



IDRO Int'l. Trading co.
شرکت بازرگانی بین المللی ایدرو



ISVILEX 2019



**International Exhibition of Sound, Visual Images, Light
Multimedia, Related Services and Industries
1- 4 March 2019 Tehran - Iran**

General Conditions

1. Application forms should be completed and sent to IDRO International Trading Company, hereinafter called "IDRO" not later than 01.Oct.2018
2. Space booking: 100% upon receipt of the invoice on signing this agreement. The remaining amount shall be paid according to chronological order mentioned in the agreement.
Note: Exhibitor can not have the floor plan until he pays the 30% of registration fee. The receipt of payment shall be sent to IDRO by fax or email.
* Participants should cover all banking charges /Transferring Fees.
3. Subletting, Exhibitors are not allowed to assign or sublet their allocated space, whether in whole or part.
4. Participant who has been registered and paid part or all the registration fees, wishing to cancel their participation, if they inform IDRO, 45 days before the beginning the Fair, 100%, payment will be refunded. Cancellation between 30-45 days, 30%, and from 15 to 30 days before the opening day 80% of the total booth rental value will be deducted and the rest shall be refunded. From that time onward, and during the exhibition no money shall be refunded for any cancellation or non-attendance at trade shows.
5. Stand Allocation: The Organizer will draw up the exhibition floor plan and will allocate the various stands, in accordance with the chronological order of admissions. IDRO may in exceptional circumstances alter the location of rented area, with a tolerance of 15%±.
6. The equipped stands will be put at participant's disposal for preparation at least 24 hours before the opening date of the fair.
7. The bare stands will be put at the disposal of the participants at least 4 days before the opening date of the fair for construction.
8. Participants who have applied for an equipped stand but intend to alter it to bare stand, should inform IDRO, 45 days before the opening day otherwise, should pay the charges based on equipped stand.
9. Participants wishing to demonstrate the operation of their exhibits (any kind of machinery) must obtain the prior approval of IDRO.
10. Participants with bare space shall forward the design of their booths to the organizer 30 days before opening day for approval. Also, they shall respect the maximal height of stands which varies in different halls. The signboard of stands must not exceed the height in each hall.
11. Participants who applied for a stand in the open area: All provisions for booths in covered area will applied for open area as well.
12. All exhibitors will be required to complete their installations and decoration one day prior to opening ceremony & all unnecessary materials should be removed from the stands.
13. Participants, with a two-story stand, shall pay an additional 50% of rental value of the ground floor. The amount should be paid 30 days before the opening day.
14. Participants requiring additional lighting and/or 3 phase electricity or telephone line should apply and fill out the relevant form and forward it to IDRO at least 30 days before the opening day of the fair and pay the related charges to IIEC.
15. Open area consisted: with and without prefabricated booth therefore, participants shall fill out the relevant form and proceed with the payment.

Headquarters of Fair:

Hall No. 61, North Gate, Tehran Int'l permanent fairground, Chamran Exp. Way, Tehran, 1999613954,
Iran Tel: (+98-21) 22662774-6 || Fax: (+98-21) 22662772 www.idro-fairs.com || info@idro-fairs.com

16. Parking lots will be provided for participants according to following:
 - **Indoor Booths:** One free parking card for 12sqm or less, 2 cards for up to 50sqm and 3 cards for 51sqm or above.
 - **Outdoor Booths:** One parking card for 50sqm or less, 2 cards for up to 100sqm and 3 cards for 101sqm or above.
17. To issue identity cards, exhibitors should submit completed form (No.3) for all personnel who will be present at the fair, at least 30 days before the opening day.
 - Iranian nationals should submit a personal 3x4 cm photo or its scan file.
 - Non-Iranians should submit a copy of their passport in print or scan file.
18. Specifications of companies will be published in the fair book on the base of information in form (No. 2) in English. One copy of the fair book will be presented to each exhibitor, free of charge.
19. Participants' banner or sign-boards must be used only within the area of their pavilion.
20. IDRO provides guards for general watching of halls and pavilions for the whole period of the fair while the halls entrance are locked after closing hours. However, participants are advised to make their own arrangements for safeguarding their exhibits during the visiting hours of the fair.
21. Participants should keep their stands open during the visiting hours. They are not allowed to close their stands or pavilions before the closing time of the fair.
22. Storage of flammable articles is prohibited.
23. Any comments regarding services or ... would be considered by IDRO during the fair.
24. **Dismantling:** Participants are requested to vacate and dismantle the stands & pavilions and installations 2 days after the termination of the fair at the latest, otherwise IDRO will dismantle the stands and pavilion at the participant's expense and they will have no right to demand compensation. In addition, in the event of any damage participant is obligated to pay the compensation to IDRO.
25. Ladies clothes for exhibitors must include: scarf and long uniform (under the knee) Compliance with Islamic principles. Therefore using short and tight uniform or using too much make up out of the norm is strictly prohibited. Gentlemen (exhibitors) as well as ladies should avoid wearing inappropriate clothing and hairstyle
26. Additional furniture items may be ordered separately at extra cost from IDRO. In case of occurrence of any force major events out of the organizer's will, such as
27. earthquake, flood, war and etc...., all payments shall be refunded to participant, after reduction of all expenses done before the event.

Company Name: Tel: Email: Mobile Number:	Country: Fax: Contact Person:
We hereby confirm and agree with all the above articles.(27 Articles)	
STAMP & AUTHORIZED SIGNATURE	

**International Exhibition of Sound, Visual Images, Light
Multimedia, Related Services and Industries
1- 4 March 2019 Tehran - Iran**

Application form for

Participating

Form

1

PLEASE TYPE OR WRITE ALL ITEMS IN BLOCK CAPITAL LETTERS:

NO	STAND TYPE	STAND FEE/ SQM (€)	ELECTRICITY (2€ /M.)	REQUESTED AREA(SQ M)	STAND COST (€)	9% VAT (€)	TOTAL AMOUNT (€)
1	BARE SPACE IN COVERED AREA	180.00					
2	PREFABRICATED BOOTH WITH EQUIPMENT	190.00					
3	BARE SPACE IN OPEN AREA	110.00					

* Booth reservation will be done after payment of 30% booth rental value. The balance of The payment must be paid at least 1 month before the opening day. Any registration Request received less than 30 days before the exhibition, registration fees must be paid in cash to IDRO by the exhibitor.

- Each equipped stand (indoor) with 12 sq. m. contains: back & sides panels, Carpet floor, 1 single-Phase electricity outlet, sufficient spotlights, Fascia with exhibitor's name, one table & two Chairs.
- The provisional cost of consumed electricity during the exhibition is around 2 Euros / Sq.m.
- Min. Bare space in covered is 24 Sq. M.
- Min. Bare space in Open Area is 30 Sq. M.
- The participation fees are subject to payment of 9% VAT.

❖ PAYMENT SHALL BE PAID ACCORDING TO PRO-FORMA INVOICE

Company Name:
STAMP & AUTHORIZED SIGNATURE:

Headquarters of Fair:

Hall No. 61, North Gate, Tehran Int'l permanent fairground, Chamran Exp. Way, Tehran, 1999613954,
Iran Tel: (+98-21) 22662774-6 || Fax: (+98-21) 22662772

www.idro-fairs.com || info@idro-fairs.com



IDRO Int'l. Trading co.
شرکت بازرگانی بین المللی ایدرو



ISVILEX 2019



Form

2

**International Exhibition of Sound, Visual Images, Light
Multimedia, Related Services and Industries
1- 4 March 2019 Tehran - Iran**

Application form for

Catalogue Entry

COMPANIES GENERAL INFORMATION (Free of Charge)

PLEASE TYPE OR WRITE ALL ITEMS IN BLOCK CAPITAL LETTERS:

IF YOU HAVE AN IRANIAN AGENT, PLEASE FILL IN THE FOLLOWING FORM:

1) IRAN AGENT :

Company Name:	
Address :	
Tel :	Fax:
E-mail :	Web Site:
Managing Director:	
Mobile:	
Activities:	
Origin Country(ies) of all products:	

2) PRINCIPAL :

Company Name:	
Address:	
	COUNTRY :
Tel. :	Fax. :
E-mail :	Web Site:
Managing Director:	
Products or Activities (Maximum 30 words) :	
Origin Country(ies)of all products:	

☒ Which one should be published in the fair catalogue: **Principal** /Iran Agent/Both?

ADVERTISEMENT: Please contact our exclusive publisher. (You can find on our website).

Headquarters of Fair: Hall No. 61, North Gate, Tehran Int'l permanent fairground, Chamran Exp. Way,
Tehran, 1999613954, Iran Tel: (+98-21) 22662774-6 || Fax: (+98-21) 22662772

www.idro-fairs.com || info@idro-fairs.com



IDRO Int'l. Trading co.
شرکت بازرگانی بین المللی ایدرو



ISVILEX 2019



Form

3

International Exhibition of Sound, Visual Images, Light
Multimedia, Related Services and Industries
1- 4 March 2019 Tehran - Iran

A. Participant's Identity Card

Company Name:							
NO.	NAME	FAMILY	NATIONALITY	NO.	NAME	FAMILY	NATIONALITY
1				5			
2				6			
3				7			
4				8			

- This form will be duly filled out in capital letters for each pavilion attendant, and should be received by IDRO not later than 30 days from the opening date of the fair.
- A copy of passport is required for each Non-Iranian applicant. (Print or scan file)
- A 3x4 cm size photograph is required for each Iranian applicant. (Print or scan file)

B. Fascia

Name to be shown on fascia

(Maximum 20 capital Letters. Please use space to separate words)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

EXTRA LETTERS (Maximum 10 Letters)

--	--	--	--	--	--	--	--	--	--

C. 3-Phase Electricity (Used in Special machines)

No Yes

(In order to apply for 3 phase electricity, applicant should fill the application form and pay the related charges)

Company Name:
STAMP & AUTHORIZED SIGNATURE:

Headquarters of Fair: Hall No. 61, North Gate, Tehran Int'l permanent fairground, Chamran Exp. Way,
Tehran, 1999613954, Iran Tel: (+98-21) 22662774-6 || Fax: (+98-21) 22662772
www.idro-fairs.com || info@idro-fairs.com