

2016

EXHIBITOR MANUAL

23rd Printing, Packing & Related Machinery Exhibition Iran, Tehran

25-28 December 2016

Dear Exhibitor,

We would like to thank you for attending the **23rd Printing, Packing & Related Machinery Exhibition**, it is our pleasure to support you in this event.

This manual contains important information you need to have a successful event below. The manual is designed to answer your questions, help remind you of deadlines and guide you through the process of preparing for the event.

Please observe the deadlines and make sure that the forms are sent within the time limit.

This manual is intended to make your participation at the event as smooth and productive as possible. If you have any questions or require further assistance, please do not hesitate to contact us:

Email: info@iranprintpack.com & iranprintpack@gamil.com

Contact Person:

Mr. Ghadrnan: +98 912 945 7001

Mrs.Ghdardan: +98 912 945 7002

We will be glad to help you. Thank You

About Iran

Capital: Tehran

Currency: Iranian Rail

Official language: Persian

Time Zone: 3.5 GMT

Weekend Days: Thursday & Friday

International Telephone Code: +98

Exchange Rate: Approximately 1\$ is equal to 35000 Rails

Approximately €1 is equal to 40000 Rails

Neighboring countries: Turkey, Iraq, Pakistan, Afghanistan, Armenia, Azerbaijan

Organizers:

Tehran Producer & Technical Service Trade Union Company

Expooya System Co.

Exhibition Venue:

Iran International Exhibitions Company Address: P.O. Box No. 1491-19395, Permanent Fairgrounds, Chamran Expressway, Tehran International Permanent Fairground

General Information

The exhibition is scheduled to be open for visitors at 10:00 to 18:00 on the 25th December 2016 and it will be continued to 28th December 2016.

Please pay attention to leave your stand when the visiting hour is over.

Your stand is going to be prepared in the direction of your demands that you inform Operation and Project Department beforehand. In case you demand extra material in the fair ground, please inform the executive staff who is going to be ready in the organizer office at the ground and ask for their help. Your demands are going to be fulfilled according to the priority of the application and availability in the stocks.

The organizers accept no responsibility and shall not incur any liability to the Exhibitor for any loss or damage that occurred during visiting hours and preparation hours.

Contact Information:

Contact persons:

Mr. Ghardran: +98 912 945 7001

Mrs.Ghardran: +98 912 945 7002

Tell: +98 21 88 05 51 51

www.iranprintpack.com

info@iranprintpack.com

iranprintpack@gmail.com

Deadlines for Exhibition

29 June 2016:

Register in website – www.iranprintpack.com

15 September 2016:

Sending Visa form

25 November 2016:

Completing Exhibition Catalog & ID cards in website: www.iranprintpack.com

By login with your username & Password

25 November 2016:

Sending signed and sealed Rules & Regulation form

25 November 2016:

Introducing the local stand contractor

Exhibition Timetable

21-23 December 2016

Booth Construction by Contractors

Notice: The exhibitors who have to use lift truck and crane for heavy equipment, should set their equipment on 21 December.

24 December 2016

Preparation and Booth Layout

Exhibition Hours

9:30 a.m. – 6 p.m. for exhibitors 10:00 a.m. – 6 p.m. for visitors

29-30 December 2016

Move out and dismantling

Official Freight Forwarding Services

Expo plus

Contact person: Mr. Farshid bagherian

Tel: + 98 912 124 66 30

Email: farshidbagherian@gmail.com

Technical Approval of Stands

The exhibitors should apply local booth contractors who have certification by IIEC (Iran International Exhibition Company) and are familiar with rules and regulation of booth construction.

Maximum Allowed Height for Booth Construction:

Hall Number	Stands of middle of the hall (m)	Stands next to the wall of hall (m)
8/9-38	4.5	4.5
1- 1A- 2 - 6 - 7 - 10/11 - 12/13 - 14/15 - 20 - 21 22 -27 - 35 - 38A - 40 - 41	4	4.5
44,1- 44,2	3.5	3.80
19	3	3.5
18- 31A - 31B	3	3
Series 25	3	3.5
Series 26	3	2.5

Visa Form

Name:	Passport No:
Surname:	Passport Place of Issue:
Sex:	Passport Date of Issue:
Marriage state:	Passport Expiry Date:
Father's Name:	Occupation:
Grand Father's Name:	Position:
Date of Birth:	Company Name:
Country of Birth:	Company activity:
Place of Birth:	How many times have you travelled to Iran before?
Nationality:	The Last Date of Entry to IRAN (dd/mm/yy):
previous Nationality:	Duration of Stay in IRAN:
Date of entry to Iran:	Place Visa to Be Issued:
Date of exit from Iran:	One contact person in Tehran (name & phone)
Stay address in Tehran:	Signature/ Date: