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| شماره سند : ISF.IF.F08 تاریخ بازنگری : ۱۳۹۸/۰۵/۱۵ صفحه از | فرم دستور العمل نمایشگاهی EXHIBITOR'S FORMS |  شرکت نمایشگاه های بین المللی استان اصفهان |
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The 17th International Specialized Exhibition of Metallurgy, Steel, Foundry Machinery & Related Industries (METALEX 2025)

03 – 06 September 2025

Isfahan International Exhibition Center (IIEC)
Isfahan, Iran

EXHIBITOR'S FORMS

FORM 1 – CATALOGUE ENTRY

| | | | |
|----------------|--|--------------|--|
| Stand Number | | Company Name | |
| Mobile | | Email | |
| Contact Person | | | |
| Designation | | | |
| Website | | | |

Note: Information given above is what will appear in the official show catalogue.

Please mention products most relevant to your exhibit profile:

PRODUCT & SERVICES CATEGORY:

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03 – 06 September 2025

Isfahan International Exhibition Center

Company Logo: (Kindly insert your company logo here or send a separate file for your company logo in .jpg or .pdf format).

200-WORD COMPANY PROFILE: (English typed in MS Word)

FORM 2 – EXHIBITOR BADGES

| | | | | |
|--------------|--|--------------|-------|--|
| Stand Number | | Company Name | | |
| Mobile | | | Email | |

- Application for exhibitor badges:
- Please type below the names of all your colleagues who will represent your company at the exhibition stand.
 - All exhibitors must wear their badges with photo to gain entry into the exhibition hall.
 - Badges will be ready for collection at the Information counter on site on the build-up day.

| NAME | JOB TITLE | COMPANY |
|------|-----------|---------|
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Kindly provide the above in typewritten form or block capitals (in MS Word Document Format) to ensure that the names are legible.

Isfahan International Exhibition Center

The shell scheme stand consists of a basic stand shell construction suitable for customizing to your individual requirements, in a wide variety of sizes, with rear dividing walls.

*Please note that the above image is only for visual purposes wall panels will vary depending on your location.

| | |
|-----------------------|---|
| Rear & Dividing Walls | 2.5 meters high comprising x 1 meter wide panels; white plastic finish set in aluminum frame. No fixing may be made to the walls. |
| Fascia | Fascia board bearing the company name English & stand number. 30cm x 297 cm (for 3*3 stand) and 30cm*397cm (for 3*4 stand) |
| Flooring | Epoxy |
| Lighting | 2 spotlights & 1(13amp) electrical socket. Per 12 Sq m |
| Furniture | 1 Table, 2 Chairs, Waste Basket |

- All exhibits and display materials must be within the stand area.
- Corner stands will have only two walls constructed, e.g., two sides open.
- Exhibitors may affix lightweight photos, technical information, sheets, etc., directly on the shell scheme walls with double sided adhesive tapes or similar materials, provided such materials can be removed at the close of the exhibition without damage to wall panels.
- Exhibitors occupying shell scheme stands must ensure that all internal stand fittings, exhibits and displays are within the shell scheme structure and so not to exceed 2.4m in height, or 1 meter in height with 50cm from the front of the stand.

FORM 5- Exhibition Timetable

Build - Up

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| 01 September 2025 | 08:00 – 20:00 | Shell Scheme moving in |
| 02 September 2025 | 08:00 – 20:00 | Dressing & Completing of all stands |

Please note:

- All movement of exhibits and materials should be completed before 20:00 on 02 September 2025.
- Only decoration/finishing will be permitted on 03 September 2025, from 7:00a.m. - 14:00 p.m.
- **Exhibitor Badges** must be collected from the registration counter on 03 September.

Event Hours

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|--------------|---------------|--|
| 03 September | 16:00 – 17:00 | Opening Ceremony / Inauguration VIPs & Selected Invitees |
| | 16:00 – 22:00 | Professionals & Trade Visitors |
| 04 September | 16:00 – 22:00 | Professionals & Trade Visitors |
| 05 September | 16:00 – 22:00 | Professionals & Trade Visitors |
| 06 September | 16:00 – 22:00 | Professionals & Trade Visitors |

Breakdown

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|--------------|---------------|---|
| 07 September | 22:00 – 23:30 | Removing of Exhibits (Make sure that no valuables are left in the Exhibition Center) |
| 08 September | 08:00 – 20:00 | Dismantling of Stands |

Please note:

- Never leave your exhibit unmanned at any time during the move-out.
- The organizers will not be responsible for any goods left on site after the dismantling period.