

# Guide book

**تهران**

نمایشگاه تخصصی - بین المللی

**تجهیز اماکن اداری، فروشگاه‌های و آموزشی**  
**لوازم مهندسی و هنری، کالا و خدمات وابسته**

۱۴ تا ۱۵ تیر ۱۴۰۳  
مرکز نمایشگاه‌های تخصصی شهرداری تهران (بوستان گفتگو)

**OFF 2024**

**خدمات و سرویس‌ها**  
**اتوماسیون و نرم افزار**  
**ماشین‌های اداری**  
**لوازم التحریر**  
**دکوراسیون و مبلمان**  
**ساختمان و معماری**

مجموعه نمایشگاه‌ها  
با نام تجاری **پرسام**

The International-specialized Exhibition of  
Furnishing Office, Store & Educational Places  
Engineering & Art Supplies, Related Goods & Services

رزرو غرفه و ثبت نام بازدیدکنندگان در پایگاه اینترنتی  
[www.barsam.org](http://www.barsam.org)

این رویداد را در شبکه اجتماعی دنبال کنید

برای پیوستن به صفحه ما در اینکشن اینستاگرام لطفاً نامtag Name tag را اسکن کنید

برای پیوستن به کانال ما در اینکشن واتس‌آپ لطفاً QR Code را اسکن کنید

واحد بازرگانی: ۰۲۱-۹۱۰۳۵۰۶۹  
اداری و پشتیبانی: ۰۲۱-۲۸۴۲۹۵۵۰

TEHRAN-IRAN  
Goftegoo Fairground  
2-5 July



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### Part one : general Information

#### ۱.۱ در یک نگاه OFFEX2024

**TITLE: The international-specialized exhibition of FURNISHING OFFICE, STORE & EDUCATIONAL PLACES; ENGINEERING & ART SUPPLIES, RELATED GOODS & SERVICES**

Visiting hours: 11:00 – 20:00 (Tehran time)

Venue: Tehran municipality's specialized Exhibition center - Iran (Goftegoo Park)

Organizer: Barsam Ins.

Telephone: (+98)21-91035069 Fax: (+98)21-28429550

Organizer's headquarter address: No.13, Soheil building, Tehranvillage street, Satarkhan street, Tehran, Iran

Website: [www.barsam.org](http://www.barsam.org)

E-Mail [info@barsam.org](mailto:info@barsam.org)

#### 1.2. Important dates

2024/06/09	<b>Registration deadline</b>
2024/06/14	<b>Completing the book and exhibition form deadline</b>
2024/06/14	<b>Presentation of the design and introduction of the self-built booth contractor deadline</b>
2024/06/29	<b>Transference of empty land to build unequipped booth</b>
2024/06/30	<b>Transference of booth for furnishing</b>
2024/07/01	<b>Deadline to complete booth for utilization (20:00 Tehran time)</b>
<b>2024/07/02</b>	<b>Official opening of Exhibition (11:30 Tehran time)</b>
<b>2024/07/05</b>	<b>End of Exhibition (22:00 Tehran time)</b>
2024/07/06	<b>Deadline to evacuate booth (19:00 Tehran time)</b>



## 2. Part two: cooperation ways

### 2.1. Available products or services in Exhibition

#### 2.1.1. Office equipment

- Printers, scanners, copy machine, plotters
- Fax machine, telephone, central
- Computer, lap top, accessories
- Calculator, market cashier, banknote counter, money drawer
- Shredder, QR code scanner, labeler, perforage
- ATM, portable POS
- Speaker and monitor equipment
- Conference equipment, instant translator
- Safe, security equipment
- Engineering and topography equipment
- Language laboratory equipment

#### 2.1.2. Office automation and software

- Accounting software, .costumer service management, producing, inventory, archive and....
- presence and absence and pass control equipment
- applications, accelerator and software
- web designing and network services
- server and network

#### 2.1.3. design and sofa

- types of desks, sofa, drawers, closet and bookshelves
- cabinets and shelves
- painting, statue, art goods, special antique and decorative items, decorative items
- Lighting and lamps equipments

#### 2.1.4. Building and architecture

- Partition, dry wall, separator
- Parquet, carpet, cornice, flooring
- Wallpaper, curtain and shutter
- Profile, windows, security door
- Air conditioning, optimized equipment
- Building management system (BMS)
- Electronic equipment, remote control system
- Security system, closed circuit equipment, image transfer
- Fireproofing equipment and facility
- Construction consulting, workplace designing



### 2.1.5. Stationary

- Types of paper
- folders
- binder, office set
- painting tools, canvas, gouache, oil paint, ink
- stapler, punch, cutter
- date stamp, counting labeler, price labeler
- all kinds of stencils, drawing board, drawing tables, rapid
- bulletin, white board
- calligraphy tools

### 2.1.6. services

- active institutions of employment and human resource supplier
- bank, insurance company, credit and financial institution
- technical affairs, repair and maintenance
- schools and professional technical skills training centers
- publications, newspapers, journals
- procurement, ceremonial services, advertising, sign making
- technical offices, design and publishing centers
- kitchens
- active institutions of international standard consulting
- the manufacturing company of the appreciation plaque and guide signs
- Customs consultants
- Tax and financial consulting centers, registration offices
- transportation

## 2.2. registration and fees

- Complete the form which is sent by administrator and your process will go on.
- You should deposit at least 50% of your fees as prepayment to book your booth space
- Fees are costs are as follows:

Booth size (m <sup>2</sup> )	Price (euro per m <sup>2</sup> )
9-24	185
24-33	170
33-48	150
48-60	130
60 and above	110

- Airport transportation is included
- Exhibition and hotel transportation is included
- One night Persian dinner is included
- For 48 square meters booth or higher, hotel is included

## 2.3. Registration procedures

2.3.1. Filling the registration forms and sending them to organizer

2.3.2. Complete the prepayment to the: (for euro deposit)



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Account number: 1022310013450

IBAN: IR320170000001022310013450

(For dollar deposit):

Account number: 1022310013449

IBAN: IR590170000001022310013449

2.3.3. Send necessary documents

2.3.4. Follow the structure given by organizer

## 2.4. **Necessary document**

2.4.1. Copy or picture of passports of team members

2.4.2. Services of products lists in case of costume services

2.4.3. Official letter from the company in direct of organizer to introduce the

## 2.5. **Payment**

- ✓ All payments must be made to the account number announced by the administrator

## 3. Part three: Regulations

The file related to all the technical and executive regulations of the exhibition has been uploaded on the site and all participants and visitors are required to fully comply with them. These regulations are compiled based on the current rules and regulations in international exhibitions and in accordance with the convention of the World Union of Exhibitions and are implemented in all prestigious exhibitions in the world. Failure to pay attention to them favors the organizer in pursuing legal action against the violators.