



Exhibitor information

General Information

Dear exhibitors,

In this document you may find all the information you need for your participation at Iran agrofood 2022.

Time Schedule

Set-up:

14 - 16 June 08.00 am – 08.00 pm

Collection of exhibitor badges:

Exhibitor badges can be picked up at the organizer's office on the last set-up day after 3 p.m. or in the morning of the first exhibition day before the opening of the show.

Exhibition period:

17 - 20 June 09.00 am – 4.00 pm

Official Opening session: 17 June at 11.00 am

Government officials, ambassadors, journalists and exhibitors are invited to join the Official Opening of the show. After the ceremony, the guests of honour will cut the ribbon and will take a tour around the exhibition to visit the stands together with the journalists.

Time and place can be subject to change.

Entry to the fairground:

During the set-up and dismantling time, everyone can enter the fairground for free. For the exhibition period, you can only enter the fairground with a personalized badge for free. All other persons wishing to enter the fairground must buy a ticket for the show. This usually costs 40,000 Rial (~ 80 ct).

Dismantling of stands:

21 - 22 June 08.00 am – 08.00 pm

It is **not allowed to start dismantling on 20 June**. The doors will be closed at 6.00 pm!



Orientation on Site

Organizer's office

Our team will be available for you in **the organizer's office in hall 38** (stand number **38.1.14**) starting from 15 June 12.00 am.

Mr Paul März +98 93 56 10 72 22 / +49 176 23 17 16 59
Mr Luca Leiser +98 93 56 10 57 77
Ms Michelle Hofmann +98 93 56 10 43 33 / +49 16 09 85 39 830
Ms Nadja Lukanowski +98 93 56 10 24 44 / +49 157 509 755 36

Please feel free to contact us, we will be happy to give you any possible support.

Exhibitor badges

Your welcome package including the exhibitor badges can be picked up at the **organizer's office** from 17 June on after 3 p.m. or in the morning of the first exhibition day before the opening of the show.

Venue address

Tehran International Permanent Fairgrounds
Chamran Highway - Tehran International Fair Ground
19395-1491 Tehran
Iran

Parking

As an exhibitor you profit from free parking tickets for the exhibition days. You can collect them at the Organizer's Office along with your welcome package.



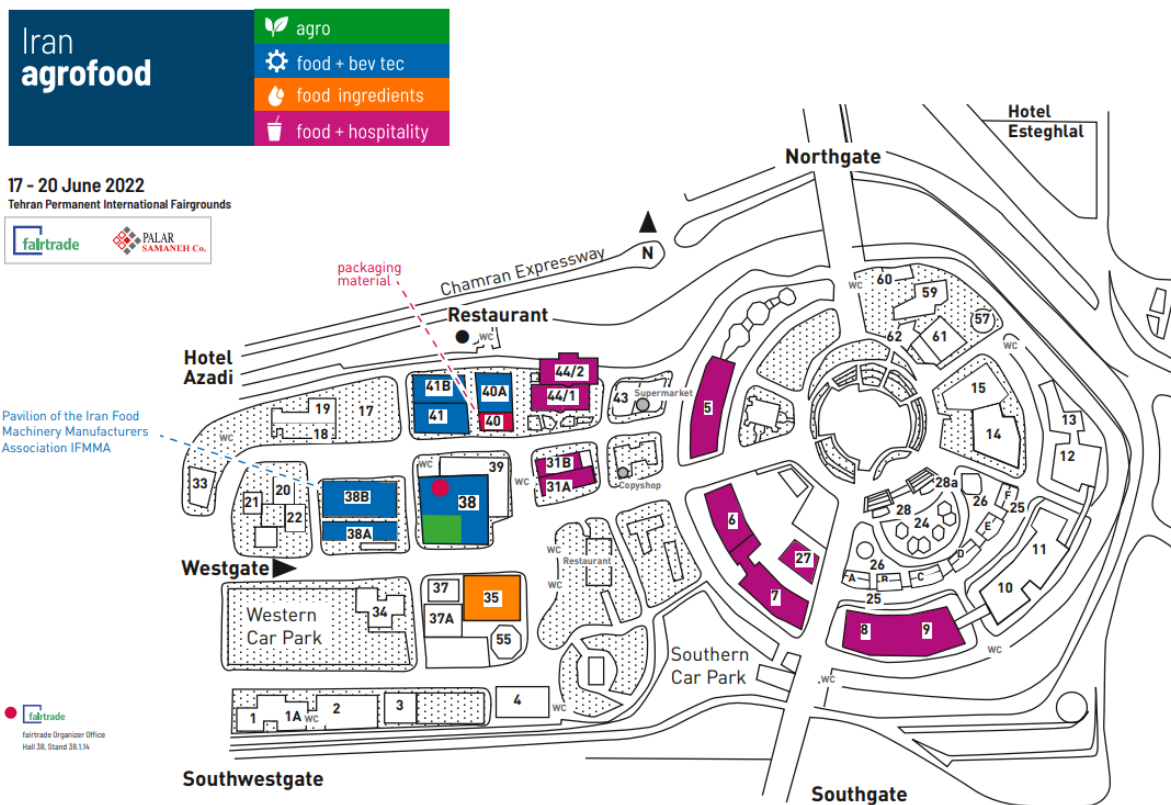
Hall plan

Please find the current hall plans on the website. These plans also contain your stand numbers:

[Hall 35](#)

[Hall 38](#)

Please find the ground plan for your orientation on site also [online](#).



Official catalogue

The official exhibition catalogue is available for all exhibitors free of charge and will be distributed by the organizing team during the exhibition.

Additional furniture orders

Please note that on-site orders of any additional equipment are based on the availability of the requested equipment and subject of a 10% surcharge.



Hotel booking and Visa application

The official partner for visa application, flight and hotel bookings as well as for the shuttle to and from the fairgrounds is [Iran Doostan Tours](#).

Ms. Nazanin Masoudi Mehr can be reached via email: nazanin@idt.ir or phone: +98 21 88 71 42 14

Transportation of your exhibition goods

The official partner for Transportation and customs declaration is PANEXPO:

Mr Rüdiger Hülsmann

+49 47 92 93 00 11

r.huelsmann@panexpo.de

External service providers

Even if we try to avoid this by entrance controls and checkups, there will be external service providers, who will promote their services (e.g. daily stand cleaning, additional furniture, etc.) personally to you. Please have in mind, that they are not in cooperation with fairtrade or Palar Samaneh, thus we will not take on responsibility for them. Also, they work on their own bill, so please be aware that they will ask for direct cash payment at your stand.

Stand cleaning

The evening before the exhibition starts, your stand will be cleaned. During the exhibition only the aisles will be cleaned. Please leave your waste in front of your stand in the evening.

Security

24-hour security is provided by the organizers. Security guards will patrol the exhibition hall in general, but their duties will not include attention to individual stands. **Exhibitors are advised to take adequate precautions and ensure that all valuable items are insured.** The organizers will not be held responsible for the safety of articles of any kind brought into the exhibition hall by the exhibitors, their staff or any person whatsoever. It is the responsibility of each exhibitor to be on his stand during build-up and dismantling to oversee the safe removal of his exhibits.



Marketing possibilities

E-invitation card

Please download the e-invitation card for the direct invitation of potential customers for your personal e-mails [free of charge here](#). The e-card can be printed, filled out and shown at the entry to the fairground. The e-card is no guarantee for a free entry and only used for marketing purpose.

Exhibition banner

To promote the participation at the show exhibitors can download the [exhibition banners](#) of Iran agrofood 2022. You can use them for your e-mail signature and link your profile on the exportal directly. You can also use the banner to promote your participation on your website.

Influence the show community on social media and promote your participation to your network. When creating a post use the official Iran agrofood hashtag: [#Iranagrofood](#)

exportal

Please find all exhibitors of Iran agrofood 2022 online [on the exportal](#). You can present your company and products and get in contact with the participants of Iran agrofood 2022 before, during and after the show.

In case of any questions concerning your login to the exportal Ms Nadja Lukanowski (n.lukanowski@fairtrade-messe.de) is gladly at your disposal.



Health advises – Covid-19

Wear a mask

Wearing medical face masks is mandatory throughout the exhibition area except when consuming food or drinks. Make sure it covers both your nose, mouth, and chin.

Make hand sanitiser part of your participation

Regularly and thoroughly disinfect your hands. This eliminates germs including viruses that may be on your hands. You can find hand sanitising stations spread in the exhibition area.

Keep distance

Maintain at least a 1-metre distance between yourself and others. Cover your mouth and nose with your bent elbow or tissue when you cough or sneeze.

We wish you the best of success for your preparations!

The Organizer team

fairtrade Messe GmbH & Co. KG

Ms Michelle Hofmann

m.hofmann@fairtrade-messe.de