

HOFEX (Home Section) 2013

22nd International Exhibition of Home furniture
August 13-16 - 2013

ORGANIZER

Persia Furniture Industry Pioneers Co.

ADD: Unit 4, No 36, 37th Street, Seyyed Jamaledin Asadabadi Ave

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FAX: (+9821) - 88614749

sale@persiafipco.com

www.persiafipco.com

www.hofex-medex.com

www.irfurnitureunion.ir

1	Last day for exhibitors to submit Exhibitor Registration Forms	30/06/2013
2	Deadline for submitting exhibitor company information for the HOFEX Exhibit Guide	10/07/2013
3	Deadline for participants who have construction for their stand to deliver their plans	25/07/2013
4	Deliver time of stand to participant who have their own structure	09/08/2013
5	Finishing stand construction & decoration	11/08/2013 (12:00 at Noon)
6	Deadline for delivery of stands to participants	12/08/2013 (At 10:00 A.M.)
7	The halls will be closed before official opening	12/08/2013 (At 10:00 P.M.)
8	Opening of ceremony	13/08/2013 (At 9:00 A.M)
9	Closing Ceremony	15/08/2013
10	Closing day of the exhibition	16/08/2013 at 5:00 Pm
11	Disassembling stands	17/08/2013

❖ The comprehensive assessment competition will be held during the first and second days of the expo.

VISA

Passport must be valid for a minimum period of six month from the proposed date of entry into Iran.

Date:

Authorized Signature & Stamp

GENERAL CONDITIONS FOR EXHIBITIONS

- In these conditions the term "exhibitor" is attributed signatory of this application including all foreign companies and other individuals or agents. **"ORGANIZER"** means **"Persia Furniture Industry Pioneers Co."**
- Application form should be sending at most 20 days before the opening of the exhibition. Furthermore, applications submitted without making full payment by the day specified will not be considered. Such forms are of no validity what so ever.
- The organizer reserves the right for acceptance or rejection of the application form and will not be liable for any explanation.
- The exhibitor is not allowed to sublet or share with others the space allocated to her/him unless she/he contains the organizer's permission.
- The exhibitor wishing to cancel her/ his participating in the exhibition, 40 days before the opening date 30% of the total rental charge will remain in the possession of the organizer as compensation and the rest of it will be returned to the exhibitor. Withdrawing during 40 days to the opening the exhibitor remains liable for all the financial commitments incurred on his account and shall have no right to claim compensation.
- The exhibitor should furnish details of proposed exhibit goods as well as the address, telephone, fax, email in English language to enter the exhibition catalogue at most 30 days before the opening of the fair; otherwise, the organizer will not be responsible for the entry.
- According to the limited space for allocation of stands coincidence to the exhibitor's request, organizer is responsible for arrangement. And the organizer can increase or decrease the required space in few square meters and by agreement of exhibitors.
- The exhibitors wishing to demonstrate the operation of their equipments must obtain the prior approval of the organizer. All responsibilities will be borne by the exhibitors for any damages to the fairground or installations.
- Decoration and arrangement of exhibits within the stand as well as construction and deconstruction jobs should be completed 24 hours before the opening day and all unnecessary materials and empty cases should be removed from the fairground to the place determined by the organizer.
- The exhibitors wishing to demonstrate the operation of their equipments must obtain the prior approval of the organizer. All responsibilities will be borne by the exhibitors for any damages to the fairground or installations.
- Decoration and arrangement of exhibits within the stand as well as construction and deconstruction jobs should be completed 24 hours before the opening day and all unnecessary materials and empty cases should be removed from the fairground to the place determined by the organizer.
- The exhibitor should submit the layout of internal extension at most 30 days before the opening of the exhibition. Extra power consumption will be calculated by technical office and the charge must be paid. Besides that, the exhibitor must inform the organizer about machines consuming more than 5 kw/h and forward the layout of their electric connections 30 days before the opening day.
- The exhibitor is not allowed to have any kind of retail sale during the fair.
- Exhibitor, who requires telephone, should complete appropriate application form and deliver it to the communication unit of the fairground, not later than 30 days before the opening day.
- The transportation of heavy vehicles to the stand from the custom office of exhibition has to be in prior agreement of organizer 15 days before the opening day. And if it is not possible to transport the machine, the organizer shall not be responsible.
- No vehicles will be allowed to enter the fairground during the exhibition. Delivery of foods and other things should be permitted in the early morning before the opening of the exhibition.
- The exhibitor will receive free identification cards for the staff of his/her pavilion to the fairground during the fair.
- Exhibitor's banners or signboard must be installed within the area of their stand. All kinds of advertisements such as placards, wall writing, etc outside stand will be subject to organizer's permission and related charges.
- The exhibitor will be responsible for securing and safeguarding their exhibits before the opening day and during the visiting hours of the exhibition. The exhibition's halls will be locked and seals after closing hours.
- Flammable articles are banned from storage in the halls. The exhibitor requiring any type of such articles for demonstration purposes should consult the fairstation officials of the fair.
- The exhibitor should vacate and hand over her/ his inside and outside space to the organizer

Date:

Authorized Signature & Stamp

at most 48 hours after the termination of the fair; otherwise the organizer will remove the exhibits from the fairground without any responsibility for explanation. It is important to mention that the exhibitor will be charged for the costs of the transportation and the warehousing.

- The organizer shall not be responsible for the loss damage to any property of the exhibitor or any other person, caused by national emergency, civil unrest, war, acts of god and general cases of force major or cause not within the organizer's control for any loss or damage sustained in the event that the opening or holding of the exhibition is prevented, postponed or abandoned or if the hall become totally or partly unavailable for the holding of the exhibition due to any foregoing causes, the exhibitor shall indemnify and hold the organizer safe and harmless from all losses and damages to personal property.
- Oral agreements are valid only after they have been confirmed in writing and signed.
- The organizer will cover the insurance for exhibitor goods just five million Rials per sqm (for mother nature and fire)
- The organizer will completely be in charge of the stands allocation. The allocation is made according to the priority of the registration.
- The exhibitor wishing to personally construct her/his stand with a special design should deliver the related CD and the design for the approval of the organizer and the IIEC not later than 30days before the opening day. It is important to mention that only the stands with the prefabricated system design which are to be constructed / dismantled in not more than 48 hrs will get the construction approval

THE REQUIRED RULES FOR SECOND FLOOR CONSTRUCTION:

- Considering of external area of stand and the high of hall. The final design for construction must be confirmed by organizer & Iranian international exhibition company (IIEC) .IIEC has the right for any changes in design of construction.
- The minimum area for ground floor is 70 sqm.
- The area of second floor must be 20% of total area of ground floor.
- Second floor shall not have any interruption on the construction of other close stands.
- On the basis of IIEC rules, the exhibitors who personally construct their stand & have the second floor must pay 50% of total area in addition of their payment for their ground floor to the organizer.

REGISTRATION FORM

Company Details

Name of Exhibiting Company:

Address:

Managing Director:

Contact Person for the Expo:

Tel:Fax:

Email:Website:

STAND AT INDOOR SPACE	PER SQM
Non-equipped Stand (Minimum Space: 48 sqm)	EURO 278 +6% VAT
Equipped Indoor Stand / Min: 12 sqm including; Surrounding walls, floor covering, fascia, 1 table, 2 chairs, and electricity outlet.	EURO 287+6% VAT
<p style="text-align: center;">Obligatory Extra Services & Facilities</p> <ol style="list-style-type: none"> 1. Printing the name of the exhibitor including the address & the specification of its products in the fair official catalogue. 2. Delivering one copy of the official catalogue accompanied CD to every exhibitor. 3. Insuring the goods of exhibitor for the amount of 6/000/000 Rials per sqm. 4. Half Page advertisement in the official catalogue of the HOFEX 2013. 5. 20 Invitation cards for your guests to visit your stand so that they don't need to get a ticket while entering to the expo center. 6. Closing Ceremony. 7. Educational Seminars 	<p>EURO 250</p>

❖ THE REQUIRED INDOOR AREASQM

❖ TOTAL AMOUNT.....EURO

Date:

Authorized Signature & Stamp

STAND AT OUTDOOR SPACE	PER SQM
Rent of space only	173 EURO +6% VAT
<p align="center">Obligatory Extra Services & Facilities</p> <ol style="list-style-type: none"> 1. Printing the name of the exhibitor including the address & the specification of its products in the fair official catalogue. 2. Delivering one copy of the official catalogue accompanied CD to every exhibitor. 3. Insuring the goods of exhibitor for the amount of 6/000/000 Rials per sqm. 4. Half Page advertisement in the official catalogue of the HOFEX 2013. 5. 20 Invitation cards for your guests to visit your stand so that they don't need to get a ticket while entering to the expo center. 6. Closing Ceremony. 7. Educational Seminars 	<p align="center">EURO 250</p>

❖ THE REQUIRED INDOOR AREASQM

❖ TOTAL AMOUNT.....EURO

PAYMENT TERMS

Your stand allocation will only be confirmed on total receipt of payment. Meanwhile, all payments could be bank transfer only in euro payable to:

BANK NAME: CIMBBANK BERHAD

ACCOUNT HOLDER NAME: CHAN YA HONG

ACCOUNT NUMBER: 14820005785523

SWIFT CODE: CIBBMYKL

❖ **Please Send us a Copy of the Receipt of the Bank Transfer for the Exhibition.**

Date:

Authorized Signature & Stamp

THE TERMS AND CONDITIONS WHICH HAVE BEEN SIGNED BY PARTICIPANT

- According to the limited space for allocation of stands coincidence to the exhibitor`s request, organizer is responsible for arrangement and the organizer can deliver the tree sides open and island space to the exhibitor on the basis of available area in halls otherwise ,the exhibitor can replace the standard space for the stand.
- The exhibitor should vacate and hand over her/his inside and outside space to the organizer at most 48 hours after the termination of the fair; otherwise the organizer will not be responsible to keep safe and secure of exhibition `goods. It is important to mention that the exhibitor will be charged for any damage to prefabricated panels of stand. Any additional changes on constriction of stands have to be paid by exhibitors.
- The attendance in IPCC exhibition is in acceptance of Iranian international exhibition company's rules and conditions.
- All of the participants have to respect to the Islamic Republic of Iran`s rules.
- The minimum space for the participants who want to construct their stand is 48 sqm.

Date:

Exhibitor authorized signature & stamp

ORDER FORM – VISA REQUEST

Date:

Authorized Signature & Stamp

THE FORM MUST BE AT LEAST 40 DAYS PRIOR TO THE EVENT

Name of Exhibition:	
Telephone:	Fax:
Email:	Contact Person:
Position:	
Company Name:	
Date:	
Full Name:	
Marital status:	Occupation:
Passport No:	Date of Expiry:
Signature:	
The last date of entry to Iran:	
Father's Name:	Mother's Name:
Date of Birth:	Place of Birth:
Place of Issue:	
Duration of Stay in Iran:	
Nationality:	
The country, where you will apply for visa:	
Field of Activity:	
Address:	
Grand Father's Name:	

For each form of visa, the attached copy of passport is necessary

Persia Furniture Industry Pioneers Co.

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OFFICIAL CATALOGUE & FASCIA

Name of Exhibiting Company:	
Company's Name for Fascia:	
Managing Director:	
Address:	
Tel:	
Fax:	
Email:	
Website:	
Products:	

EXHIBITION PROFILE

	Home Furniture & Furnishings (Dining Room, Sitting Room plus Bedrooms for...Babies....Teenagers....Adults)		
	Furniture for Cottages & Country Houses		Home Libraries, Buffet & Showcases
	Antique Furniture / Hand-Made Furniture		Console Tables, Coat Racks, Bars & Counter Stools
	Furniture for Home Cinemas		Kitchen Furniture
	Hotel Furniture and Interior		Commode & Shoe Storage Cabinet
	Furniture for Computers / Tables & Desks		Upholstery Furniture
	Garden/Outdoor Furniture		Furniture Components

Date:

Authorized Signature & Stamp

ELECTRICITY APPLICATION FORM

(IF YOU WOULD LIKE TO HAVE MORE THAN A SINGLE PHASES 2.5 KW)

Company Name:	
Address:	
City:	Country:
Tel:	Fax:
Email:	Website:
Managing Director:	
The Person in Charge during the Expo:	

Consumption Electricity	Measure (height-width- length)	Weight (kg,)	Numbers	Does the exhibit turn on?	The name of exhibit Instrument

- Installation and consumption charges would be calculated after the fair termination. Relevant expenses should be paid by the exhibitor upon announcement.
- Undersigned pledges to have accepted all the fairrules and regulation.

Place and date:

Authorized Signature & Stamp

Date:

Authorized Signature & Stamp