

These instructions and forms are designed for exhibitions organized either by the company or through a broker. The regulations and documents are prepared in the form of brochures, catalogs, or manuals, and they are provided to each participant

#### Exhibition title:

Venue: Kish Island - Kish International Exhibition Center

Date of holding: 6 to 9 November 2023

Visiting the exhibition: 17:00-22:00

Organizer: Baharan Tadbir Kish Company in cooperation with Kish Investment and Development Company

Participants: including natural and legal persons or their official representatives

#### Participation Request and Booth Allocation

The participant must complete the participation application form after knowing all the relevant information and regulations and send it to the secretariat of the exhibition at the address: No.17, 14th East Beyhaghi Blvd., Argentina Square, Baharan Tadbir Kish company.

After reviewing the submitted applications, qualified applicants will be selected.

The organizer is allowed to accept or reject requests.

The booth and the exhibition area will be handed over to the applicants at the right time.

Determining the location of the booth is the responsibility of the organizer, and the participants do not have the right to interfere in determining the location of the booth.

The participant is not allowed to assign, participate or delegate the allocated booth to a third party.

## Payment Terms and Conditions

- The applicant must pay the booth rent within 10 days after issuing the invoice. It is obvious that in case of non-payment after the due date, the reservation is not definitive and the applicant must re-book the booth.

After the announcement of the organizer, the participants are obliged to pay the amount to the organizer on the scheduled date.

The cost of water, electricity, telephone and additional services are calculated and received according to the applicant's consumption.

Those applicants who have made 100% payment on time will be allowed to participate

The organizer can refuse to deliver the goods and property of those participants who, for any reason, have not settled their debt on the due date until their rights are fully satisfied.

- Participant's withdrawal from participating in the exhibition is allowed up to 40 days before the opening of the exhibition with a deduction of 50% of the total amount paid. In case of cancellation within 40 days before the opening of the exhibition, the participant has no right to the paid amounts.

In case of any incident beyond the authority and control of the organizer, which leads to the non-holding of the exhibition or to the way it is held, the participant will not have the right to protest and request the refund of the paid funds.

## Displayed Goods

Participants are responsible for keeping the goods from the time they enter the exhibition until they leave the exhibition area, during the working hours and when the hall door is open and visiting the exhibition, but outside of the mentioned hours, the organizer is responsible for keeping the goods.

It is prohibited to display or supply products, brochures and advertising packages with the title of fake Gulf, etc.

- Participants may showcase their products and machines after receiving written approval from the organizer. It is the participant's responsibility to adhere to all precautionary measures in these cases, as the organizer will not be held responsible. The participants are required to compensate for any possible damage caused by the practical display of their goods and machines as determined by the competent authorities.

- The presence of the participants or their informed representatives during the visiting hours of the exhibition is required to answer questions and take care of the property.

### Construction and Preparation of the Booth

If the participant builds the booth himself, he must hand over the plans for the booth construction to the organizer 20 days before the opening of the exhibition. He is also obliged to introduce the contractor for the construction of his booth to the organizer and proceed with the construction after the organizer's approval.

- If the participant wants to make corrections or changes in the presented plan, he must get the favorable opinion of the organizer.

If the participant deviates from the approved plan, the organizer is allowed to destroy the facilities that were built against the regulations and collect the damages from the participant.

- All executive operations, arrangement of goods and arrangement and preparation of booths must be completed 24 hours before the opening of the exhibition and all additional equipment and empty boxes must be removed from the exhibition area.
- The participant is obliged to pay the damage caused to the equipment, booth, hall or exhibition area to the organizer according to the evaluation of the experts.
- The organizer will be responsible for the general cleaning of the exhibition. Participants are responsible for cleaning their booths, which must be done every day before the start of visiting hours.

### Insurance and Safety Measures

The participants are responsible for the maintenance of their display items, goods and equipment, and it is necessary to insure their booths, display goods and personal equipment and equipment against fire damage, incidents, accidents and other risks.

The participant is responsible for the events and accidents that happen to his employees or third parties, and the organizer has no obligation in this regard.

Participants are required to remove any flammable objects such as empty boxes and cartons and packing materials from the exhibition halls and strictly refrain from keeping them in the path of electric cables and behind panels. In order to store such items, a place will be considered by the organizer.

Compensation for damages incurred as a result of negligence of the participant will be fully borne by the participant.

It is forbidden to store lamps without protection or flame-generating and incendiary devices inside the exhibition hall and exhibition hall, as well as storing any incendiary devices such as oil, gasoline, thinner, alcohol, etc. without prior coordination with the organizer and obtaining written permission. It is forbidden.

### **Evacuation of the Exhibition Space and Delivery of the Halls to the Organizer**

Collection and packaging of the displayed goods must be done one day after the end of the exhibition.

The maximum time for collecting and unloading the goods and dismantling the booth and handing over its place by the participants to the organizers is 2 days after the end of the exhibition.

If a participant fails to vacate the booth within the specified period, the organizer will not be responsible for the preservation and maintenance of the participant's goods and booth system.

If the booth is not emptied and delivered on time, the organizer is allowed to destroy the booth and move the goods. Obviously, the cost of demolishing the booth and moving the goods and other costs incurred by the organizer will be charged to the participant.

If due to a dispute, the departure of the participants' goods is prevented, their goods will be charged a storage fee.

- If the participant does not take action to resolve the dispute or settle the account in time and remove the goods, all the goods will be seized after one month in favor of the organizer, and if the official value of the seized goods is less than the related costs and damages, the organizer will can take action to receive the difference.

### **Entry and Exit of Goods (customs affairs)**

All goods originating from the mainland are permitted to enter Kish Island

The exit of all goods that have been imported from the mainland to Kish Island is possible only by presenting the customs declaration form and the air or sea waybill that was obtained when entering the island.

Regarding the arrival of goods by air to Kish Island, all participants are obliged to submit a complete list of the type of goods, quantity, weight and name of the producer country to the exhibition secretariat, in addition to complying with the above paragraph, at least one week before the arrival of the goods.

The exit and entry of goods into the exhibition must be supervised and based on the instructions of the organizer.

The participant is responsible for paying all the costs and coordination for transporting and clearing the goods from customs to the exhibition site.

In order to coordinate and take timely action, the organizer introduces a contractor as a transportation and customs agent.

## Visa

Direct entry to Kish Island from abroad does not require a visa, but those foreign guests who first enter the mainland or intend to enter other parts of the country after the exhibition must apply for a visa on time.

## Hotels and Accommodation Centers

Information about hotels and accommodation centers in Kish is available in the information base of Kish Free Zone Organization at [www.kishinvex.com](http://www.kishinvex.com)