

IIEE 2024.



# USER MANUAL

The 24th International Exhibition of Iran Electricity Industry  
Tehran Permanent Fair Ground  
24-27 October 2024

# 01

**It is our pleasure that we are host of you at IIEE 2024.**

The exhibition of Iran's electrical industry (IIEE) is the largest industrial and commercial event in the field of electricity in Iran, which is held annually with the presence of many domestic and foreign companies at the permanent location of international exhibitions.

**Parking Free:** You can use the parking area with your badge.

**Bus Arrangements:** Please send your request by official letter one week before the start of the exhibition.

**Carries Exhibition Items:** "Tehran International Permanent Fair Ground" has 5 entrance parks. At the entrance of all the parking lots, there will be electric cars for free. You can use these devices to carry your luggage and exhibition items.

**Cleaning System:** "Tehran International Permanent Fair Ground" is responsible for the cleaning of public areas and disposal of rubbish. Cleaning of booths that have construction are with themselves. Cleaning of the shell scheme booths is with us.

**Security Team:** During the exhibition, security personnel will be on constant lookout. Please do not leave luggage unattended at any time.

Care for valuable things such as money, bags, cell phones, and passports.

Do not bring cash, specifically USD, or Euros to the exhibition center.

Do not allow any unrelated person entre your booth (especially one day before the start of the exhibition).

**Smoking is not allowed;** electronic cigarettes are also prohibited.

## **Tehran International Permanent Fairground**

Chamran highway Tehran Iran post box: 193951491

## **Best Hotels Near "Tehran International Permanent Fairground "According to Tripadvisor:**

### **1. Parsian Evin Hotel**

Chamran Highway & Yadegar Intersection, Tehran 11369 Iran

### **2. Parsian Azadi Hotel**

Yadegar-e-Emam intersection, Chamran Highway, Tehran 11369 Iran

### **3. Tooba Boutique Hotel**

No.17 Naseri St. Africa Blvd., Tehran 11369 Iran

### **4. Espinas Palace Hotel**

N. 33 Alley Abedi Street, Tehran Iran

### **5. Wisteria Hotel**

No. 1 Ahmadi Zamani Street, Tehran 11369 Iran

### **6. Azadi Grand Hotel**

Evin Cross Road Dr. Chamran Express Way, Tehran 19976 Iran

### **7. Niloo Hotel**

3 Lahijani 3 Shams-E-Lahijani, Fouzi St, Valiasr, Vanak Square, Tehran 11369 Iran

### **8. Melal Apartment Hotel**

24 Naseri St Valiasr Ave, Tehran 19686 Iran

### **9. Eskan Hotel**

No 10 Esfaraen Alley, Alvand Street Argentina Square, Tehran 11369 Iran

### **10. Tehran Grand 1 Hotel**

No. 391, Motahari Ave Valiasr St, Tehran 11369 Iran

## **Apply Iran visa**

All nationalities except the citizens of 10 countries (Afghanistan, Bangladesh, Canada, Colombia, Iraq, Jordan, Pakistan, Somalia, United Kingdom, and United States) can apply online and get an Iran e-visa on arrival.

NOTE: All visitors to Iran must hold a passport or travel document valid for 6 months at the time of departure.

Citizens of Armenia, Azerbaijan, Bolivia, China, Egypt, Georgia, Hong Kong, Lebanon, Malaysia, Oman, Syria, Turkey, Iraq and Venezuela can enter Iran without a visa.

If you want to get Iran Business Visa, please contact us 45 days before the starting the exhibition.

# Important Dates!

## Exhibition Timetable

Booth Construction by  
Contractors:  
**20-23 October 2024**

Using lift trucks and  
cranes for heavy  
equipment:  
**20-22 October 2024**

Preparation and Booth  
Layout:  
**23 October 2024  
From 12:00 PM**

Move out and  
dismantling:  
**28 October 2024**

## Deadlines for Exhibition

Filling Exhibition CatLog &  
Exhibitor Badges Form  
**24 September 2024**

Sending Colour Copy  
Passports for Foreign  
Exhibitors  
**24 September 2024**

Sending Fascia Board –  
Only for shell scheme  
booth  
**24 September 2024**

Sending Extra Furniture List  
**26 September 2024**

## Exhibition Opening Hours

**24 October – Thu**  
Exhibitors: 08:00 – 16:00  
Visitors: 08:30 – 16:00

**25 October - Fri**  
Exhibitors: 08:00 – 16:00  
Visitors: 08:30 – 16:00

**26 October - Sat**  
Exhibitors: 08:00 – 16:00  
Visitors: 08:30 – 16:00

**27 October - Sun**  
Exhibitors: 08:00 – 16:00  
Visitors: 08:30 – 16:00

# 02

## Raw Space

Minimum Space: 36 m<sup>2</sup>  
(for each company)

In raw space, you couldn't have a prefabricated or Shell Scheme booth



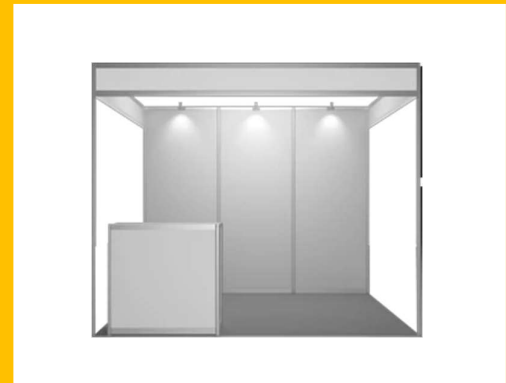
## Shell Scheme Booth

Minimum Space: 12 m<sup>2</sup>  
≤ 9 m<sup>2</sup> is available only for Countries Pavilions.

**9 - 15 m<sup>2</sup>** has :1 table, 3 chairs, 3 spotlights, 1 electric socket, 1 information desk with chair, and 1 waste bin.

**18 - 24 m<sup>2</sup>** has: 2 table, 6 chairs, 6 spotlights, 2 electric socket, 2 information desk with chair, and 1 waste bin.

**≥ 25 m<sup>2</sup>** has: 3 table, 9 chairs, 9 spotlights, 3 electric socket, 3 information desk with chair, and 1 waste bin.



## Constructed Booth

Minimum Space: 12 m<sup>2</sup>

**Normal:** Constructed booth has a normal design and is equipped only with Furniture.

**Special:** Constructed booth has a special design and is equipped with a coffee machine, Refrigerator, and TV (50-55 inches).



## **Maximum Allowed Height for Booth Construction:**

Stands in the middle of the halls: 35 - 38 - 38A - 38 B - 40 & 41 >> **4.5M**

Stands in the middle of the halls: 44 a & 44b >> **3.5 M**

Stands next to the wall of halls: 35 - 38 - 38A - 40 & 41 >> **4.5M**

Stands next to the wall of halls: 38 B >> **3 M**

Stands next to the wall of halls: 44 a & 44b >> **4 M**

## **IRAN**

Capital: Tehran

Official language: Persian

Population: 88.55 million (2022) World Bank

Time Zone: 3.5 GMT (UTC+3:30)

Electric current power supply: 220 Volts

Days of the weekend: Thursday & Friday

International Telephone Code: +98

Currency unit: Iranian rial

Symbol: IRR

## **Custom Clearance Instruction Manual, Truck, Air Cargo and seaport**

Please note the 4 sections below:

A-Documentary:

1- Total Value of Permanents, total weight, total volume

2- Total value of temporary, total weight, total volume

3- Port of landing, airport IKA, truck

4. Origin and gender of goods, or you may send a pro forma invoice and packing list indicating all above items. Values must be rendered to use the euro as a reference currency.

B: Documentaries and paperwork are as follows:

1.Proforma invoice signed and sealed on letterhead and numbered

2.Packing list signed and sealed on letterhead

3.Certificate of origine

4. Certificate of participation or main organizer improvement by email Services rendered:

Immediately after receiving the truck order or awb, our is released as temporary and deliver to stand, free boxes will be saved till final day, after repacking of goods by exhibitor, boxes will deliver to custom warehouse.

C: Conditions:

Please be advised that the shipment is immediately after arrival and all necessary documents such as order or awb or B/L are being submitted to us, we can get involved to process. All charges must be paid upon receiving all documents through bank payment or down payment as cash in our territory. Exhibitors are obliged to send a Proforma-invoice and packing list prior to taking any action and receive a draft of charges in advance. Please note all necessary documents and the shipment itself must be ready in Fair Custom or IKA, seven working days prior to the show. As per seaport, after receiving BL's, Twelve as days. Please avoid sending excessive volumes of promotional and food equipment.

D: Consignee Name:

It will be given after receiving the necessary draft of documents and a price list will be sent along.

## **Hotel & Accommodation**

Tel: +989121716357


Email: taqavi@mandtgroup.co


Contact person: Mr. Reza Taqavi


## **THANK YOU FOR ATTENDING IIEE 2024!**

Firstly, we want to hear from you. Your opinion is incredibly important to us, and we want to make sure that we continue to deliver experiences that exceed your expectations.

Once again, thank you so much for being a part of our event and community.

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 +98 912 945 7002

 +98 21 4291 7000

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