

Welcome to PROJECT Iran 2015

Important dates & times

We highly recommend that you print this page and keep it with you at all time during the buildup and break down of your stand

➤ Space only stand build-up	04 to 07 June 2015	09am till 10pm
➤ Fitted shell stand build-up	05 to 07 June 2015	09am till 10pm
➤ Outdoor stand build-up	04 to 07 June 2015	09am till 10pm
➤ Exhibition opening hours	TBA	TBA
➤ Exhibitor access	08 to 11 June 2015	TBA
➤ Visitor access	08 to 11 June 2015	TBA
➤ Limited break down	11 June 2015	TBA
➤ Break down	12 & 13 June 2015	TBA

Note:

- All stand construction & Stand Set Up must be completed by 08.00 pm on the **7th June 2015**
- Failure to meet these deadlines may result in a penalty fees of 3,000.00 USD
- For all heavy machineries to be displayed inside the halls, it is a must to bring it inside the halls on the first day of the build-up

All Exhibitors and contractors are required to leave the venue at **23:00 on 7th June 2015**. Security personnel will clear the site and there will be no re-entry after this time

Quick References list

This exhibitor manual has been designed to provide you with all the assistance and information you require leading up to the show. This does not replace our personal service; please contact us if you require any assistance

International Sales Organizers – IFP GROUP SAL		
Mrs Francoise Nehme Int'l Sales Manager	Tel: +961 5 959 111 Ext 133 Fax: +961 5 959 666	francoise.nehme@ifpexpo.com

Official Stand Contractor – NPAPT		
Ms. Zahra Ramezani	Tel: +98 21 88527578 Mobile: +98 912 2455605	Z.ramezani@npapt.ir
Ms. Mahboobeh Mohseni	Tel: +98 21 88174934 Mobile: + 98 930 6222627	M.mohseni@npapt.ir

Freight Forwarder Contact Details		
ELITE ARIA JAM	Mr. Afshin akhbari	Afshin.akhbari@elitearia.com Tel: +98 21 88516875 (Ext: 130) Mobile: +98 912 5330751 Maryam.zarrineh@elitearia.com Tel: +98 21 88516875 (Ext: 106) Mobile: +98 912 2481042
TRCL – Tehran Rakhsh Co. Ltd.	Ms. Tannaz Peykan	Tel.: +98-21-88 87 83 60 Ext.109 Fax: +98-21-88 87 83 66 To: Info@trcl.ir cc: Exhibition@trcl.ir cc: peykan@trcl.ir cc: emrani@trcl.ir cc: k.emrani@yahoo.com

Kindly complete the below forms and return to:
Mrs Françoise Nehme – Int'l Sales & Marketing Manager
e-mail: francoise.nehme@ifpexpo.com
Phone: +961 5 959 111 Ext 133

Order form summary

- ❖ Please complete the applicable order forms and return them as soon as possible to ensure a trouble free exhibition experience
- ❖ Deadline to Receive All Forms is **20th April 2015**, all forms & orders received after this date will not be inserted in the show catalogue.
- ❖ **Faxed, Scanned or hand written copies are not accepted. Only typed formats will be inserted in the catalogue**

Order form 1: Show catalogue entry (*Compulsory*)

The information given below will appear in the official show catalogue and will be used as a reference by visitors in the future

Company Information

Company Name	
Title (Mr. / Mrs., Eng. etc ...)	
First Name	
Last Name	
Position (Project Manager, General Manager, Sales Manager, etc ...)	
Address	
P.O. Box	
City	
Country	
Telephone	+
Mobile	+
Fax	+
Email	
Website	
Twitter	
Facebook	

Brands – please list the brands your company represents (i.e. Siemens, ABB, Bosch, etc.)

Brand:	Brand:
Brand:	Brand:
Brand:	Brand:
Brand:	Brand:
Brand:	Brand:

Branches – please list the branches your company has in the country of origin or others

City:	Country:	City:	Country:
City:	Country:	City:	Country:
City:	Country:	City:	Country:
City:	Country:	City:	Country:
City:	Country:	City:	Country:

City:	Country:	City:	Country:
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Company Profile:

Please select (x) any of the applicable profiles related to your company's profile. If your profile is not listed below, please list them next to **other (Compulsory)**

- | | |
|--|---|
| ☐ abrasives & adhesives | ☐ air conditioners |
| ☐ airport equipment | ☐ alarm systems |
| ☐ aluminum | ☐ anticorrosion products |
| ☐ architectural finishes | ☐ asphalt / machinery |
| ☐ banking & financial services | ☐ bathrooms & fittings |
| ☐ cement products | ☐ construction tools & equipment |
| ☐ concrete | ☐ contracting & trading |
| ☐ consulting | ☐ doors & windows |
| ☐ cutting, polishing & handling equipment | ☐ environmental monitoring equipment |
| ☐ earthmoving equipment | ☐ false ceilings & ceiling material |
| ☐ elevators | ☐ floor coverings |
| ☐ facility management | ☐ furniture |
| ☐ fasteners | ☐ gypsum products |
| ☐ formworks | ☐ heavy machinery |
| ☐ glass & glazing | ☐ interior design / architecture |
| ☐ governmental bodies / associations | ☐ kitchens |
| ☐ heating systems | ☐ paints |
| ☐ home appliances | ☐ plastics |
| ☐ insulations | ☐ property management |
| ☐ iron & steel products | ☐ recycling technologies |
| ☐ landscaping products | ☐ road signs |
| ☐ machinery | ☐ refrigeration |
| ☐ metal processing | ☐ real estate |
| ☐ oil & gas | ☐ roofing systems |
| ☐ packing equipment | ☐ specialized presses |
| ☐ pipes & plumbing | ☐ specialized vehicles |
| ☐ plants | ☐ specialized services |
| ☐ pollution management | ☐ solid waste management |
| ☐ professional clothing | ☐ security equipment |
| ☐ pumps | ☐ sanitary ware / equipment |
| ☐ stainless steel | ☐ safety products |

- | | |
|---|--|
| ☐ telecommunication equipment | ☐ scaffolding |
| ☐ transport, hoisting & materials | ☐ swimming pools |
| ☐ tents & shades | ☐ vehicles |
| ☐ wall coverings | ☐ trash collection |
| ☐ warehousing / freight forwarding | ☐ water filtration & purification systems |
| ☐ wood products | ☐ waterproofing |

Others:

Green technology

- | | |
|---|---|
| ☐ Bamboo and straw | ☐ Coal combustion products |
| ☐ Lumber from forests | ☐ Foundry sand |
| ☐ Ecology blocks | ☐ Demolition debris in construction projects |
| ☐ Recycled metal | ☐ Carbon sinks |
| ☐ High and ultra-high performance, roman self-healing concrete | |

Others:

Energy / Power / Lighting

- | | |
|---|--|
| ☐ Air-Conditioning Systems | ☐ Batteries |
| ☐ Bulbs & Tubes | ☐ Commercial Lighting |
| ☐ Cable & Wiring | ☐ Distribution Networks |
| ☐ Diagnostic Equipment | ☐ Design & Consultancy |
| ☐ Electrical Engineering | ☐ Electrical Supplies |
| ☐ Generators | ☐ Gas Turbines |
| ☐ High Voltage Transmission | ☐ Hydro Power |
| ☐ Indoor Lighting | ☐ Insulation Material |
| ☐ LED Lighting | ☐ Lighting Accessories |
| ☐ Lighting & Fixtures | ☐ Motors |
| ☐ Monitoring & Control | ☐ Outdoor Lighting |
| ☐ Power Generation | ☐ Power Plant Equipment |
| ☐ Power Protection | ☐ Power Stations |
| ☐ Renewable Energy | ☐ Switchgear Products |
| ☐ Switches & Controls | ☐ Solar Energy |
| ☐ Specialized Clothing | ☐ Solar Energy Systems |
| ☐ Software (Energy, Lighting, Power) | ☐ Solar Renewable Energy Technologies |
| ☐ Transformers | ☐ Water Renewable Energy Technologies |
| ☐ Wind Energy | ☐ Wind Renewable Energy Technologies |

Others:

Stone / Marble / Granite

- | | |
|---|--|
| ☐ Abrasives | ☐ Artistic Bronze Work |
| ☐ Chemical Products | ☐ CNC Machinery for Marble, Granite & Stone |
| ☐ Cutting, Quarry & Polishing Tools | ☐ Discs & Blades |
| ☐ Diamond Tools | ☐ Dimension stone |
| ☐ Engineered Stone, Marble Agglomerates | ☐ Granite |
| ☐ Granite Blocks & Slabs | ☐ Granite Bridge Saw |
| ☐ Grinding Machinery | ☐ Marble & Granite Tiles |
| ☐ Marble Blocks & Slabs | ☐ Marble Polishing & Protection Products |
| ☐ Marble | ☐ Mosaics |
| ☐ Multi-Function Milling & Cutting Machinery | ☐ Machines & Equipment for the Stone Industry |
| ☐ Machines & Systems for disposal, ecology & Treatment | ☐ Natural Stone |
| ☐ Numerical Control Machines | ☐ Polishing Machinery |
| ☐ Quartz | ☐ Quarrying, processing & installation equipment |
| ☐ Reconstituted Stone | ☐ Recycled stone |
| ☐ Slate – Roofing, lead | ☐ Stone |
| ☐ Stone Products | ☐ Stone Cleaning & Restoration |
| ☐ Stone Veneer | ☐ Stone Design |
| ☐ Transport & Hoisting Systems | ☐ Technologies for the recovery of the architectural heritage |
| ☐ Unfinished Stone, Large Format | ☐ Workshop Machinery & Equipment |

Others:

Order form 2: Exhibitor badges (*Compulsory*)

Exhibitor name badges are pre-printed. Badges along with your exhibitor pack can be collected from the **Organizers office On-site** from **5 to 8 June 2015** between **08:00 – 20:00 daily**

Please **clearly type** the name and position of your staff that will be present at your stand during the exhibition

[illegible]

Company	
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Stand no	
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Completed by	
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Date	
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Order form 3: Invitations (*Compulsory*)

Invitations can be sent to all existing and potential clients inviting them to your stand and for the official opening ceremony. It is recommended to send the invitation(s) with a covering letter indicating the products you intend displaying, we will be providing you with an e-invite,

*** Please send me an e-invite (soft copy) to the below email address

Email Address:	
Contact Name:	

Order form 4: Fascia name board (*Compulsory for Fitted Shell stand*)

FASCIA: this is the sign with your company name which appears above your stand

- ❖ Please type the name of your company in the box below with a maximum of 26 characters. This should be in English only.
- ❖ If you require to print a logo / colored Name Board, please email the Contractors for a quotation

[illegible]

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Order form 5: Electricity supply and lighting
(Compulsory for Space Only Stand)

Fitted shell may complete this form only if they require additional electricity and lighting

Company Name	Stand no
Contact Person	Tel. no
Address	E-Mail
Fax no.	Date

#	Power Mains, Audio Visual, Electrical Appliances and Fittings	Qty	Price / USD	Total / USD

Should you require 24 hour power or for the stand to be energized earlier, kindly contact the contractro for an additional quotation to support your requirements

Kindly submit your orders to M.mohseni@npapt.ir and Z.ramezani@npapt.ir

Order form 6: Furniture and Appliances *(Optional)*

Company Name	Stand no
Contact Person	Tel. no
Address	E-Mail
Fax no	Date

#	Furniture and Appliances	Qty	Price per sqm / per piece /USD	Total /USD
1	Lounge Chair, Single Seat		\$50.00	
2	Lounge Chair, Double Seat		\$100.00	
3	Upright Chair		\$20.00	
4	PlexiGlass Folding Chair		\$25.00	
5	Leather Arm Chair		\$30.00	
6	Bar Stool		\$30.00	
7	Writing Table, 80*80cm		\$30.00	
8	Writing Table, Glass 90cm Diameter		\$45.00	
9	Information Counter (100*50*100)		\$50.00	
10	Free Standing Lockable Cabinet (100*50*100)		\$55.00	
11	Free Standing Counter		\$50.00	
12	Free Standing Plinths (50*50*50)		\$30.00	
13	Free Standing Plinths (50*50*75)		\$35.00	
14	Free Standing Plinths (50*50*100)		\$40.00	
15	Low Glass Showcase (100*50*100)		\$75.00	
16	High Glass Showcase (100*50*200)		\$150.00	
17	Wall Panel		\$25.00	
18	Solid Lockable Door		\$90.00	
19	Shelf (30*100)		\$8.00	
20	Catalogue Holder		\$45.00	
21	Carpet (Price Per 1 sqm)		\$8.00	
22	Water Cooler / Heater		\$110.00	
23	Refrigerator		\$80.00	
24	32' LCD TV		\$400.00	
25	42' LCD TV		\$450.00	
26	DVD Player		\$80.00	
27	Waste Basket		\$4.00	

Order form 6: Furniture and Appliances continued

Product Description	Price	Picture
Lounge Chair(Single Seat)	50	
Lounge Chair(Double Seat)	100	
Upright Chair	20	
Plexiglas Folding Chair	25	
Leather Arm Chair	30	
Bar Stool	30	
Writing Table (MDF, 80 x 80cm) •	30	
Writing Table (Glass, Ø90cm)	45	
Information Counter (100 x 50 x 100)	50	
Freestanding Lockable Cabinet (100 x 50 x 100)	55	

Product Description	Price	Picture
Freestanding Counter	50	
Freestanding Plinths(50 x 50 x 50)	30	
Freestanding Plinths(50 x 50 x 75)	35	
Freestanding Plinths(50 x 50 x 100)	40	
Low Glass Showcase(100 x 50 x 100)	75	
High Glass Showcase (100 x 50 x 200)	150	
Wall Panel	25	
Solid Lockable Door	90	
Shelve (30 x 100)	8	
Catalogue Holder	45	

No	Product Description	Price	Picture
21	Carpet	8/sqm	
22	Water Cooler/Heater	110	
23	Refrigerator	80	
24	32" LCD TV	400	
25	42" LCD TV	450	
26	DVD Player	80	
27	Waste Basket	4	

Order form 7: **Company Logo** *(Optional)*

If you wish to publish your company’s logo next to your company description in the show catalogue, kindly complete the below box and return to us with your logo as follows

Description	USD	QTY	Sub Total
Company Logo (2 Color i.e. Black & White)	150.00		
Company Logo (4 Color i.e. Colored Logo)	250.00		
TOTAL			

The logo should be an EPS Vector File Format, either an Illustrator or Freehand File

- Four Versions of the logo are required
- 1. a Black and white EPS version
 - 2. a CMYK colored EPS version
 - 3. a Pantone colored EPS version
 - 4. a reversed out on black EPS version

Note that all these formats should be in high resolution EPS preferably vector files

Logos will **NOT BE ACCEPTED** unless full payment has been made before the 01 May 2015

Company		Stand no	
Completed by		Date	

E-mail

Tel no

Order form 8: Show catalogue advertising (*Optional*)

10,000 copies of the official show catalogue will be printed and distributed free of charge to all exhibitors, providing a complete guide of exhibitors, their products and services. The show catalogue is considered an up-to-date and a reliable buyer's guide. Advertising in the official show catalogue is beneficial to your company, increasing exposure to visitors at the show and in the future

Description of Full Color Adverts	USD	QTY	Sub Total
A5 full page	1,500.00		
2x A5 double page	2,500.00		
bookmark	5,500.00		
250g insert	4,500.00		
Spine	5,500.00		
A5 inside front cover	3,500.00		
A5 inside back cover	3,500.00		
A5 outside back cover	5,500.00		
2x A5 front cover double page	5,865.00		
Total			

Please note all cover pages are subject to availability

Technical specifications of advertising material

- A5 size (20.5cm height, 13.5cm width)
- 3mm bleed
- 300 dpi
- PDF or EPS format on CD (artwork to be attached)

Advertising booking and material deadline: **01st May 2015**

Payment is due when booking your advertisement - orders will not be processed unless full payment is received

Payment for the above can be made by cheque or bank transfer to

Company

Stand no

Completed by

Date

E-mail

Tel no

Order form 9: **Flowers and Plants** *(Optional)*

Zaeem Flowers has been appointed as the official florist for the show, Kindly contact the below to place your order or to get a quotations

Mr. Zaeem

Web www.zaeemflowers.ca/En/FShop
Email sales@zaeemflowers.ca
Tel +98 21 82806989 or +98 21 82802335

Order form 10: **Translators & Temporary Personnel** *(Optional)*

Order form 11: **Official Rent-A-Car**

Europcar has been appointed as the **Official Rent-A-Car** partner for **Project Iran 2015**. We trust that they will offer you with the best discounted rates, facilities and service during the period of the show

To book your car kindly contact the below mentioned & a representative from the company will be in touch with you to accommodate your request

For enquiries please contact
Mahtab Habibi | Europcar IRAN | Senior Client Liaison
Office: +98 21 88366615 |
Mobile: +98 912 545 63 23 | www.europcar.ir
mahtab.habibi@europcar.ir



Order form 12: Hotel accommodation

The Organizers have pre-booked 250 hotel rooms in **PARSIAN AZADI Hotel** in Tehran which is the closest to the show and will have a daily shuttle bus to accommodate all exhibitors

To reserve your rooms, kindly complete the below and send it to Mrs. Francoise Nehme at francoise.nehme@ifpexpo.com to receive your confirmation.

PARSIAN AZADI HOTEL (5 Star)

Address: Yadegare-Imam Cross Road-Chamran Highway-Tehran-Iran. +9821-29112

W: www.azaditehran.pih.ir

P: +98 21 223 44444

F: +98 21 223 44478

HOTEL RATES

No.	Room Type	Rate Per Night
1.	Single Room (1 Guest)	\$140.00 USD
2.	Double Room (2 Guests)	\$200.00 USD
3	Junior Suite (2 Guests)	\$255.00 USD

*All above rates include Breakfast

HOTEL BOOKING FORM

name of guest	Room type	no of nights	check in date	check out date

company		stand no	
completed by		date	
e-mail		tel no	

Wishing you a successful show!