



**Exhibitor Manual**

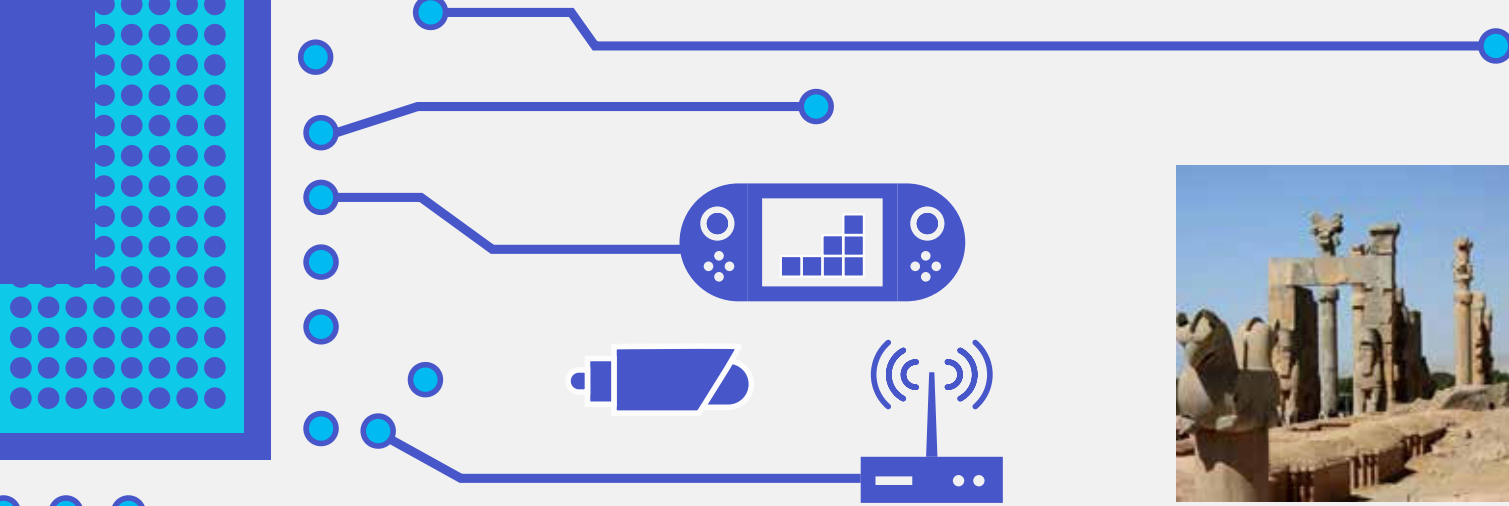


**Iranian ICT Guild  
Organization**



# The 26<sup>th</sup> Iran International Exhibition of Electronic, Computer & E-Commerce

25-28 Jun 2023



## About Iran



Capital: Tehran  
Currency: Iranian Rial  
Official language: Persian  
Time Zone: 3.5 GMT  
Weekend Days: Thursday & Friday  
International Telephone Code: +98

Neighboring countries: Turkey, Iraq,  
Pakistan, Afghanistan, Armenia, Azerbaijan



## Dear Exhibitor,

We would like to thank you for attending the 26<sup>th</sup> Iran International Exhibition of Electronic, Computer & E-Commerce. It is our pleasure to support you in this event. This manual contains important information you need to have a successful event below. The manual is designed to answer your questions, help remind you of deadlines and guide you through the process of preparing for the event. Please observe the deadlines and make sure that the forms are sent within the time limit.



This manual is intended to make your participation at the event as smooth and productive as possible. If you have any questions or require further assistance please do not hesitate to contact us:

Email: [sales@iran-elecomp.com](mailto:sales@iran-elecomp.com)

Phone : +98 21 42917000

We will be glad to help you. Thank You



## Important addresses

### Organizers:

#### - M&T Solutions Co.

Address: Unit 3, No.21, Sepehr St, Farahzadi Ave.,  
Shahrak gharb, Tehran-Iran.

Post Code: 1468935361

Tel: +98 21 42917 000 (30 Lines)

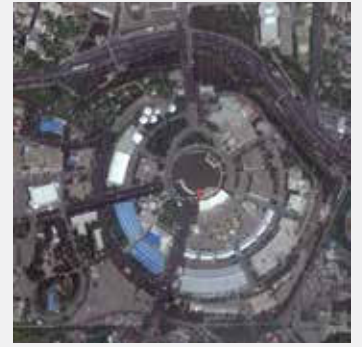
Fax: +98 21 42917 100

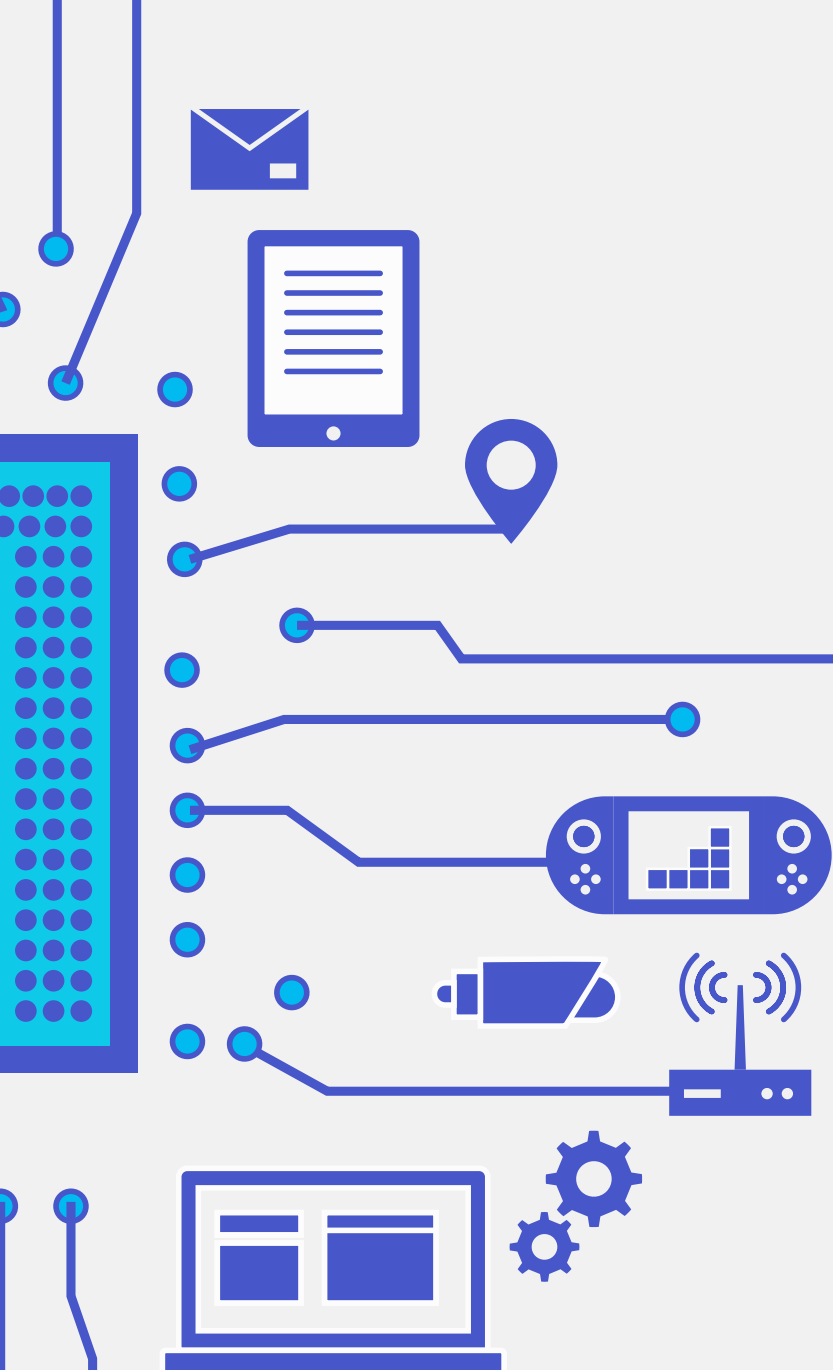
Email: [info@mandtgroup.com](mailto:info@mandtgroup.com)

### Exhibition Venue:

Iran International Exhibitions Company

Address: P.O. Box No. 19395-1491, Permanent  
Fairgrounds, Chamran Expressway, Tehran  
International Permanent Fairground



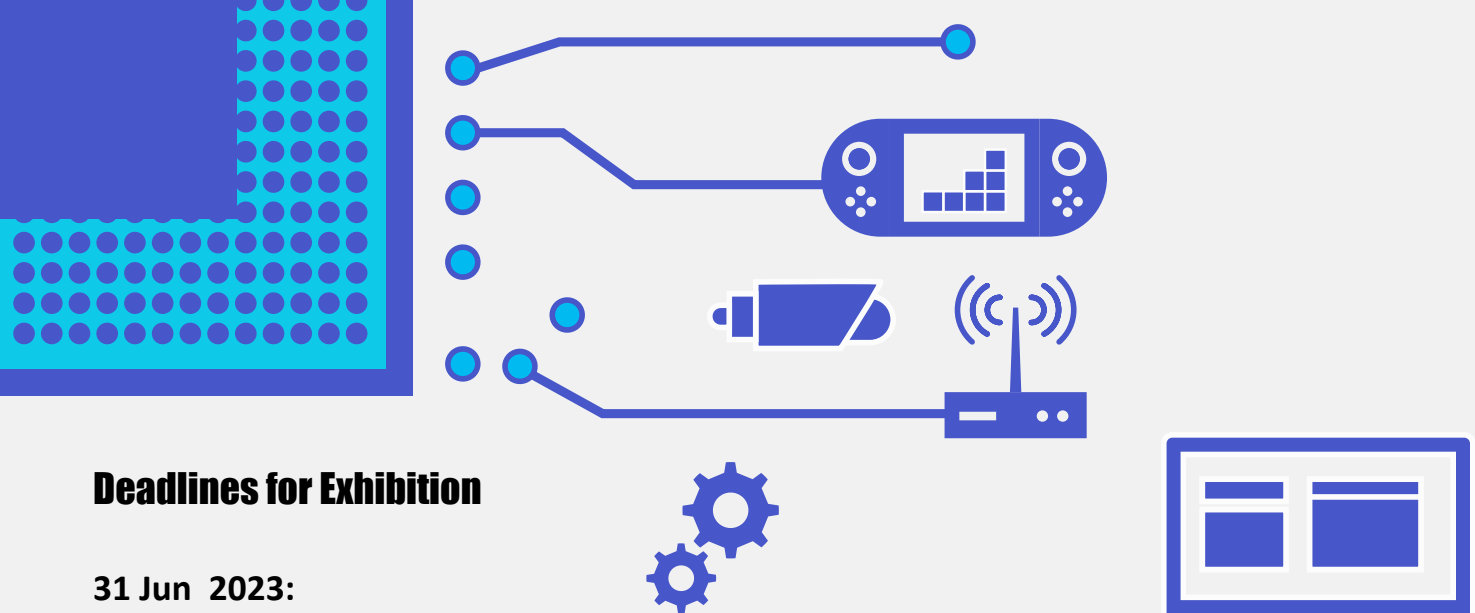


## General Information

The exhibition is scheduled to be open for visitors at 8:00 to 16:00 on the 25<sup>th</sup> Jun 2023 and it will be continued to 28<sup>th</sup> Jun 2023. Please pay attention to leave your stand when the visiting hour is over.

Your stand is going to be prepared in the direction of your demands that you inform Operation and Project Department beforehand. In case you demand extra material in the fair ground, please inform the executive staff who is going to be ready in the organizer office at the ground and ask for their help. Your demands are going to be fulfilled according to the priority of the application and availability in the stocks. The organizers accept no responsibility and shall not incur any liability to the Exhibitor for any loss or damage that occurred during visiting hours and preparation hours





## Deadlines for Exhibition

31 Jun 2023:

### Exhibitor Profile:

An email including username and password for entrance to the system of registration will be sent to the email which declared by the companies for completing registration.

**Notice:** The declared email should be accurate and without any mistake.

Exhibitor Profile includes following items that should be completed by deadline.

- **Rules and Regulation form:** This form should be signed and stamped by the companies.
- **Exhibitor information:** Filling information in each field is mandatory. Please pay attention that all of these information which you submitted here will show in exhibition directory, website, multimedia CD and mobile application and you are responsible for any information which you provided.
- **Exhibitor badges:**  
Iranian personnel:  
Colored photo; size 3\*4, less than 150 dpi, without tie and with hijab for ladies  
Foreign personnel:  
Colored scan of passports less than 250 KB
- **Fascia Board:** This part should be filled by companies which reserved shell scheme stands. It should be maximum 30 characters.
- **Hotel and accommodation:** Please download the form and fill it and then upload it on the website.
- **Invitation letter:** Exhibition organizing office is able to supply you a formal invitation letter to apply your visa locally in your country before travelling. Invitation letter is free of charge. We would only need your scan copy of your passport to prepare it.
- **Visa Request Form:** We will get visa for clients who ordered Travel Package only. You need to fill out Visa Request Form with your precise information and send to exhibition organizing office to proceed with visa issuance. An authorized approval letter by The Ministry of Foreign Affairs will be forwarded to the Iran Embassy Consulate in your country. You will be given an approval code to collect your visa from Iran Embassy.  
To start the above procedure, it is necessary to have passport copies and filled out Visa Request Form.



