contact the following addresses.

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The ministry will be grateful if the embassy informed the stakeholders

The ministry avails itself of this opportunity to express its highest consideration

Arabic and foreign diplomatic missions in Iraq all



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**Regulations of Participation in  
The (46<sup>th</sup>) 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) m<sup>2</sup>.
  - b. Two Plastic chairs.
  - c. One trash bin.
  - 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) m<sup>2</sup>. In case of double area (9) m<sup>2</sup>, doubled materials shall be added. In case of increasing the area with less than (9) m<sup>2</sup>, 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](http://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.

- Applications for the exhibits admission and issuing the badges should be presented by the participant through his account on the website of the electronic guide system .The participating party has the right to issue (five) free of charge badges per each (9)sqm indoor or (20) sqm outdoor area , two other free badges will be added in case of doubling the prior mentioned spaces In the case of requesting additional badges IQ(10000) will be charged if that party is local and \$(10) if it is nonlocal for each additional badge.
13. The reservation confirmation is done according to the party paying participation fees first through the electronic guide system.

**14. Participation Fees Settlement :**

- The total amount of participation fees shall be paid in cash to the State Company for Iraqi Fairs and Commercial Services in its headquarters if the fees are in Iraqi dinars, if they are in USD they should be paid through one of the banks mentioned in the below table:

Bank Name	Branch	Account No.
Al- Rasheed Bank	Baghdad International fair branch no.528	10001
Trade Bank of Iraq TBI	Main branch / Al kindy Street	0002-001736-001
Iraqi Islamic Bank for Investment & Development	Al-Mansour- Baghdad International Fair	45285

- In case of settling participation fees via Bank transfer in USD from outside Iraq, the settlement will be via Trade Bank of Iraq (TBI) in addition to Iraqi Islamic Bank for Investment & Development according to the details below:

**(Trade Bank of Iraq TBI )**

Bank name	Branch	Swift code	Account name	Account number	Iban number
TRADE BANK OF IRAQ	MAIN BRANCH	TRIQQBA	STATE CO OF IRAQI EXHIBITION	0002-001736-001	IQ95 TRIQ 9900 0200 1736 001
<b>Intermediary Bank Information</b>					
Bank name			Swift code		Account name
JP MORGAN CHASE BANK ,NEW YORK.USA			CHASUS33		400211254
CITIBANK N.A			CITIUS33		----

**(Iraqi Islamic Bank for Investment & Development)**

Bank name	Branch	Swift code	Account name	Account number	Iban number
Iraqi Islamic Bank for Investment and Development	AL Mansour	IRIBIQBAXXX	STATE CO OF IRAQI EXHIBITION	45285	IQ91IRIB723004528502689
<b>Intermediary Bank Information</b>					
Bank name			Swift code		Account name
AL Etihad bank – Jordan			UBSIJOAXXX		02B01003562

15. In case of participant's cancellation after confirming the reservation, the fees will be confiscated.
16. 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 or any other items remain in stands during above specified period. In case of exceeding the period mentioned above, 10% of participation form rate shall be deducted per each day of delay within a period of (10) days and the fairs management shall have the right to confiscate them after the deadline timeout.  
In case of the exhibits are dispatched from abroad with a custom clearance the fair's management shall remove them to the customs store till temporary customs entrance period is terminated.
17. 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
18. The fair's management keeps the right to change the reserved location according to the available space and types of exhibits.
19. The exhibits are not allowed to be vacated during the period of the fair.
20. 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 electronic reservation, participant has no right to object and not allowed to refund any amount for not using the rented area or canceling stand request.
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 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.
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 fairground.
23. 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.
24. 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.

25. 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.).
26. Damages resulting inside the fairground during the period of the Session shall be subject to negligence responsibility provisions and according to the Iraqi law.
27. Each participant is responsible for guarding his exhibits during admission and clearing to the hall and during the working hours of the fair, the guarding of the whole fair is guaranteed by the fair's management. In case of appointing guards, the approval of our company shall be obtained.
28. Under force majeure, the fair's management keeps the right to cancel or postpone the opening date of the fair.
29. The participating party shall not have the right to give up or share with others in all or some of their reserved areas, whether for fees or not, unless the exhibitor shall obtain the approval of the fair's management.
30. 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 duly.
31. The companies that carry Israeli nationality or Israel originally registered companies are not allowed to participate.
32. Trucks and private cars are not admitted to the halls of the fair, the parking area shall be used for that purpose.
33. 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.
34. 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.
35. In case of participants wishing to obtain entry visas, the organizer must send an application addressed to our company attaching with it a list containing the participant's name and passport number along with a colored photocopy of the passports in addition to filling the issuing visa entry form which is uploaded in the electronic guide system of our company, preferably 30 days prior to the start of the exhibition, so that the Relations Department can take the required visas, except the citizens of Syria and Nigeria three months prior.
36. The rental fees of the VIP hall is (2,000,000) ID two million Iraqi dinars per a day for the local participant, and (\$1500) US dollars per a day for the non-local participant, and the side meeting room in the hall is (500,000)ID five hundred thousand Iraqi dinars per a day for the local participant, (\$500)US dollars per a day for the non-local participant.
37. Taking into consideration that no pledges will be accepted to postpone the settlement of participation fees.

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