

In the Name of God
Instruction Form for the Foreign Publishers' Section
of the 34th Tehran International Book Fair
(Tehran – 5th to 15th of May, 2023)

The 34th Tehran International Book Fair (TIBF) will be held from the 5th to 15th of May, 2023. The Foreign Publishers' Section (FPS) of the 34th TIBF consists of the halls in which publishers from other countries or their authorized representatives in Iran will participate and, according to the articles of this instruction form, exhibit and sell their books.

Article One – Registration

1.1. According to the type of activity, foreign publishers or their Iranian official representatives (distributors) can register and participate in one of the two halls of Latin (non-Arab) and Arab participants. Applicants shall refer to the registration section of TIBF's website, ([https:// tibf.ir](https://tibf.ir)), and fill up and upload the registration forms for selling books directly or in online form.

Note 1. Participants exhibiting books which have been firstly published from 2018 onward, and therefore be subject to the Fair's subsidy, must register in both direct and virtual parts of selling books.

Note 2. The Foreign Publishers' Committee will not be responsible for registration of the applicants who will send their application after the

1.2. The distributors should present one representative letter for each publisher to be able to exhibit and sell the publisher's books in the Fair.

Note 1. Presenting one representative letter is the preliminary condition for the distributors to be able to apply for the Fair; however, for exhibiting every other publisher's books, too, a separate representative letter is needed.

Note 2. The participants who have got the exclusive representation letter for all or part of the publishers' titles should present an official letter from the original publisher addressed to the

Managing Department of FPS indicating the name and identification of the exclusive representative in Iran who is exclusively permitted to exhibit and sell the publishers' books.

Note 3. Exclusive representation letter can only be issued for one participant, and in case of existence of more than one exclusive letter, the registrations will be postponed to the time when the true representative letter will be clarified.

Note 4. More than the representative letter, the distributor should have a publication license issued by the Ministry of Culture and Islamic Guidance, or a business license issued by one of the Iranian official unions for publications and book sellers.

1.3. The first edition of books for being exhibited and sold in the FPS should be from 2015 onward; however, the Fair's subsidy will be allocated only to the books published from 2018 onward.

1.4. The expense of stands in the FPS will be € 100 per square meter for non-Arab participants, and € 70 per square meter for the Arab participants, as following:

STAND SIZE	9sq.	12 sq.	18 sq.	24 sq.
LATIN HALL	€ 900	€ 1200	€ 1800	€ 2400
ARAB HALL	€ 630	€ 840	€ 1260	€ 1680

Note 1. In order to encouraging the Iranian distributors' vast participation in the FPS, the following discounts in the stand expense will be allocated to them:

1	Date of Registration	From the 22th of November, 2022 to 5 th of January, 2023: 10% discount
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2	First Time Participation	For every participant who will register and participant in the FPS for the first time, a 20% discount will be allocated
3	Numbers of Publishers	For every 10 publishers: 2% discount
4	Number of Titles	For every 500 titles: 1% discount
5	Size of Stand	For the stands larger than 24 sq. m.: 2% discount for every extra 25 sq. m.
6	General Behavior (confirmed by the FPS managing department)	Having no complaints from the Fair's executives or book purchasers: 5% discount

Note 2. The Managing Department of the FPS has the authority of changing the size and location of the stands due to the urgency of planning the hall's map; of course the payment of stand cost will be settled according to the final size of stand.

Note 3. The participants who are willing to have their own planning and decoration for the stands, should send their application and the map of their ordered stands in advance to receive the FPS confirmation.

1.5. Registration of one publisher under the name of different distributors is prohibited.

1.6. Sending false book-lists or fake books with different information from what has been declared by the participant in the site, will result in cancellation of the participants' registration in the FPS.

Article 2. The Deadlines

2.1. The applicants should fulfill the procedure of registration and participation in the FPS according to the following schedule:

REGISTRATION AND EVALUATION OF THE DOCUMENTS	1st of December, 2022 to 19 th of February, 2023
ADMITANCE OF THE CARGOES TO THE FAIR'S COSTUMS	From 20 th of February to 20 th of April, 2023
OCCUPATION OF STANDS BY THE PARTICIPANTS	5 Days Before the Opening Day of the Fair

Note 1. The FPS managing department is not responsible for accomplishing the procedure of registration and participation for the applicants whose documents will not been sent in accordance with the above-mentioned deadlines.

Note 2. The applicants whose registration will be accomplished from the 1st of December, 2022 to 5th of January, 2023 will enjoy a 10% discount in the stand expense.

Article 3: The Cancellation Process

3.1. Cancellation of registration for participating in the fair will be possible if the related request will be received by the FPS registration office before the 1st of April 2023.

3.2. Sending request for cancellation in the 1st to 20th of April will cause to deduction of 50% of stand expense.

3.3. Cancellation of registration from the 21st up to the end of the fair will result in deduction of all of the stand expense.

Article 4: The Needed Complimentary Documents

4.1. More than the registration forms, the applicant should fill up and upload the files for: their ID card or passport, photo for the exhibiter(s), and the Fair's ID card.

4.2. The participants are obliged to upload the needed book information including price list (excel), weight of books, date of publishing, number of the copies presented for the fair, the abstracts, and pictures of the front pages of the books.

4.3. The foreign participants who need to get visa for participating in the Fair, should study the regulations and fill up and upload the wanted documents through the Fair's web site (<https://tibf.ir>).

Article 5: Allocating of the Stands

5.1. The stands of the participants will allocate to the participants only after the accomplishment of the procedure of registration and according to the final size of the allocated stand.

5.2. The participants, under any excuse especially giving authorization letter to others, are not allowed to surrender their stands to any other publisher or distributor.

5.3. The books which are exhibited in the FPS cannot be exhibited in the NPS (National Publishers' Section) and vice versa.

5.4. The participants are obliged to occupy their stands 5 days before the opening day of the Fair.

5.5. Participants can enjoy holding cultural events with

Article 6: The Prohibited Books

6.1. The unauthorized books in the 34th TIBF which, according to the general regulations of the Fair, cannot be exhibited or sold are as follows:

- Books that contain immoral contents or images;

- Books that contain materials or images having violated the national security or territorial integrity of the I. R. of Iran;
- Books that contain divisive and seditious subjects, or humiliate different religions, sects, nations, and ethnicities;
- Books that promote deviant beliefs, sectarianism, racism, or emerging mysticisms.

6.2. Evaluation of the foreign books on the basis of the rules mentioned above will be done through three stages: by the participants' book lists, through studying and evaluating the books in the Fair's Customs, and during the working days of the Fair.

Article 7: General Regulations

7.1. The participants should exhibit and sell original books only, and selling off-set books is prohibited.

Note: Exhibiting and selling POD books by the original publisher or his (her) official representative will be alright.

7.2. Only the books can be exhibited in the stands whose list and information have been uploaded in the TIBF web site.

7.3. For importing books through the Customs of the I. R. of Iran, the instructions of the Fair's customs should be observed.

Note: Participants can enjoy a 50% discount in shipping costs if they choose Iran Air Airlines for sending their cargoes.

7.4. Importing and selling goods other than books, such as posters, CDs, data storage devices, audio products (such as music albums, speeches, etc.), visual products (such as movies, recorded speech tapes, etc.), software, greeting cards, puzzles, dolls, and toys are prohibited.

Note: Selling cultural products which are attached to the books and are in direct relation to the contents of books, after getting the confirmation and permission of the FPS' Managing Department, will be alright.

Article 8: The Financial Regulations

8.1. The books will be sold in Iranian Rials, and the discount given to the books by the Fair's Financial Department, should be clearly stated in the participant's invoice.

8.2. The currency which has been declared by the original publisher in the invoices is the basis for the exchange, and the participants cannot make change in it or increase the currency rate authorized by the Fair.

Note 1. The currency rate will be declared by the Financial Department of the Fair.

Note 2. The participants should not increase the price list of the books or decrease the amount of subsidy during the Fair.

8.3. The participants are obliged to give at least 30% discount in their price list, and the amount of discount must be clearly mentioned in the invoices.

Article 9: Subsidy Allocated to the Books

9. 1. The amount of subsidy allocated to the books by the Fair's Financial Department will be 20% of the price lists.

9.2. In the 34th FPS, subsidy will be allocated only to the books sold in the virtual part of the fair.

9. 3. Uploading the bank account information of the participant in the TIBF website is obligatory.

The account number must be entitled under the name of the participant.

Note: The foreign participants who do not have an Iranian bank account should correspond with the Fair's Financial Department in the appropriate time, and inquire about their settlement procedure.

Article 10: Exhibition's Special Services

10.1. According to the following table, the participants of the FPS can enjoy the Fair's special offers for accommodation, food and snacks, and facilitating their stands:

TITLE OF THE SERVICE	EXPENCES
STAND DECORATION AND STRUCTURE	ACCORDING TO CONDITIONS MENTIONED IN THE RELATED LINK

RENT OF WATER COOLER	ACCORDING TO CONDITIONS MENTIONED IN THE RELATED LINK
RENT OF TV SET	ACCORDING TO CONDITIONS MENTIONED IN THE RELATED LINK
INTERPRETOR FOR THE FAIR	€ 20 for 1 day
TOUR LEADER	€ 30 for 1 day
SNACKS (tea or Nescafé, cake, and juice)	€ 5
FOOD (lunch and light beverage)	€ 10
TRANSPORTATION	١. Sedan: € 7 for 1 hour ٢. Van: € 5 for 1 hour
ACCOMODATION	ACCORDING TO CONDITIONS MENTIONED IN THE RELATED LINK

10. 2. The applicants should fill up and upload the application form for the above-mentioned services after accomplishment of their registration procedure, and get the confirmation.