

## **INOTEX 2026 General Guidelines, Rules & Conditions for Exhibitors**

**Dear exhibitors,**

We are pleased to be with you during the INOTEX exhibition. Please read the following provisions carefully, as they govern your participation in the exhibition. These provisions form a legal agreement between the Exhibitor and the INOTEX secretariat (Exhibition Management), which is the "Organizer" of the exhibition.

### **Definitions**

In these provisions, the following terms have the meanings given to them below:

- a. "Exhibitor" means the signatory of this application, including all foreign companies and other individuals or agents;
- b. "Organizer" means the INOTEX secretariat, which organizes the exhibition.

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### **Application and payment**

- a. The application form must be submitted at least 30 days prior to the opening of the exhibition.
- b. The application will be considered valid only if it is accompanied by full payment on or before the deadline specified.
- c. The organizer reserves the right to accept or reject any application form, without liability for any explanation.

### **Space Allocation**

- a. The Exhibitor is not allowed to sublet or share the space allocated to them with others unless they obtain Organizer's permission.
- b. The organizer is responsible for the arrangement of space allocation for stands according to Exhibitor's requests as much as possible, due to limited space availability. The organizer can increase or decrease the required space within a few square meters by mutual agreement with exhibitors.

### **Cancellation**

- a. In case the Exhibitor wishes to cancel their participation in the exhibition, provided that it is 60 days before the opening date, 25 percent of the total rental fee will be retained as compensation by the Organizer, and the remainder will be refunded to the Exhibitor.
- b. If the Exhibitor withdraws during the 60 days preceding the opening, they remain liable for all the financial commitments accrued on their account, and they may not claim any compensation.

### **Liability and Insurance**

- a. The Organizer will not be liable for any loss, damage or injury to persons, property or exhibits however arising except in the case of willful misconduct or gross negligence of the Organizer or their staff.
- b. The exhibitor is responsible for obtaining appropriate insurance coverage at their own expense to cover their exhibits, personnel, and activities during the exhibition.

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### **Exhibitor information**

- a. The Exhibitor must furnish the details of proposed exhibition goods, as well as their English Language Address, Telephone, Fax, and E-mail, at least 25 days before the fair's opening to enter the exhibition booklet-book. In case of failure to do so, the Organizer will not be responsible for the entry.
- b. Exhibitors wishing to demonstrate the operation of their machinery must obtain prior approval from the Organizer. All responsibilities will be borne by the Exhibitors for any damages to the fairground or installations.
- c. The exhibitor must submit the layout of internal extension at least 30 days before the opening of the exhibition. Extra power consumption will be calculated by the technical office, and the charge must be paid. Besides that, the exhibitor must inform the Organizer about machines consuming more than 5kw/h and forward the layout of their electric connections 30 days before the opening day.

### **Stand construction and operation**

- a. The exhibitor wishing to construct their stand with a special design should deliver the related design for the approval of the Organizer no later than 30 days 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.
- b. The final design for construction must be confirmed by the organizer, considering the external area of the stand and the height of the hall. The organizer has the right for any changes in the design of construction.
- c. Retail sales are prohibited during the exhibition period.
- d. The exhibitor is responsible for securing and safeguarding their exhibits until the exhibition's opening day and throughout the visiting hours of the exhibition. The exhibition halls will be securely locked and sealed outside visiting times.
- e. The storage of flammable articles is prohibited within the halls. The exhibitor must consult with the fair's technical office for the storage of such items.

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### **Stand construction and operation (Continue)**

- f. The exhibitor is responsible for the safety of their staff and visitors to their stand.
- g. All construction and dismantling activities must be performed between the hours of 8:00 a.m. and 9:00 p.m., and any additional hours of operation must be approved by the Organizer.

### **Liability and Insurance**

- a. The Organizer will not be liable for any loss, damage or injury to persons, property or exhibits however arising except in the case of willful misconduct or gross negligence of the Organizer or their staff.
- b. The exhibitor is responsible for obtaining appropriate insurance coverage at their own expense to cover their exhibits, personnel, and activities during the exhibition.
- c. The exhibitor must comply with all the laws and regulations imposed by the authorities and the fairground management.
- d. The exhibitor must obtain all necessary licenses, permits and approvals for the sale, usage, and demonstration of their products at the exhibition.
- e. The exhibitor is responsible for all damages caused to the exhibition site, installations, and equipment due to their activities, and must pay for these damages.
- f. The exhibitor must comply with all health and safety rules and regulations imposed by the authorities and the fairground management.

### **Governing Law**

These provisions and any dispute arising from or in connection with them shall be governed by and construed in accordance with the laws of the Islamic Republic of Iran. Any dispute, controversy or claim arising out of or relating to these provisions shall be submitted to the exclusive jurisdiction of the Tehran courts.

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### **Stand construction and operation (Continue)**

f. The exhibitor is responsible for the safety of their staff and visitors to their stand.

g. All construction and dismantling activities must be performed between the hours of 8:00 a.m. and 9:00 p.m., and any additional hours of operation must be approved by the Organizer.

### **HEALTH, SAFETY AND ENVIRONMENT POLICIES AND STANDARDS**

#### **Dear Exhibitors,**

The minimum health, safety and environment policies and standards for your activities during INOTEX exhibition are presented here. Your adherence to these items is highly appreciated.

Exhibitors must ensure that no devices or objects block the entrances to the constructions or hinder visitors' movement.

It is forbidden to place materials, tools or objects in public areas and paths. These places should always be open to visitors.

Exhibitors must use electrical and mechanical equipment in such a way that their noise does not disturb other exhibitors or visitors.

All tools and equipment used in the exhibition must have sufficient stability and safety to prevent them from falling or posing a danger to others.

The following goods and equipment are prohibited and are not allowed to be used in the exhibition, unless agreed in writing:

- a. Prohibited goods and equipment include flammable liquids or gases,
- b. Bright flames or heat lamps,
- c. Explosive or highly flammable/combustible materials,
- d. Compressed gas cylinders,
- e. Dangerous substances, such as toxic, corrosive, irritant, harmful, or oxidizing substances,
- f. Radioactive material,
- g. Devices containing radioactive materials except equipment that completely encloses radioactive materials,
- h. Lasers other than class one lasers or those that are completely enclosed in equipment,
- i. Equipment that emits disturbing smells,
- j. Objectionable sounds

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k. Excessive noises or lights.

Safety is to be observed to avoid damage to electric cables in the vicinity of the booth.

Maintaining a safe distance between the panels and walls during booth construction is imperative to ensure convenient access to electrical panels and facilities. Furthermore, it is advised to refrain from storing any equipment in the vicinity of electrical panels and facilities. Accessories for powering and lighting stands must be used.

Utilizing standard equipment for powering and lighting the stands is deemed necessary.

Uncoated or weak electrical cords, lacking the necessary shock resistance, should not be utilized for electrifying the booths.

Power cables can only be connected through sockets and terminals, and cables should not be connected directly.

Electrical devices and power cables must not be used beyond their permitted capacity.

Exhibitors must ensure that electrical power is cut off after performing work in the halls.

Cabling must not be in such a way that it obstructs traffic or is exposed to damage.

Flammable materials should not be stored near electrical equipment, even temporarily.

In case of electric shock, the following steps must be taken quickly:

- a. De-energize the circuit. (Cut off the circuit)
- b. Immediately inform the exhibition rapid response center.
- c. The person who is electrocuted must be separated from the energy source.
- d. Make sure that the rescuer is in a safe area.
- e. Use a dry stick or leather belt, pipe or similar not conductive objects to separate the person from the power source.

16. After finishing their work, exhibitors must inspect their equipment and deactivate any sources that may cause a fire.

17. Smoking is prohibited in all work environments and exhibition halls.

18. Fire extinguishers must be placed in safe locations that are easily accessible and visible.

19. Before performing hazardous activities, it is necessary to obtain a work permit from the maintenance and repair unit. Moreover, follow ups and unsafe observations must reported to the unite immediately.

20. Welding is prohibited in exhibition halls during construction unless approved by the maintenance and repair unit.

21. Overloading the structure, panel, wall, space, scaffolding, protection, fence, or temporary covers is not permitted. The permitted loads must comply with National Building Regulations of Iran.

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- 22. All electrical lighting must be at least 3 meters above the floor level.
- 23. Booth changeovers must be done within the designated time frame. Building and developing booths outside of the authorized hours without permission is prohibited.
- 24. In case of new strains and widespread diseases, the use of masks is mandatory for all people inside the exhibition.

Exhibitors are responsible for complying with these minimum health, safety and environment safety policies and standards. Following these guidelines will help ensure the safety and well-being of all individuals attending the exhibition.

### **Final Provisions**

These provisions constitute the entire agreement between the parties and supersedes any prior understanding or agreement, whether written or oral. The Exhibitor represents and warrants that they have the authority to enter into this agreement and have read and understood all the provisions.

### **Agreement and Signature**

By signing below, the Exhibitor confirms that they have read and understood the INOTEX 2026 General Guidelines, Rules & Conditions for Exhibitors and agree to abide by all the provisions contained therein. The Exhibitor confirms that they have full authority to enter into this agreement on behalf of their organization.

**Name of Exhibitor:** \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**INOTEX Secretariat representative:** \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_