



شماره: ۱۰۶۶ / ۴  
تاریخ: ۶ / ۹ / ۱۴۰۲

العدد: / /  
التاريخ: / /

سرکنسولگری جمهوری عراق در مشهد با اظهار تعارفات خود به نمایندگی محترم وزارت امور خارجه جمهوری اسلامی ایران در شمال و شرق کشور احتراماً اشعار می دارد:

۴۹ امین نمایشگاه بین المللی بغداد ۲۰۲۶ ، از تاریخ ۱-۲۰۲۶/۲/۷ در نمایشگاه بین المللی بغداد برگزار خواهد شد. تحت شعار ( چشم انداز های نو برای اقتصاد آینده ) برگزار خواهد شد. برای دریافت اطلاعات بیشتر ، لطفاً به پیوست های مربوط به متن دعوت نامه و دستور العمل های شرکت در این دوره مراجعه فرمایید.

موجب امتنان است چنانچه اگر نمایندگی محترم ، این دعوتنامه را به مراجع ذی ربط ابلاغ نموده و آنان را به مشارکت ترغیب فرماید .

موقع را مقتنم شمرده احترامات فائقه را تجدید می نماید.

پیوست ها: دعوت نامه و دستور العمل های شرکت



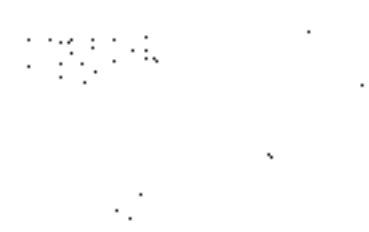
نماینده محترم وزارت امور خارجه جمهوری اسلامی ایران در شمال و شرق کشور



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# REGULATIONS OF PARTICIPATION IN THE (49TH) EDITION OF BAGHDAD INTERNATIONAL FAIR FEB 1-7, 2026

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ufi • Member

**BIF**

MINISTRY OF TRADE  
STATE COMPANY FOR IRAQI FAIRS AND COMMERCIAL SERVICES  
(SCIFCS)

Baghdad International Fair (BIF)



[interiorfairs@mot.gov.iq](mailto:interiorfairs@mot.gov.iq)



[iraqifairs@mot.gov.iq](mailto:iraqifairs@mot.gov.iq)



[www.fairs.gov.iq](http://www.fairs.gov.iq)



+964 771 818 6076

+964 780 166 8633

+964 790 550 9924

+964 770 477 3367

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## 1- Opening Hours

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from 11:00 AM to 9:00 PM, and may be modified by the company's management as needed).

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## 2- Participation fees

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**A. Fees of local participations:** participations subject to these fees are those of the local parties from the public, mixed and private sector whose exhibits are local origin whether these exhibits are products or services, and as the following:

1. (150.000 IQD) per sqm indoor area.
2. 10% of these fees shall be added to the total participation fees if the reserved location with two open sides, 20% shall be added for location with three open sides, 30% shall be added for location with four open sides.
3. (50.000 IQD) per sqm for implementing shell scheme.
4. (100.000 IQD) per sqm outdoor area.

**B. Fees of nonlocal participations:** participations subject to these fees are countries besides Arab and foreign companies and (the equivalent of these fees in Iraqi dinars) for all parties from the public, mixed and private sector whose exhibits are nonlocal origin whether these exhibits are products or services, and as the following:

1. (\$ 250 USD) per sqm indoor area.
2. 10% of these fees shall be added to the total participation fees if the reserved location with two open sides, 20% shall be added for location with three open sides, 30% shall be added for location with four open sides.
3. (\$50 USD) per sqm for implementing shell scheme.
4. (\$150 USD) per sqm outdoor area.

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## 3- Minimum Required Space

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The minimum required space is 9 m<sup>2</sup> for indoor areas and 20 m<sup>2</sup> for outdoor areas. Requests for additional space beyond these minimums are permitted and will be subject to supplementary charges. These charges will be calculated based on the total area requested,

provided that the additional space is connected to the initially reserved area and is invoiced under the same billing statement.

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## 4- Hall Reservation

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Concerning the countries and parties applying for an entire hall reservation, the fees of the complete hall areas except the corridors shall be calculated provided that they comply with our E-Guide site plans. In case of requesting a change in the design, the approval of the Technical Department / Reservation Section shall be obtained before construction provided that the design includes the following criteria: the width of the middle corridors (3) m and the service corridor (1) m and one main corridor (4) m wide with the maximum space to be occupied inside the hall ( an equal or more space which have been previously designed in the electronic Guide System) the deadline to receive the modifications of halls site plans (20) days prior the opening date of the fair. In case of presenting a request to cancel the participation, that should be not less than (45) days before the date of opening the fair.

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## 5- Shell Scheme Stand

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The construction of the shell scheme for participating companies is the exclusive responsibility of the organizer (BIF). The shell scheme is executed using standardized pavilion components, including aluminum columns and beams for the structure, white melamine panels for the walls, and carpet flooring.

However, national pavilions reserving an entire hall or a designated portion of a hall are entitled to implement their own shell scheme through direct contracting with one of the decoration companies approved by the organizer (BIF)

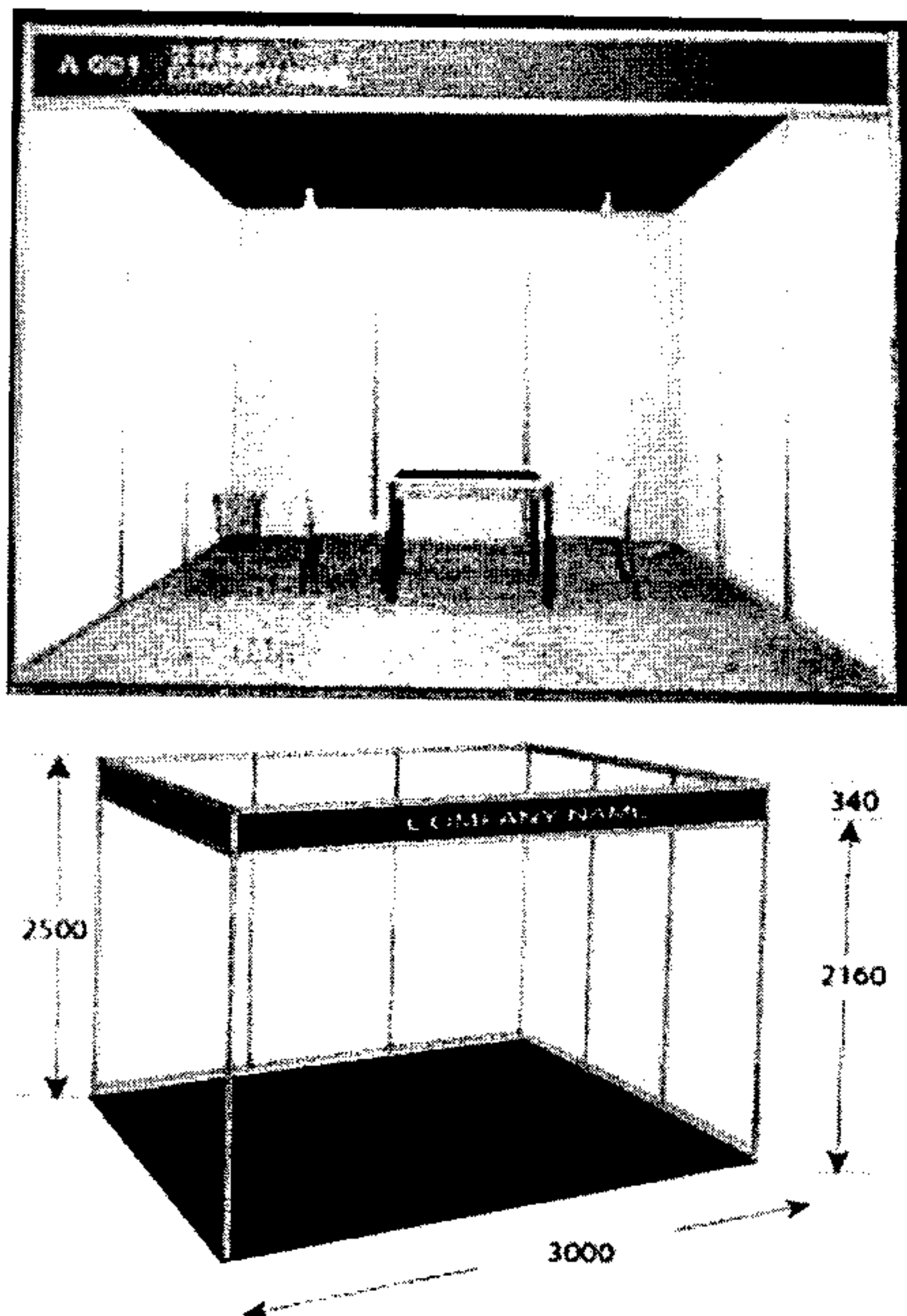
1. One information desk (1) sqm.
2. Two Plastic chairs.
3. One trash bin.
4. Carpets for the stand area.
5. Lighting installation (3 spotlights) 180 watts. One Electric outlet (electric extension) 3 meters in length with power capacity of (5) amp. In case of extra electricity supply, a sum of (10.000)ID for the local participant and (10)USD for the foreign participant per



6. The participant's name, as provided in the registration form within the E-Guide, shall be displayed in Arabic using white font on a blue nameplate. Upon request, the nameplate may also include the name in English.

The placement of the nameplate may vary depending on the location and size of the stand, and multiple nameplates may be installed as appropriate.

Standard booth decor schematic



**Note:** The above materials are for the shell scheme of (9) sqm. In case of double area (9) sqm, doubled materials shall be added. In case of increasing the area with less than (9) sqm, no material shall be added. In case the participant orders extra desks or chairs, additional fees will be charged.

In the event that a participating entity requests additional tables or chairs, extra fees will apply as follows:

**For local participants:**

- 15,000 IQD (fifteen thousand Iraqi dinars) per table
- 5,000 IQD (five thousand Iraqi dinars) per chair

**For international (non-local) participants :**

- \$15 USD (fifteen U.S dollars) or its equivalent in Iraqi dinars per table
- \$5 USD (five U.S dollars) or its equivalent in Iraqi dinars per chair

These fees apply for the full duration of the fair.

## 6- Hall Carpeting

In the event that a country or marketing entity submits a request to reserve an entire hall, the requesting party shall be fully responsible for all costs associated with carpeting the internal aisles of the hall. This includes the procurement of carpeting materials and the execution of installation work, all at their own

## 7- Damages

No damages are allowed to the components of the prefabricated stand such as perforation, stapling, painting, coloring and writing or any other damages resulted from the stickers or doing construction work near these components or adding sections to increase the height or using the walls of the booth to hang heavy exhibits which may lead to instability of the stand. In this regard, our company has the right to remove them and the participant shall cover the expenses of the damages incurred provided that damages shall be estimated at the same cost as prefabricated stand for the accredited companies for prefabricated stand of our company the participating party has to pay these fees before obtaining a quittance from the concerned departments of the company.

## 8- Special Design Booth

The party wishing to construct a special design stand should present the design to the designs section in the technical department of the company to obtain the approval before starting the construction, and the site will not be given to the participant unless the final approval for the design is obtained which depends on the commitment with the safety aspects and not to damage the hall also not affecting comfort of the participants. The special design will be constructed with one of the contractors accredited by our company directly, the participant has no right to change the special design company after paying the fees and confirming it permanently in the electronic reservation form, unless obtaining a prior approval from the management of our company.

## 9- Working Hours

The working hours for constructing the stand by the other parties (24) hours daily. The participant should finish constructing his stand not less than (48) hours before the opening of the fair to allow cleaning works and carpet flooring, if the work continues after this date, a fine of (1.000.000) ID should be imposed per each delay day for local participant and (1.000) USD for the nonlocal.

## 10- Maximum Booth Hight

Exhibitors are not permitted to exceed a height of 3 meters for both standard and special stand designs without obtaining prior written approval from the Technical Department – Design Division. The division reserves the right to assess and determine whether an exception to the height limit is warranted.

## 11- Shell Scheme stand

The Shell Scheme stand should not be used for hanging the exhibits.

## 12- Direct Sale

Direct selling to citizens is permitted throughout the days of the fair inside halls designated for direct sales only, and selling is not permitted in other outdoor spaces.

13- The company's 'approval should be obtained if the participant wishes to sell during the fair, 20% of the area fees will be added to the total fees of participation .The parties wishing to sell are not allowed to reserve their areas in halls not allocated for direct sale otherwise the participant should pay the sale fees of in double to be 40% and the participant should present the commercial lists for the products supposed to be exhibited and the names of the companies wishing to sell to the commercial section and our company has the right to refuse exhibiting products that incompatible with the laws and regulations.

## 14- ONLIN BOOKING GUIDE

1. The participation and reservation should be done through electronic guide system through its website (**www.expo.gov.iq**).
2. Each participant shall pay \$90 as fees for electronic guide service if the participant is nonlocal or equivalent to the amount in Iraqi dinars if he is a local.

3. Each participating company in a hall reserved by (countries, local companies, governmental parties and its affiliates) is considered as an independent participant in the electronic guide, and in case of unlisted a company by the measurement committee not registered in the E-guide system the responsible party shall bear the fees of participation and electronic reservation.
4. \$500 shall be added to the above-mentioned amount or equivalent to the amount in Iraqi dinars for those wishing to subscribe in the electronic guide services (special subscription) this subscription allows you to view all the participant details on electronic guide site.
5. Applications for the exhibits admission and issuing the badges should be presented by the participant through his account on the website of the electronic guide system .The participating party has the right to issue (five) free of charge badges per each (9)sqm indoor or (20) sqm outdoor area , two other free badges will be added in case of doubling the prior mentioned spaces In the case of requesting additional badges IQD(10000) will be charged if that party is local and (10\$) if it is nonlocal for each additional badge.
6. A. A 2% insurance fee, based on the reserved space value, shall be added to the participation fees to cover any potential damages resulting from the use of Shell scheme components, special design structures, as well as exhibits.
7. B. A 0.3% stamp duty based on the reserved space value will be collected from each participant.

## 15- Reservation Confirmation

The reservation confirmation is done according to the party paying participation fees first through the electronic guide system.

## 16- Payment Deadline

The deadline for payment participation fees of governmental parties shall be within a maximum period of (7) days from the date of reservation, otherwise the reservation will be cancelled.

17- The deadline for payment participation fees of companies participating independently shall be within a maximum period of two days from the date of reservation, otherwise the reservation will be cancelled

18- The deadline for payment participation fees of companies participating within the country's pavilions (official participation) no later than 1/12/2025, otherwise the reservation will be cancelled.



## 19- Participation Fees Settlement

The total amount of participation fees shall be paid in cash to the State Company for Iraqi Fairs and Commercial Services in its headquarters if the fees are in Iraqi dinars, if they are in USD, they should be paid through one of the banks mentioned in the below table:

Bank Name	Branch	Account No.
Al- Rasheed Bank	Baghdad International Fair No.528	10001
Trade Bank of Iraq TBI	Main branch / Al Kindy Street	0002-001736-001
Iraqi Islamic Bank for Investment & Development	Al-Mansour / Baghdad International Fair	45285

In case of settling participation fees via Bank transfer in USD from outside Iraq, the settlement will be via Trade Bank of Iraq (TBI) in addition to Iraqi Islamic Bank for Investment & Development according to the details below:

### Trade Bank of Iraq

Bank	Branch	Swift code	Account Name	Account No.	Iban number
TRADE BANK OF IRAQ	MAIN BRANCH	TRIIQBA	STATE CO IRAQ EXHIBITION	0002-001736-001	IQ95 TRIQ 99000200 1736 001

### Intermediary Bank Information

Bank	Swift code	Account
JP MORGAN CHASE BANK, NEWYORK.USA	CHASUS33	400211254
CITIBANK N. A	CITIUS33	—

### Iraqi Islamic Bank for Investment and Development

Bank Name	Branch	Swift code	Account Name	Account No.	Iban number
Iraqi Islamic Bank for Investment and Development	Al Mansour	IRIBIQBAXXX	STATE CO IRAQ EXHIBITION	45285	IQ91IRIB723004528502689

### Intermediary Bank Information

Bank name	Swift code	Account Name
AL ETIHAD bank - Jordan	UBSIJOAXXX	02B01003562

20- Participation fees are paid electronically once activated by our company.



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## **21- Participant's Cancellation**

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In case of participant's cancellation after confirming the reservation, the fees will be confiscated.

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## **22- Dismantling**

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Exhibitor shall vacate rented stand, indoor / outdoor, during official working hours of the first and second day after the closing day of the fair, removed all exhibits ,decoration and damages and handed to the Technical Department commencing from the day after the closing day of the fair during (7) days except holidays, the fair's management shall not be responsible for materials or any other items remain in stands during above specified period, otherwise exhibitor shall cover the cost of all damages resulting thereof, without need for a formal notice / legal proceedings. In case of exceeding the period mentioned above, 10% of participation form rate shall be deducted per each day of delay within a period of (7) days and the fairs management shall have the right to confiscate them after the deadline timeout.

In case of the exhibits are dispatched from abroad with a custom clearance the fair's management shall remove them to the customs store till temporary customs entrance period is terminated.

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## **23- Reserved Location**

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The fair's management keeps the right to change the reserved location according to the available space and types of exhibits.

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## **24- Remove Exhibits**

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The exhibits are not allowed to be removed during the period of the fair.

**25-** Exhibits are not allowed to be vacated after the closing of the fair unless the quittance from the customs office and the concerned departments of our company (financial – technical – auditing-hall officials). Exhibits will be taken out only during official working hours. The reserved area and stand type fixed in the measuring committee minute shall be accredited in case of changing the occupied area and stand type from that fixed in the electronic reservation, participant has no right to object and not allowed to refund any amount for not using the rented area or canceling stand request.

Exhibits are not allowed to be vacated after the closing of the fair unless the quittance from the customs office and the concerned departments of our company (financial – technical – auditing-hall officials). Exhibits will be taken out only during official working hours. The reserved area and stand type fixed in the measuring committee minute shall be accredited in case of changing the occupied area and stand type from that fixed in the electronic reservation, participant has no right to object and not allowed to

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## **26- Publications**

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All films video – programs, pamphlets and any publications to be displayed at the fair shall be approved beforehand by the (Publications Control Directorate). Distribution of unrelated publications which have nothing to do with the fair and its objectives is prohibited and the earlier approval of the State Company for Iraqi Fairs and Commercial Services on all pamphlets and printed materials shall be obtained before distribution. Two samples of each should be submitted to Our company to be approved and sealed from the above-mentioned directorate and one copy shall be returned to the participant and the Public Relations Department in Our company shall implement that.

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## **27- Customs Instructions**

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All participants should be acquainted with customs regulations besides forbidden exhibits list on the website of our Company as the fairground is a customs zone.

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## **28- Exhibits Admission**

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The deadline for exhibits admission to the fairground and arranging them is (24) hours prior to the opening day of the fair, otherwise a fine of one million Iraqi dinars will be imposed for local participant and \$1,000 for non-local.

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## **29- National Day**

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The participating entity has the right to organize the National Day of the participating country at a time of its choosing, in coordination with the Exhibition Management — Public Relations and Media Department, and no later than seven days prior to the opening of the exhibition. The aforementioned department must be provided with

the following items related to the respective country on its National Day:

1. A flag for hoisting,
2. A table flag with stand
3. The musical score (sheet music) of the national anthem.

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### **30- Damage Inside the Fairground**

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Damages resulting inside the fairground during the period of the Session shall be subject to negligence responsibility provisions and according to the Iraqi law.

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### **31- Guarding the Exhibits**

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Each participant is responsible for guarding his exhibits during admission and clearing to the hall and during the working hours of the fair, the guarding of the whole fair is guaranteed by the fair's management. In case of appointing guards, the approval of our company shall be obtained.

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### **32- Postpone the Opening Date**

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Under force majeure, the fair's management keeps the right to cancel or postpone the opening date of the fair.

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### **33- Waiver of Participation**

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The participating party shall not have the right to give up or share with others in all or some of their reserved areas, whether for fees or not, unless the exhibitor shall obtain the approval of the fair's management in urgent cases.

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### **34- Report an Accident**

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Participant shall immediately submit a detailed report to the fair's management concerning any accident that might happen to his exhibits or property, so that the appropriate procedures can be taken duly.

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### **35- Prohibited Companies**

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The companies that carry Israeli nationality are not allowed to participate as well as exhibits manufactured in Israel are not allowed to be displayed.

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### **36- Trucks and Private Cars**

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Trucks and private cars are not admitted to the halls of the fair, the parking area shall be used for that purpose.

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### **37- Advertisements**

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Advertising for the activity of participating companies will be through internal and external screens distributed in the corridors of fairgrounds and according to the fees approved by our company. It is not permitted to install any advertisement (Flex) inside and outside the Fair, otherwise, a fine of (500.000) ID will be imposed for each violating advertisement.

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### **38- Approved Terms**

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The Arabic language version of the terms of participation shall take precedence over any other version in the event of any difference in the interpretation as to their meaning. All parties are subject to the applicable Iraqi Law.

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### **39- Entry Visa**

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In case of participants wishing to obtain entry visas, the organizer must send an application addressed to our company attaching with it a list containing the participant's name and passport number along with a colored photocopy of the passports in addition to filling the issuing visa entry form which is uploaded in the electronic guide system of Our company, preferably 30 days prior to the start of the exhibition, so that the Relations Department can take the required visas, except the citizens of Syria and Nigeria three months prior.

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### **40- VIP Hall**

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The rental fee of the VIP hall during the fair days is (5 000,000) IQD five million Iraqi dinars per day for the local participant and (\$3500) USD Three thousand five hundred US dollar per day for the non- local participant.

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**SCAN TO RESERVE YOUR PLACE IN THE FAIR**

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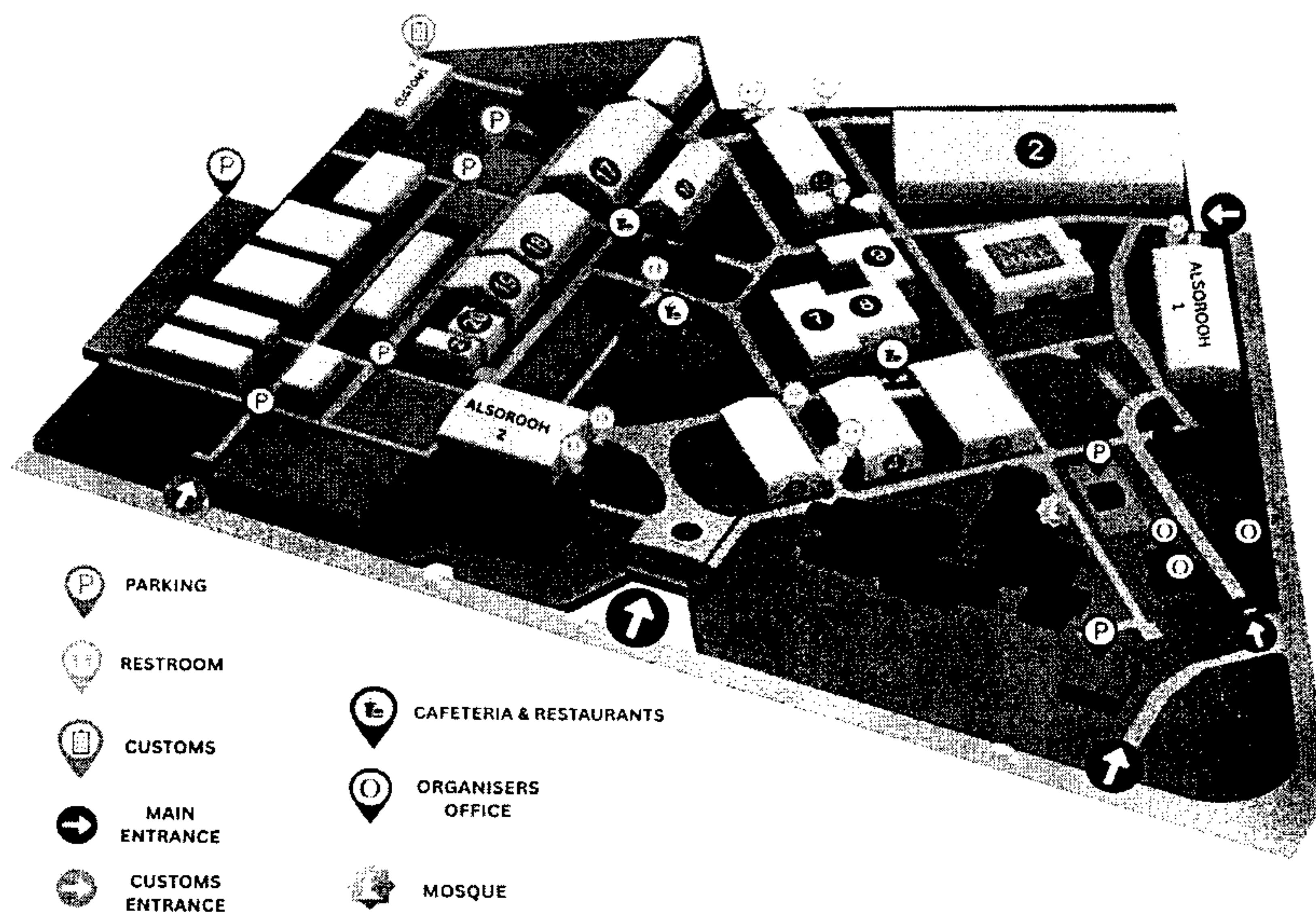


## Price list

Type of Service	Local Participation	International Participation	Foreign Product/Service Participation
Registration Fees	90 USD	90 USD	90 USD
Indoor Area per sqm	150,000 IQD	250 USD	250 USD
Outdoor Area per sqm	100,000 IQD	150 USD	150 USD
(Shell Scheme) per sqm	50,000 IQD	50 USD	50 USD
Stamp Duty	0.3% of the reserved space value	0.3% of the reserved space value	0.3% of the reserved space value
Insurance Fee	2% of the reserved space value	2% of the reserved space value	2% of the reserved space value
Extra chair	5000 IQD	5 USD	5 USD
Extra table	15000 IQD	15 USD	15 USD

10% of these fees shall be added to the total participation fees if the reserved location with two open sides  
 20% shall be added for location with three open sides  
 30% shall be added for location with four open sides.

## Fair map and Hall areas



## Area of the halls

	Hall	Space available for reservation(sqm) (Pavilions Space only)	The total area of the hall(sqm)	Hall name and dimensions (sqm)
1	Hall No.2	5679	9750	Baghdad Hall (65*150)
2	Hall No.3	1363	2567	Naynawa Hall (37.75*68)
3	Hall No.4	927	1740	Samarra Hall (29.25*59.50)
4	Hall No.5	993	1807	Rafidane Hall (29.75*60.75)
5	Hall No.7	819	1526	Babil Hall (27.5*55.5)
6	Hall No.8	825	1740	Hamorabi Hall
7	Hall No.9	363	786	Ishtar Hall
8	Hall No.15	500	1510	Baghdad governorate Hall ( 26.5*57)
9	Hall No.16	669	1428	Erbil Hall (59.5*24)
10	Hall No.17	1359	2756	UR Hall (73.5*37.5)
11	Hall No.18	1035	1966	Salah al-deen Hall(35. 75*55)
12	Hall No.19	588	1091	Al- Basrah Hall (29.5*37)
13	Hall No.21	90	208	Al-Najaf Al-Ashraf Hall(8*26)
14	Hall No.23	100	323	Al-Taawen Hall (19*17)
15	Hall No.26	50	217	Al-Ealam Hall
16	Hall No. (Sorouh 1)	1800	3200	Al-Sorouh 1 (100*32)
17	Hall No. (Sorouh 2)	1700	2944	Al-Sorouh 2 (64*64)
	<b>Total spaces</b>	<b>18660sq.m</b>	<b>35559sq.m</b>	

**Good luck at the trade show**



IRAQ - BAGHDAD - ALMANSOUR P.O BOX 6188