



هيئة البحرين للسياحة والمعارض

Bahrain Tourism & Exhibitions  
Authority



# EXHIBITION / CONFERENCE FESTIVAL LICENSE

User Guide

**Bahrain Tourism & Exhibitions Authority**

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Version 1.0



## Introduction

This guide provides step-by-step instructions on how to apply for an Exhibition, Conference, or Festival License - including detailed explanations of each section of the application form.

✓ **Tip:** Use this guide as your reference while going through the portal. Follow each step in order and replace any sample information shown in screenshots with your own details.



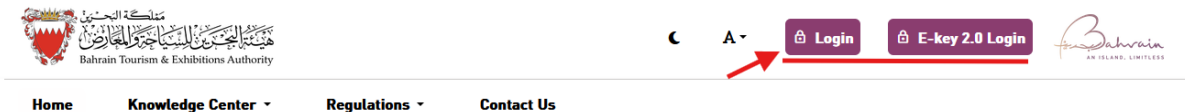
## 1. Login

Open your browser and go to BTEA E-Service Portal:

<https://portal.btea.bh>

### Select your login method

On the portal homepage, choose one of the available login methods via the eKey.



### Enter your eKey credentials

On the sign-in screen, enter your eKey and password, then click Login to continue.

1 دخول سهل وآمن  
الإلكتروني Single Simple Secure

eKey

eKey Login Page

Login

Personal Number

CPR

Password

.....

Forgot Password? New User? Register

SIGN IN

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## Go to the Exhibition / Conference / Festival License

Once logged in, you will see the main dashboard. Navigate to the Exhibition / Conference / Festival License service.

The dashboard header includes the BTEA logo and navigation links: Main Page, Tutorials, and Contact Us. The main content area features a grid of service tiles:

- (formerly Classification)** Inspections and classifications
- View deficiencies report.
- Pay for violations settlement.
- Submit the Financial Audit Reports.
- Levy**  
Levy payment service.
- Monthly Revenue**  
Submit a monthly revenue form.
- Exhibition Participation**  
Participate in external exhibitions to represent the kingdom.
- Data and Statistics**  
Input Your Data and Statistics
- Ramadan Tent**  
Ramadan tent outlet will be operational throughout Ramadan
- Re-classification**  
Reclassify the property.
- Update Rooms**  
Update rooms for hotel.

## Licensing

The Licensing section contains four service tiles:

- Exhibition Participation**  
Participate in external exhibitions to represent the kingdom.
- MTT**  
Ministry of Transportation and Telecommunications service
- Tour Guides**  
Register / renew your tourism guide license.
- Exhibition / Conference / Festival License**  
Apply for Exhibition / Conference / Festival License

A red box highlights the 'Exhibition / Conference / Festival License' tile, with a red arrow pointing to it from the right.

Locate and click on the Exhibition / Conference / Festival License Service.



## Exhibition / Conference / Festival License

[New Application](#) ← (1)

### Applications In Progress

Show 5 entries

Search:

Reference ID	Application Date	Status	Actions
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Showing 1 to 5 of 34 entries

Previous 1 Next

### Applications Processed

Show 5 entries

Search:

Reference ID	Application Date	Status	Actions
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Showing 1 to 5 of 19 entries

Previous 1 2 3 4 Next

## Start a new application

Click the New Application button (shown as image 1 in the portal) to begin filling in the application form.



## Application Form

Fill in all required fields across the following sections of the application form:

Dashboard Tutorials Contact Us
ABF

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**Exhibition / Conference / Festival License Application**

**Organizer Information**

\* The CR of the exhibition or conference organizer must include the activity of organizing trade exhibitions and conferences.  
\*\* Written approval from the venue owner to organize the exhibition or conference, or attaching a rental contract for the place where the exhibition or conference will be held.

Applicant CPR 92156214156	Applicant Full Name in English اسم الممثل الكامل عند التسجيل بالعميل
Organizer Nationality * (1) Select Nationality ...	Organization E-Mail * (2)
Organizer Mobile Phone * (3)	Organization Type * (4) Select Type ...

**Event Information**

\* The final floor map of Exhibitions/Festivals/Conferences must be provided, indicating the numbers of stands and tables in the floor map drawing.

Type of Event * (5) Select Event Type ...			
Type of Sector * (6) Select Sector ...			
Category of Event * (7) Select Category ...			
Exhibition Title * (8) Enter exhibition title (max 100 characters)	Exhibition Venue * (9) Enter Exhibition Venue (max 100 characters)		
Start Date * (10) mm/dd/yyyy	Start Time * (11)	End Date * (12) mm/dd/yyyy	End Time * (13)
Exhibition Description * (14)			

0 / 2000 characters

**Required Documents**

Copy Of CPR * (15) Choose File No file chosen	Official Request Letter * (17) Choose File No file chosen
Venue Owner Approval Or Signed Agreement * (16) Choose File No file chosen	Exhibition Layout/Floor Plan * (19) Choose File No file chosen
Exhibition Profile * (18) Choose File No file chosen	

**Terms and Conditions**

(20) [Terms and conditions](#)  
(21) [Indertaking and Pledge](#)

Submit Form

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## 2.1 Organizer Information

1. Select the organizer's nationality.
2. Enter the organization's name.
3. Enter the organizer's mobile phone number.
4. Select the type of organization.

## 2.2 Event Information

5. Select the event type.
6. Select the sector.
7. Select the category.
8. Enter the exhibition or event title.
9. Enter the exhibition or event venue.
10. Enter the start date and select the start time.
11. Enter the end date and select the end time.
12. Enter a description of the exhibition or event.

## 2.3 Required Documents

Please prepare and upload the following documents:

- a) A copy of the CPR or passport.
- b) The site owner's approval or the signed contract.
- c) An official request letter from the organizing entity.
- d) The exhibition layout or table/booth plan.

Additional documents may be required depending on the sector or organization type:

- Event profile
- Copy of the Commercial Registration — CR (for the private sector)
- Ministry of Health approval (if required)
- Ministry of Education approval (if required)



## 2.4 Terms and Conditions

13. Click on the Terms and Conditions link to read the full terms.
14. Tick the Commitment and Undertaking checkbox to confirm your agreement.

**⚠ Important:** You must fill in all required fields and accept the Terms & Conditions before you can submit your application.

## 3. Submit Your Application

Once all sections are completed and the Terms & Conditions have been accepted:

15. Click the Submit Application button to send your application.
16. You will receive a confirmation email shortly after submission.
17. You can track the status of your request at any time through the Service dashboard on the portal.

**📌 Note:** Depending on the event type, you may be asked to complete additional steps after submission. Keep an eye on your email and the portal dashboard for any follow-up requirements.