

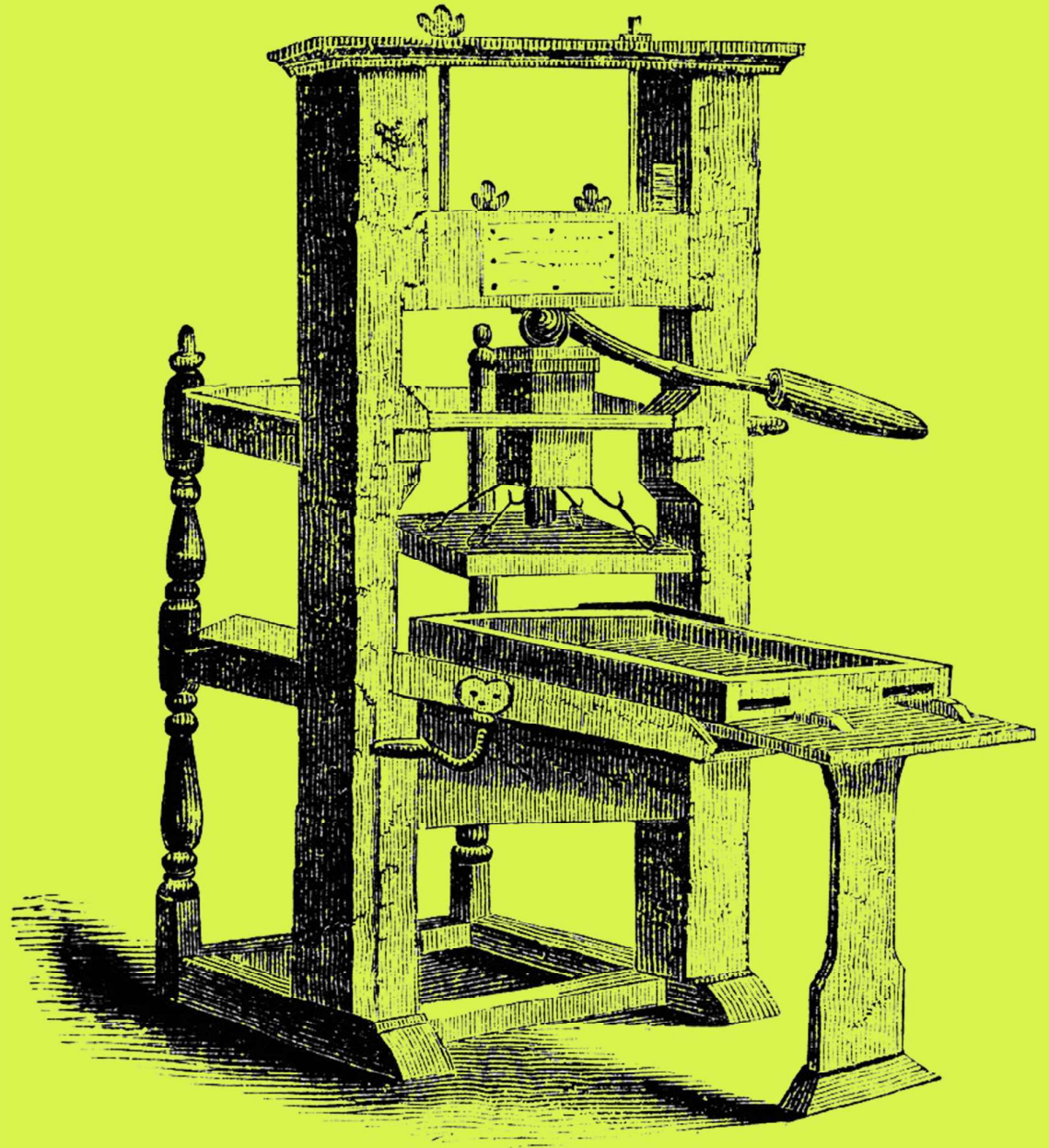


USER MANUAL IRAN PRINT PACK & PAPER 2025



Welcome to

IRAN PRINT PACK & PAPER 2025



We would like to express my genuine gratitude for taking the time to attend Iran Print Pack & Paper 2025.

Your attendance at the event will be greatly appreciated and have a positive impact on us.

I hope you will have as much fun at Iran Print Pack & Paper 2025 as we did plan the event.

It will be lovely to see you participate in the activities and contribute to the event's dynamic atmosphere.

It is our pleasure that we
are host of you at
**IRAN PRINT PACK
& PEPER 2025**

Parking Free: You can use the parking area with your badge.

Bus Arrangements: Please send your request by official letter one week before the start of the exhibition.

Carries Exhibition Items: "Tehran International Permanent Fair Ground" has 5 entrance parks. At the entrance of all the parking lots, there will be electric cars for free. You can use these devices to carry your luggage and exhibition items.

Cleaning System: "Tehran International Permanent Fair Ground" is responsible for the cleaning of public areas and disposal of rubbish. Cleaning of booths that have construction are with themselves. Cleaning of the shell scheme booths is with us.

Security Team: During the exhibition, security personnel will be on constant lookout.

- Please do not leave luggage unattended at any time.
- Care for valuable things such as money, bags, cell phones, and passports.
- Do not bring cash, specifically USD, or Euros to the exhibition center.
- Do not allow any unrelated person entre your booth (especially one day before the start of the exhibition).

Smoking is not allowed; electronic cigarettes are also prohibited.

**Boundless opportunities just for, you
Experience the unique power of business
promotion with Iran Print Pack & Paper
2025!**

**Tehran International
Permanent Fairground**

Chamran highway Tehran Iran
post box: 193951491



Apply Iran visa



❑ Citizens of Armenia, Azerbaijan, Bolivia, China, Egypt, Georgia, Hong Kong, Lebanon, Malaysia, Oman, Syria, Turkey, Iraq and Venezuela can enter Iran without a visa.

❑ All nationalities except the citizens of 10 countries (Afghanistan, Bangladesh, Canada, Colombia, Iraq, Jordan, Pakistan, Somalia, United Kingdom, and United States) can apply online and get an Iran e-visa on arrival.

NOTE: All visitors to Iran must hold a passport or travel document valid for 6 months at the time of departure.

❑ If you want to get Iran Business Visa, you should start the process at least 30 days before the starting the exhibition.

Iran Business Visa Requirement:

Requirements for foreign passport holders:

Passport (Validity: at least 6 months)

A personal Photo

Business visa application form

Visa stamp fee and Visa service fee

Requirements of the host company:

The registered name of the host Company (Must be registered in Iran Company Registration General Office)

Registration Number of the host company

The Subject of the invitation

Address and contact number of the host company

Address and contact number of the manager's home

Scan the official journal or newspaper of the host company

A scan of Host Company invitation letter with official letterhead, seal, and signature

A scan of the birth certificate of the host company manager.

Normal Business Visa will take 7-10 Working days.

Best Hotels Near “Tehran International Permanent Fairground “

▣ Parsian Esteghlal International Hotel

Crossroad of Chamran Highway and Valiasr Street, Parkway Crossroad, Tehran 11369 Iran
0.4 miles from Tehran International Permanent Fairground

▣ Parsian Evin Hotel

Chamran Highway & Yadegar Intersection, Tehran 11369 Iran
0.9 miles from Tehran International Permanent Fairground

▣ Parsian Azadi Hotel

Yadegar-e-Emam intersection, Chamran Highway, Tehran 11369 Iran
0.9 miles from Tehran Permanent Fairground

▣ Azadi Grand Hotel

Evin Cross Road Dr. Chamran Express Way, Tehran 19976 Iran
0.9 miles from Tehran Permanent Fairground

▣ Melal Apartment Hotel

24 Naseri St Valiasr Ave, Tehran 19686 Iran
1.8 miles from Tehran International Exhibition

▣ Wisteria Hotel

No. 1 Ahmadi Zamani Street, Tehran 11369 Iran
1.9 miles from Tehran International Exhibition

▣ Espinas Palace Hotel

N. 33 Alley Abedi Street, Tehran Iran
2.8 miles from Tehran International Exhibition

▣ Eskan Hotel

No 10 Esfaraen Alley, Alvand Street Argentina Square, Tehran 11369 Iran
3.4 miles from Tehran International Exhibition



HOTEL

Exhibition Timetable

Booth Construction by Contractors:

19-22 December 2025

Using lift trucks and cranes for heavy equipment:

19-21 December 2025

Preparation and Booth Layout:

22 December 2025 from 12:00 PM

Move out and dismantling:

27 December 2025

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Deadlines

Filling Exhibition CatLog & Exhibitor Badges:

07 December 2025

Sending Colour Copy Passports for Foreign Exhibitors:

07 December 2025

Sending Extra Furniture List:

07 December 2025

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Exhibition Opening Hours

23 December - Mo

Exhibitors: 08:00 – 16:00

Visitors: 08:30 – 16:00

24 December - Tu

Exhibitors: 08:00 – 16:00

Visitors: 08:30 – 16:00

25 December - We

Exhibitors: 08:00 – 16:00

Visitors: 08:30 – 16:00

26 December - Th

Exhibitors: 08:00 – 16:00

Visitors: 08:30 – 16:00

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Scheduling made easy!

We will keep in touch with you for next steps by email.

Raw Space

Minimum Space: 36 m²

(for each company)

In raw space, you couldn't have a prefabricated or Shell Scheme booth



Shell Scheme Booth

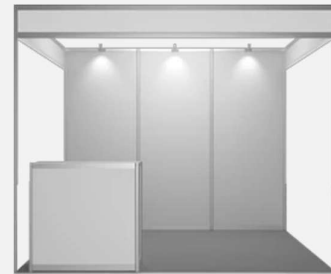
Minimum Space: 12 m²

≤ 9 m² is available only for Countries Pavilions.

9 - 15 m² has :1 table, 4 chairs, 3 spotlights, 1 electric socket, 1 information desk with chair, and 1 waste bin.

18 - 24 m² has: 2 table, 8 chairs, 6 spotlights, 2 electric socket, 2 information desk with chair, and 1 waste bin.

≥ 25 m² has: 3 table, 12 chairs, 9 spotlights, 3 electric socket, 3 information desk with chair, and 1 waste bin.

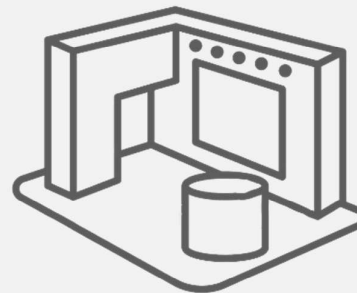


Constructed Booth

Minimum Space: 12 m²

Normal: Constructed booth has a normal design and is equipped only with Furniture.

Special: Constructed booth has a special design and is equipped with a coffee machine, Refrigerator, and TV (50-55 inches).



Maximum Allowed Height for Booth Construction:

Stands in the middle of the halls: 35 - 38 - 38A - 38 B - 40 & 41 >> **4.5M**

Stands in the middle of the halls: 44 a & 44b >> **3.5 M**

Stands next to the wall of halls: 35 - 38 - 38A - 40 & 41 >> **4.5M**

Stands next to the wall of halls: 38 B >> **3 M**

Stands next to the wall of halls: 44 a & 44b >> **4 M**

❑ Partition walls that are visible from the back side and walls that are higher than 2.5m should be clean and finished in white.

❑ It is not permitted to use shell scheme walls from neighbouring stands for your own purposes.

❑ Kindly note that all booths must have at least partitioned walls and carpeting.

About IRAN



Iran is a country in West Asia. It borders Turkey to the northwest and Iraq to the west, Azerbaijan, Armenia, the Caspian Sea, and Turkmenistan to the north, Afghanistan to the east, Pakistan to the southeast, the Gulf of Oman and the Persian Gulf to the south. With a mostly Persian-ethnic population of almost 90 million in an area of 1,648,195 km² (636,372 sq mi), Iran ranks 17th globally in both geographic size and population. It is the sixth-largest country entirely in Asia and one of the world's most mountainous countries. The country is divided into five regions with 31 provinces. Tehran is the nation's capital, largest city and financial center.

Official language: Persian

Time Zone: 3.5 GMT (UTC+3:30)

Electric current power supply: 220 Volts

Days of the weekend: Thursday & Friday

International Telephone Code: +98

Currency unit: Iranian rial - Symbol: IRR



Custom Clearance Instruction Manual, Truck, Air Cargo and seaport

Please note the 4 sections below:

A-Documentary:

- 1- Total Value of Permanents, total weight, total volume
- 2- Total value of temporary, total weight, total volume
- 3- Port of landing, airport IKA, truck
4. Origin and gender of goods, or you may send a pro forma invoice and packing list indicating all above items. Values must be rendered to use the euro as a reference currency.

B: Documentaries and paperwork are as follows:

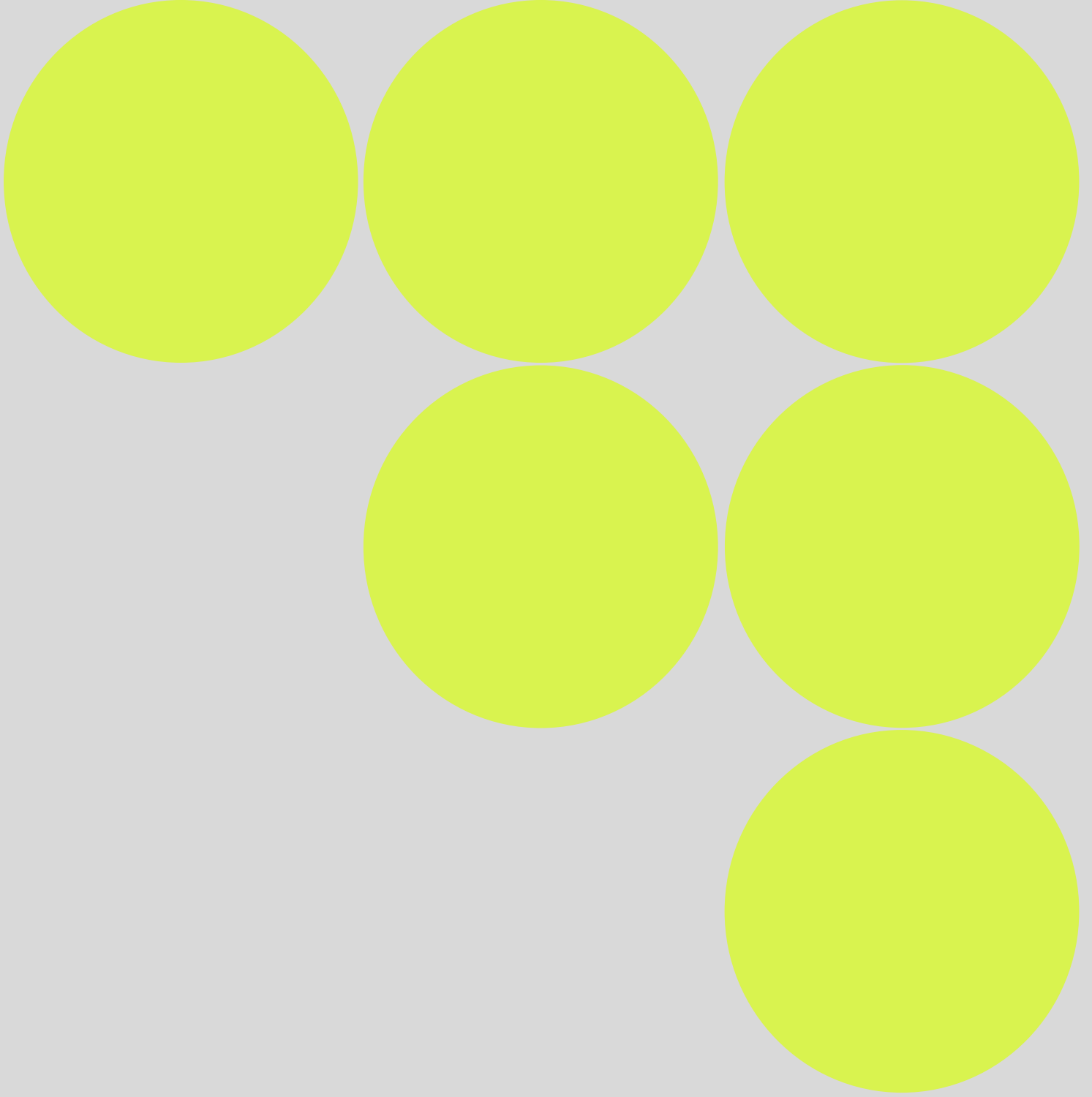
1. Proforma invoice signed and sealed on letterhead and numbered
2. Packing list signed and sealed on letterhead
3. Certificate of origin
4. Certificate of participation or main organizer improvement by email Services rendered: Immediately after receiving the truck order or awb, our is released as temporary and deliver to stand, free boxes will be saved till final day, after repacking of goods by exhibitor, boxes will deliver to custom warehouse.

C: Conditions:

Please be advised that the shipment is immediately after arrival and all necessary documents such as order or awb or B/L are being submitted to us, we can get involved to process. All charges must be paid upon receiving all documents through bank payment or down payment as cash in our territory. Exhibitors are obliged to send a Proforma-invoice and packing list prior to taking any action and receive a draft of charges in advance. Please note all necessary documents and the shipment itself must be ready in Fair Custom or IKA, seven working days prior to the show. As per seaport, after receiving BL's, Twelve as days. Please avoid sending excessive volumes of promotional and food equipment.

D: Consignee Name:

It will be given after receiving the necessary draft of documents and a price list will be sent along.



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