



**Iran International  
Exhibitions Co**

**The single sheet form of report**

**Document Number:  
LE-FR-44-02**

### **Report statement**

**The date of regulating the form 13 / /**

<b>Manager of coordination and control:</b>	
<b>Exhibition type:</b>	
<b>Heading:</b>	
<b>Organizer: company</b>	
<b>The date of holding exhibition:</b>	<b>The working hours of exhibition:</b>
<b>The set up halls:</b>	
<b>The total covered space (gross):</b>	
<b>(useful) meter-measuring of covered interior:</b>	<b>(useful) meter-measuring of exterior covered space:</b>
<b>Open space:</b>	<b>interior: exterior:</b>
<b>The number of interior companies:</b>	<b>The number of foreign companies:</b>
<b>The number of participating countries foreign</b>	
<b>The number of participating countries from any foreign countries in segregation:</b>	
<b>1- Company/companies:</b>	<b>from:</b>
<b>2- Company/companies:</b>	<b>from:</b>
<b>3- Company/companies:</b>	<b>from:</b>
<b>Presented articles:</b>	
<b>In the case of meter reduction and the number of participants due to the previous year, explain its reasons.</b>	



**Iran International Exhibitions Co**

**The form on delivering hall to conductor**

**Document Number:  
LE-FR-42-03**

**The name of the exhibition:**

**the number of Halls:**

**Conductor:**

**time:**

The contract No., ----- on the effective date----- based on the held contract with the conductor has been delivered.

**Manager of administrative affairs**

The list of the exchange and insurance participants of the same exhibition received.

**Manager of executive affairs**

The confirmed maps of stands in the covered halls with the mentioning of the participants' names in segregation of each hall and the confirmation of all the advertising posters have carried out.

**Manager of stand Design and decoration**

The conductor's undertakings pertaining to the relative cases of public relations (the opening and termination ceremonies) poster design, parking lot cards, badges, and brochures) done.

**Manger of public relation and international affairs**

Documents related to the exhibitors, including (company name, CEO name, type of products and activities, phone numbers, fax, mobile number, address, website, e-mail, hall number and stand with the Access received .

**manager of Information and planning**

On the strength of receiving 100% of the contract amount and the guarantee of good performance, there is no objection to the deliverance of the hall.

**Manager of financial affairs**

Stands placement maps, drawings, and the list of participants and the letters of introduction of stand contractors and in charge person of electricity received.



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**The form on delivering hall to  
conductor**

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**Manager of construction affairs and installations**

The sheet of undertakings relative to the stands conductors concerning the observance of instructions and the Islamic ethical, social, and cultural measures in the period of holding exhibition received.

**Manager of guarding affairs**

**Manager of interior affairs of exhibition**

Meanwhile of confirming of receiving the registration forms from stand holders attached to the separate listing for the foreign participants in the exhibition, according to the confirmed plans arranged in segregated hall. In addition, in respect of stands numbering and presentation of brief schedule of calculation (corresponding the attached sample) and on the strength of the above-mentioned notification from other relating managements; It is requested to take action due to deliver the halls under the coverage. Meanwhile I shall do the surveillance and relative coordination on the activities from the date of delivery up to the hall evacuation in all the hours and shall submit to the office all daily reports after the confirmation of manager of interior affairs of exhibition.

**Name of the In charge observer and coordinator of exhibition**



Iran International  
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The conductor receiving from  
participants

Document Number:  
LE-FR-80-02

Row	The Hall numbers	Rial meter measuring		Exchange meter measuring		Rial total amount		Exchange total amount	
		With equipments	Without equipments	With equipments	Without equipments	With equipments	Without equipments	With equipments	Without equipments
1									
2									
3									
4									
5									
6									
7									
<b>The total of halls in segregation</b>									
<b>Total amount</b>									
<b>Total amount of open space</b>									

Tariffs type	The cited amount in the conductor's agreement	The amount received by the conductor
The sale average of each square meter of the closed stand space with Rial equipments		
The sale average of each square meter of the closed stand space without Rial equipments		
The sale average of each square meter of the closed stand space with exchange equipments		



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**The conductor receiving from  
participants**

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The sale average of each square meter of the closed stand space without exchange equipments		
The sale average of each square meter of open stand space with Rial		
The sale average of each square meter of open stand space with exchange		