

SM-FR-396-01

(Stands Holders 'Undertakings)
Instruction of Guarding
Management of Islamic
Republic of Iran International
Exhibitions Company



Dear applicant(exhibitor),

Kindly, instruction of guarding management of Iran International Exhibition Company has been regulated in 22 clauses and it is proposed to you for observance of rules and regulations.

3-1- The dressing of women (under any title including booth-holder and/or in charge person) must include veil and mantle strictly official and uniformed, therefore using short, tight, and sticky and body showing mantles, such as loosely shawls and hair covers and abnormal make-ups out of the tradition strictly forbidden..

3-2- It is highly prohibited for male booth-holders to use inappropriate clothes in various forms such as garbs and hairdos that promote against Islamic paradigms.

3-3- Using promotional movies and CDs by companies may be played by verification of public relations and guarding headquarter and their volume shall be only restricted to area inside the booth.

3-4- Installation of any promotional equipment or devices shall be coordinated with the relevant officials and in case of intrusion for others by booth-holders, the guarding headquarter will stop continuity of their activity.

3-5- The personnel present in booth (as booth-holders) shall use the Identification Card verified by the guarding unit and in terms of quantity of the present personnel in booth this number shall be also in accordance with procedure of Iran International Exhibition Company and the present guests have no right to stand behind counters and give answer to visitors.

3-6- Distribution of promotional CDs, tracts, and brochures in places outside the booth shall be absolutely forbidden.

3-7- Sale of exhibition commodities will be absolutely prohibited during days of holding exhibition.

3-8- The work hour and visitors attending starts at 9 a.m. Therefore, the stand holders and personnel should be present 30 minutes before the plump break.

3-9- The participant shall be responsible for protection and maintenance of properties in the booth during time that the halls are active.

3-10- It is forbidden to hold any type of contest, lottery, and or miscellaneous ceremonies without coordination with guarding and public relations units.

3-11- Booth-holders shall not leave their booth at the final hours of working in exhibition and before exit of visitors from booth and at least one should stay at the stand until the time of plumping the hall.

3-12- During the exhibition working hours, preservation and taking care of the personal properties such as: film and photo cameras, videos, lap tabs, cell phones, cashes, documents and records, hand bags etc. is upon the individuals themselves and they should strictly avoid putting them on counters.

3-13- In the case of occurrence of any incident such as theft and individuals inconveniences, fire outbreak, quarreling and... inform promptly the proceedings to manager of hall or police personnel.

3-14- After Opening the doors, when entering the stand , in the case of observing any thefts, breakage and ... promptly and before the entrance of visitors (between 8 to 8.30 hours) inform the manager of the hall and physical guard forces in written forms.

3-15- Keeping and using of flammable devices and tools such as heater, gas cylinder, candle and lamps inside the stand is strictly forbidden.

3-16- It is highly recommended not to buy food from visitors without ID Card or those who are not authorized to sell food because of hygienic problems and safety considerations.

3-17- In the days of manufacturing, visiting and stands dismantling, the entry of any personal cars to the complex is not allowed and in these days only the transporting cars are permitted to enter; in the case of unsuitable stop by any personal car, it will be carried outside by lift-truck.

3-18- Withdrawal of any type of goods will require proposing goods exit receipt.

3-19- Watching out and preserving of the stands in the open area is upon the participators through day and night; therefore, before the exhibition starts, the related forms should be filled (notice the physical guarding) and a night watch person should be introduced and settled.

3-20- Carrying arms, wireless, walky-talky, cuffs, shocker, tearing gas etc. are not allowed.

3-21- Avoid from creation of tension and stressful climate that may lead to disorders in environment of international exhibition. Otherwise, the guarding is permitted to close down the lawbreaker booth and the exhibitor does not have any rights to protest in front of disciplinary and judiciary authorities.

3-22- Installation and using protective and security systems such as CCTV will be allowed only through coordination and taking permission from guarding management.

At the end, we hope that presence and efforts of that respective company to be more splendid than ever in the given exhibition along with developing non-oil exports and national self-sufficiency in world markets.

It is noteworthy that with respect to abovementioned issues and the obligation to be taken from the participant (exhibitor) regarding these issues, hereunder in the case of none-observance of these rules and regulations by the given booth, the guarding unit will take actions to cut off the electricity and close the display stand and the participant would be responsible for this process.

It is necessary to fill out the specifications in the following:

Full Name:

Full-power agent of company:

Hall No:

Position:

Booth No:

After reading the subject of above instruction, I will be pledged to observe accurately above-said cases during days of holding exhibition; otherwise, Iran International Exhibition Company will have authority to take any necessary decisions according to the rules and regulations.

Seal and signature