



THE 31th TEHRAN
INTERNATIONAL
BOOK FAIR
MAY 2018
سی و یکمین نمایشگاه
بین المللی کتاب تهران
www.tibf.ir

Tehran International Book Fair 2018

Dear Sir or Madam,

The Cultural Deputy of the Ministry of Culture and Islamic Guidance of Iran will hold the 31th Tehran International Book Fair in May 2018. All international publishers can participate in this cultural event directly, or through their representatives in Iran.

We would be happy to meet you in finding the best ways of your participation. In this regard, this booklet contains general terms concerning your presence at the Tehran International Book Fair. We would be very pleased to have you as an exhibitor or visitor in the Fair.

The international halls of Tehran Book Fair include the following zones:

- **Pavilion A1:** Latin and other languages exhibition venues (except Arabic);
- **Pavilion A2:** Arabic exhibition venues;
- **Pavilion B:** Book Fairs, embassies, cultural representatives and friendship societies;
- **Pavilion C:** Global Book Market (Right Center, literary agencies, scouts and ...).

Applicants are required to register to any of the above-mentioned pavilions according to their activity type. Separate forms should be completed for registration to more than one pavilion. More information can be found at Tehran International Book Fair (www.Tibf.ir).



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1. Registration Conditions

As an international publisher, individual or cooperate, who represent one or more foreign publishers, make your reservation by 1st November 2017 to 1th March 2018.

Note 1: The Fair Organizing Committee is not obliged to considering applications received after the deadline. Late applications will be considered if possible only.

Note 2: The applicant should not be prohibited registration by the relevant institutions.

1.1.Registration of individual and cooperate persons is based on possession of an authentic letter of representation for books selling from at least one authentic international publisher. Publisher credibility should be approved by the International Committee.

1.2.Participants should commit to the disciplinary regulations of the fair in addition to the conditions. Participants should submit this form together with other relevant forms that would be available online to the registration officials upon registration.

1.3.Fair participants will be allocated stand areas as determined by the useful area of available halls, number of titles (priority with new titles), stand construction and technical priorities of the hall plan.

Note: Number of titles presented by the participants is calculated based on the number of titles published from 2014. Titles published before don't have any impact on the stand area allocation. In other hand, minimum space request is 9 square meters.

1.4.Registration of individual or cooperate with different names and under various publishers is not allowed.

1.5.Participants are not allowed to assign all or part of their stands to others.

1.6. Deadlines for submission of the registration is 1th March 2018. Form submission does not imply confirmed registration. Confirmation of registration will be announced to participants after review by the International Committee and upon approval of documents. The Fair is not committed to assigning stands to publishers with incomplete information or registration after the deadline.

1.7.Nationality of the participants will be determined based on identity documents provided upon registration.



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2. Registration Documents

Please submit your registration on the site of Tehran International book fair (www.Tibf.ir).

The necessary documents are:

- Application documents
- Financial receipts records
- Identification documents
- Visa application documents
- Freight and customs documents
- POS application documents
- Book data records
- Staff identification documents
- Documents for peripheral activities
- Welfare needs application documents
- Stand construction documents

In case the participants delay in performing any of the points that would be stated in the registration timetable, the Fair will hold no responsibility over offering on time services.

3. Stand Rental Fees and Payment Methods

3.1. Stand rental settlements will be finalized after delivery of the stand and presentation of the invoice. Rental tariffs for stands allocated to international applicants are:

- **Pavilion A1** (Latin books hall ...): 80 €/Sqm
- **Pavilion A2** (Arabic books hall): 50 €/Sqm
- **Pavilion B** (Book Fairs, Embassies, cultural representatives and friendship societies hall): 150 €/Sqm
- **Pavilion C** (Global Book Market including Right Center, literary agencies, scouts and...): 30 €/Sqm

3.2. Payment Methods:

Please write the beneficiary name «Iran Cultural Fairs Institute (ICFI)»;

1. Dollars: Account Number: 4678363964, Bank Mellet, 4 rah Valiasr Branche.
2. Euros: Account Number: 4678424942, Bank Mellat, 4 rah Valiasr Branche.

The amount can be paid by cash before the Fair, too.