

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 7th Specialized Exhibition of Coffee and Drinking and Coffee shop, Hoteling and Restaurant Related Equipment & Industries

(Isfahan Cofex 2026)

1-4 January 2026 (3-9 pm)

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

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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

Kindly provide the above in typewritten form or block capitals (in MS Word Document Format) to ensure that the names are legible.

FORM 3- FASCIA NAME BOARD

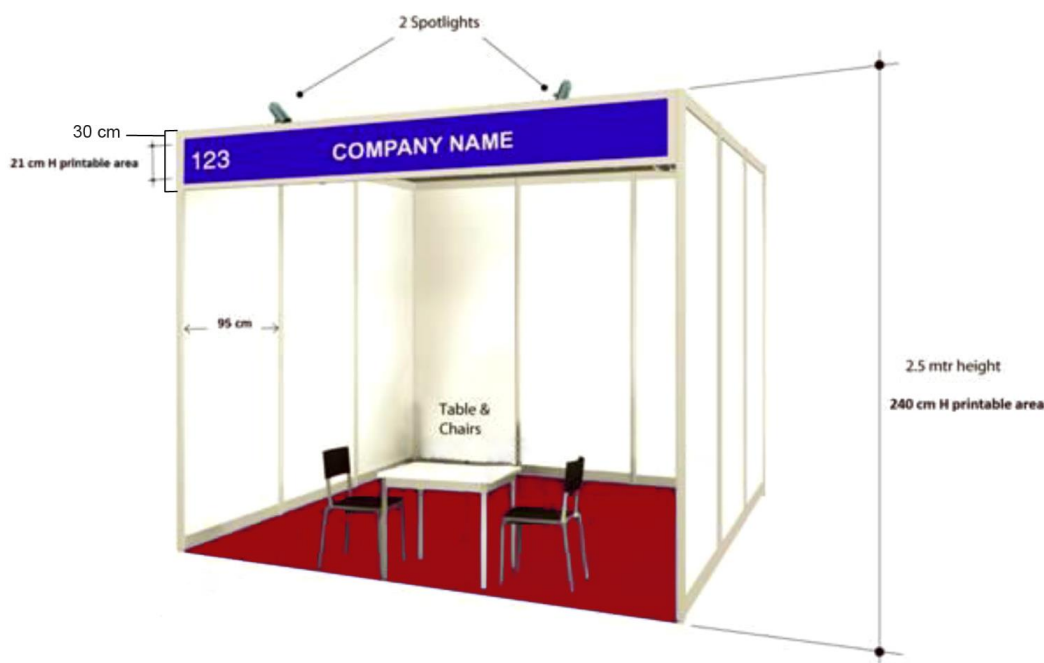
Stand Number		Company Name			
Mobile				Email	

I wish the Company Name to appear as follows on the Stand Fascia:
(English)

(Please note that the name should be typewritten or printed in block capitals, with a maximum of 30 characters)

[illegible]

FORM 4 - SHELL SCHEME SPECIFICATIONS



The shell scheme stand is designed to be customized 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

30 December 2025	08:00 – 20:00	Shell Scheme moving in
31 December 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 31 December 2025**.
- Only decoration/finishing will be permitted on **01 January 2026, from 7:00a.m. - 14:00 p.m.**
- **Exhibitor Badges** must be collected from the registration counter on **01 January**

Event Hours

01 January	16:00 – 17:00	Opening Ceremony / Inauguration VIPs & Selected Invitees
	15:00 – 21:00	Professionals & Trade Visitors
02 January	15:00 – 21:00	Professionals & Trade Visitors
03 January	15:00 – 21:00	Professionals & Trade Visitors
04 January	15:00 – 21:00	Professionals & Trade Visitors

Breakdown

04 January	21:00 – 22:30	Removing of Exhibits (Make sure that no valuables are left in the Exhibition Center)
05 January	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.