

## **Rules and Regulations of participation in 13<sup>th</sup> Pars International Tourism Exhibition**

Organizer's information

Organizer: Toseye Gardashgari Fars Co.

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### **General registration regulations**

- The organizer reserves the right to accept or reject the participation request forms of the applicants.
- Due to the limitations of the exhibition halls, in order to comply with the request of all the applicants, all rights related to the placement and assignment of exhibition spaces to the participants are exclusively under the authority of the organizer, and the applicants with Signing this document waive any right in this regard and do not have the right to make any objections in this regard.
- The size of the booth is calculated by considering the column, which may be located in the rented space in some halls.
- In the design of the entire exhibition (indoor space) and (open space) and the allocation of booths, the applicant organizers have full authority while maintaining the public interests of the exhibition and the rights of other applicants, and the applicant cannot object to the allocated place.
- The participant is not allowed to assign the assigned booth to another participant or a third party if the applicant company is not present at the booth during the exhibition, (even considering full payment), since this will damage the quality of the exhibition. The organizer is allowed to put

the applicant on the black list and the applicant will be banned from attending the exhibition for a period of 3 periods.

- It is the participants responsibility for maintaining the goods during the visiting hours and the days before the opening and after the closing of the exhibition. At the end of the daily working hours of the exhibition and during the non-visiting hours when the doors of the hall are locked and sealed, the preservation and maintenance of the goods is the responsibility of the exhibition authorities.
- If the booth is located in the open space, it is the responsibility of the participants to maintain and protect it during the day and night. Therefore, from the first day of the exhibition, consultations with the relevant employers are essential to assign a night guard.
- The storage and accumulation of flammable substances inside the hall is prohibited. If it is necessary to use flammable substances for demonstration activities, the participant must consult with the official expert of the fire department located in the exhibition and receive a written permission.
- Advertising tools of the participant must be presented in the area of the dedicated booth, installation of any kind of advertising material is possible after obtaining the written consent of the organizer and paying the relevant fees.
- It is possible to sell the goods presented in the booth during the exhibition just after getting consents.
- It is possible to negotiate and conclude a sales contract during the exhibition, but the transfer of the goods outside the booth before the end of the exhibition is prohibited.
- According to the regulations of Fars Exhibitions Company, it is mandatory to observe hijab and observe Islamic practices during the exhibition. In case of violating these rules the continuation of the activity of the participant will be reconsidered or any other legal action is probable to be taken. The presence of women in the booth is only possible by observing the hijab and veiling.
- The organizer is allowed to take photos and videos from the exhibition booths.
- During the exhibition, it is possible to transport the equipment needed by the participant into the exhibition area only in the morning before the start of the exhibition. During the hours of the exhibition, using cars by participants in the exhibition area is prohibited.

- Participation in this exhibition will be subject to the general regulations and conditions of Fars International Exhibitions.
- After completing the initial registration, the participant will pay 30% of the requested square footage to the organizer's account. It is worth mentioning that in case of confirmation of registration, the above amount will be considered as advance payment, and in case of cancellation before confirmation of registration, no money will be refunded and the payment will be taken as expertizing fee.
- After reviewing the applicant's request, the organizer will proceed with the temporary approval of the placement or disapproval of the applicant's request, and the result of the review will be notified to the applicant via SMS or email.
- If the application of the participant is not approved, the applicant can change the application or correct the possible defects again in a mentioned time.
- In case of temporary approval, the placement of the applicants who have applied for Riyal space in the registration will be done by paying a visit to the financial affairs of the exhibition and completing the commitment form, sealing and signing the commitment letter and paying the requested amount.
- After the delivery of the above documents and contracts, the organizer will issue a pre-invoice, and the applicant must pay the amount of the pre-invoice at the appointed time and send to the financial affairs of the exhibition.
- After registering, send the image of the payment receipt in the registration system, the organizer will notify the applicant of the confirmation of the validity and certainty of the registration through SMS or e-mail.
- After completing all the registration steps, including sending the documents for payment of registration fees and depositing the necessary guarantees, and with the approval of the organizer, the registration status of the applicants will be changed from pre-registration to final registration, obviously if the applicants do not confirm themselves, even in the case of depositing the money, the organizing headquarters can hand over the applicant's requested exhibition space to other applicants, and the said applicant who has not confirmed his registration, waives the right

of any objection. It should be noted that non-receipt of any of the above-mentioned items will cause the registration to be unconfirmed, and the organizer will not bear any responsibility for the consequences of non-registration of the applicants.

- After the confirmation of the participant's registration, they should complete their administrative procedures according to the schedule announced on the site, including providing information related to receiving the exhibitor's identification card.
- At least ten days before the exhibition, the participants should go to the administrative part of the exhibition to complete the necessary documents in order to issue the exhibitor's identification card.
- The clothing of women, under any title (exhibitor and curator), must include a veil and a completely administrative mantle in compliance with Islamic Sharia and customs. Therefore, the use of short, open, tight-fitting and body-covering mantles, shawls and scarves, as well as unconventional makeup is strictly prohibited.
- It is forbidden for foreign exhibitors must be according to the laws and regulations of the Islamic Republic of Iran.
- It is forbidden to use male exhibitors with inappropriate clothing in various ways, such as clothes, hairstyles that show the spread of anti-Islamic practices.
- The use of advertising films and CDs and audio systems must be with the approval of public relations and exhibition regulations. And it should be confined to the inside of the booth.
- The installation of any equipment or advertising means must be coordinated with the relevant authorities and in case of disturbing other exhibitors, the security unit will prevent it from continuing its activities.
- The number of identification cards corresponding to the area covered by the participant's booth will be assigned to the participants as described in the following table. The restrictions are considered by the security of the company of the exhibition. Cards will not be issued and stamped more

than the specified numbers, in order to avoid registration problems. Only the numbers listed in the table below will be allowed to register, so be careful in completing and declaring the names.

**ID cards for indoor booths**

column	Booth size (square meters)	Number of cards
1	Up to 12	2
2	13-24	3
3	25-50	4
4	51-100	6
5	101-150	8
6	151-more	10

**ID cards for outdoor booths**

column	Booth size (square meters)	Number of cards
1	Up to 50	2
2	51-100	3
3	101-more	4

- Participants should receive the Security department's letter from the administrative department of the exhibition and after completing and sealing and signing both pages by the head of the company, return it through the system.

- The section concerning receiving the information of exhibitors will be inactive five days before the exhibition, and all cards will be issued only based on the information available in the system, and the responsibility for not issuing cards is for participants.
  - It is the responsibility of the esteemed participants not to register their information before that date.
  - Representatives of foreign companies, if there is a need to introduce foreign exhibitors, should send colour scans of the foreign participants' passports through the exhibition system five days before the exhibition.
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- According to the planned arrangements, the parking lot of the exhibition is free for the use of the exhibitors and the exhibitors can use the parking lots inside the exhibition area.
  - After the registration in the exhibition system is confirmed, the participants who have taken action to obtain the raw land should choose the contractor for the construction of their booth from the list of authorized booth builders introduced by Fars International Exhibitions Company on the website [www.farsfair.ir](http://www.farsfair.ir).
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- The minimum size of the booth without equipment is 12 square meters
  - The participants are required to have standard automatic cables and panels (equipped with earth system – life-saving keys) and suitable for the amount of electricity you consume and take action to transfer electricity from the main panel or communication cables to the relevant booth while coordinating with the organizer and the electrical unit of Fars Exhibitions Company.
  - Companies applying for booth construction must submit all the above-mentioned documents and three-dimensional plans of their booth no later than ten days before the exhibition.
  - There will be a 10,000,000 Rial fine for each day delay in getting authoritative documents and these fines will be taken from applicant's income.

- The minimum size of the outdoor booth is 30 square meters
- Regarding the open space applicants, the organizer only takes action to allocate the space and is not responsible for other things.
- Protection and guarding of the facilities of companies applying for open space is the responsibility of the applicants and the organizer will not bear any responsibility in this regard.
- Applicant security companies, should choose the night security guard in the way that is announced on the exhibition site.
- The responsibility for the people introduced by the companies is their own and the organizer will not bear any responsibility for possible problems and accidents.
- Any damage caused by the participants located in the open space must be compensated by the participant, the amount of this damage will be determined by the organizer and the participant will be obliged to pay the damages without any conditions.
- Due to the fact that the registration and placement of the company applying for participation in the open space is done in the last moments of the exhibition, the participants should be aware that the map of the open space will change regularly and the organizer reserves the right to move the companies in the open space. The right is reserved for the organizer until the last moments and the participant have no right to any objection regarding the placement of other companies around his space.
- Considering that the cancellation of the requested services, especially the cancellation of the exhibition space allocation, creates many problems for the organizer, please proceed to submit the request and deposit the money after making your decision to participate in the exhibition. Cancellation of the request will be possible only by submitting a written letter to the organizer and according to the following conditions, and the participant, by signing these regulations, waives the right to any objection.

	<b>Date of Cancellation</b>	<b>Amount of Refund</b>
1	First stage of registration	No refund
2	Before 40 days to the exhibition	10% will be deducted from payment
3	Before 30 days to the exhibition	50 % will be deducted from payment
4	Before 29 days to the exhibition	No refund

- Considering that the organizer is fully responsible for placement, not being placed in the right place is not a valid reason for not-attending or cancelling the request after the initial agreement with the organizer. Obviously, the organizer will only deal with written requests regarding withdrawal of participation according to the above table.
- If, according to the rules of the National Corona Headquarters, the exhibition is not held on the scheduled date, the participants will be obliged to attend the exhibition on the new date, and the organizing headquarters will not refund any money, therefore, if the participant insists on not attending, 30% of the total amount will be paid in advance. The applicant's invoice will be deducted as a fee and the balance will be returned to the participant, and if the participant decides to attend on a new date after the payment has been returned, he must pay the entire amount of the new invoice again.
- The participants in the exhibition are required and obliged to complete the insurance of their displayed goods before entering the exhibition and at least three days after the end of the exhibition with one of the insurance companies in order to be compensated in case of possible damage. Companies that have not insured their goods, machinery and personnel will not be responsible.
- The participants are obliged to compensate for the damages caused by fire, theft, etc., which are caused by the activities or actions of their employees inside or at the exhibition site, to machinery, equipment, booth decoration, and display goods of others and visitors.
- - The participants are also responsible for the incidents and accidents that happen to the booth workers during the transportation of goods with



machines, etc., and the headquarters of the exhibition will not be responsible for the elderly and workers of the participants.

- It is prohibited to leave the goods from the exhibition area during the exhibition. Therefore, participants are not allowed to bring Avoid unnecessary items
- The day after the exhibition, the participants can take out their goods from exhibition hall and the exhibition area only by paying all bills related to the holding period, including internet, phone, foreign exchange fine, fines for damages and obtaining the final settlement sheet and exit sheet. Therefore, all the participants are required to make full settlement before the end of the exhibition in order to facilitate and speed up the exit.
- The participants must pack their goods and empty their booths no later than 24 hours after the exhibition. Obviously, if they do not pay attention to this point and after the deadline, the organizer will empty the booth and the organizer will not be responsible for any damage or loss of goods, and the costs of evacuation will be deducted from the deposited payment, and the participant or his contractor cannot have any objections.
- At the time of unloading and departure, all responsibilities (including loses, damages caused to the goods and exhibition equipment) are for the participant, and the organizing headquarters will not have any responsibility in this regard.
- Considering the huge number of audiences of tourism industry visiting the website, the exhibition provides a very suitable opportunity to introduce companies through the website. Today one of the most important marketing and market development tools is to have a written program for effective advertising. This important event is a suitable place to present the capabilities of companies active in this field. The organizer has provided a suitable opportunity for the applicants to carry out appropriate and targeted advertising.
- In order to properly inform the exhibition, the organizer has published a special newsletter for the event. This special issue contains important information about the latest events and achievements of this industry, as well as the latest news and specialized information in this field. This special issue will provide a suitable opportunity for the active and capable companies of this industry to introduce their capabilities.

- An exhibition is a place for both commercial success and also for learning and publishing specialized knowledge. In order to be more productive and improve the scientific value of each exhibition, conferences and workshops are held next to it, which are widely welcomed by experts and industrial experts and an opportunity to update technical knowledge and familiarity with the latest achievements of the industry
- All the operations of making the framework of the booths, such as welding, carpentry, etc., are prohibited inside the exhibition halls, and the necessary parts for the construction of the booths must be brought into the exhibition hall ready for assembly and installation. And closing the construction of the action
- Delivery of the hall in order to start assembling and setting up self-made booths (raw) will be announced later. The deadline for completing the assembly and setting up of self-made booths is 12:00 noon the day before the opening. Each hour of delay will be resulted in deduction of 10 million Rials from the deposit.
- The preparation of the booth arrangement and the arrangement of the goods must be completed by 16:00 the day before the opening of the exhibition, and all extra things and empty boxes must be removed from the exhibition area, otherwise the participant is obliged to pay a fine that equals ten million Rials for each hour for delay as damages for delay. Accordingly, all participants are required to deliver a legal guarantee related to this matter through themselves or their contractor to the organizer at the same time as the plan is approved by the organizer. Organizer will deduct the fines based on received guarantees and the participant or his contractor will not have any right to object in this regard.
- It is allowed to carry out any advertising in the exhibition area and outside the exclusive booths of the participants after coordination and obtaining permission from the organizer and public administrative of the exhibition company. In addition to paying the advertising costs according to the tariffs of the exhibition company, they should pay a fine to the organizer. Any photography and filming from the exhibition area and

inside the halls is allowed after obtaining permission from the organizing and public relations headquarters of Fars Exhibitions Company.

- In case of any events beyond the authority and control of the organizer, such as war, earthquake, flood, widespread diseases, and other natural disasters that lead to the failure, delay, or extension of the exhibition, the organizer will take action to protect the interests of the participants. And the participant will not be allowed to protest or refund the paid funds.

By reading all the items contained in the rules and regulations of participating in the exhibition, while accepting it, this company undertakes to comply with all the mentioned rules and regulations and any consequences resulting from not complying with the rules and regulations will be the responsibility of this company.

Company Name

Name of CEO

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Seal and signature of Company

Date