

**India Trade Promotion Organisation**  
Pragati Maidan, New Delhi

**FORM FOR BOOKING SEMINAR AND CONFERENCE FACILITIES**

All columns should be filled in properly (in legible hand-written/typed neatly).  
Please write N/A for entries that are not applicable.

|  |   |  |   |
|--|---|--|---|
| Please tick the venue to be booked       | <ol style="list-style-type: none"><li>1. International Business Lounge (IBL) near Gate No. 2</li><li>2. a) Business Lounge (BL) IA<br/>b) Business Lounge (BL) IB</li><li>3. Shakuntalam Convention Centre</li><li>4. Lounge 7</li><li>5. Convention Hall 8</li><li>6. Pragati Auditorium</li><li>7. Convention Area 18</li><li>8. Multi-purpose hall at Phoolwari</li></ol>                                    |  |   |
| <b>A. Organiser &amp; their Details</b>  |   |  |   |
| 1.                                       | Name of the Organizer   |  |   |
| 2.                                       | Address & other contact details   |  |   |
| 3.                                       | <table border="1" style="width: 100%;"><tr><td style="width: 40%; vertical-align: top;">Category of Organiser<br/>(Pls. Tick One)</td><td><ol style="list-style-type: none"><li>1) Ministry/Department of GOI</li><li>2) State Govt. entity</li><li>3) PSU</li><li>4) EPC</li><li>5) Commodity Board</li><li>6) Chamber of Commerce</li><li>7) Trade Associations</li><li>8) Others</li></ol></td></tr></table> | Category of Organiser<br>(Pls. Tick One) | <ol style="list-style-type: none"><li>1) Ministry/Department of GOI</li><li>2) State Govt. entity</li><li>3) PSU</li><li>4) EPC</li><li>5) Commodity Board</li><li>6) Chamber of Commerce</li><li>7) Trade Associations</li><li>8) Others</li></ol> |
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|                                 |  |  |
|---------------------------------|--|--|
| 4.                              | Income Tax PAN   |  |
| 5.                              | Income Tax TAN   |  |
| <b>B. Event Details</b>         |  |  |
| 1.                              | Proposed Date(s) of the Programme  |  |
| 2.                              | Name of the Meeting/Conference   |  |
| 3.                              | Sectoral Theme of the Meeting/Conference   |  |
| 4.                              | Nature of the Event<br>(Seminar/Conference/multilateral negotiations/others (PI specify)   |  |
| 5.                              | No. of likely Participants/attendees   |  |
| 6.                              | In case of an International event, please give names of countries from where foreign delegates are expected to attend  |  |
| <b>C. Catering Requirements</b> |  |  |
| 1.                              | In case of booking of IBL, please specify the F&B package as below:<br><br>Package I<br><br>Package II   |  |
| 2.                              | In case of booking of facilities other than IBL/BL, please provide the details of F&B operator<br><br>(ITPO encourages those services of ITPO's empanelled F&B operators are used by organizers. In case outside caterers are used for the event, additional charges as per Circular No. 144/ITPO(392)/Mktg/2010 dated May 1, 2012 will be applicable) |  |

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|           |   |  |
|-----------|---|--|
| 3.        | Details of other service providers, if engaged – C&D, Audio, horticulture etc. with names, contact persons, address & telephone no. |  |
| <b>D.</b> | <b>Details of Advance Payment (DD/cheque details)</b>   |  |

- We have read the terms & conditions relating to organization of seminar/conferences at Pragati Maidan, New Delhi and agree to comply with these terms & conditions
- The venues can be booked only for trade promotion activities. In case it is found that the booking is made for the purpose other than trade promotion activity, the booking will be cancelled without any prior notice.

Signature\_\_\_\_\_

Name\_\_\_\_\_

Designation\_\_\_\_\_

Company\_\_\_\_\_

Mobile\_\_\_\_\_

Email\_\_\_\_\_

Place:

Date:

# India Trade Promotion Organisation

## General Terms & Conditions for organizing Seminars/ Conferences at Pragati Maidan

1. Venue can be booked for holding business meetings and conferences by Govt. Departments, PSUs, Chambers of Commerce, EPCs and Trade Associations/Companies etc. These activities should be related to “**Trade Promotion**” only.

### 2. Operational Timings:

The operational timings for seminar/conferences venues will be from 10.00 am to 10.00 pm. However, the operational timings of IBL will be from 9 a.m. to 7.30 p.m. (In case, it is booked with dinner, the operational timing will be up to 10.30 p.m. with additional utility charges i.e. Rs. 1500 + Taxes.)

### 3. Catering

A. Cooking, use of burners, gas cylinders, open flame, use of tandoors etc., is NOT permitted inside & outside the venue. Cooking will only be permitted at designated places. Fire-safety measures along with food safety, hygiene and quality need to be observed. The list of ITPO approved F&B operators is available on website as well as can be collected from Marketing Division. If there is catering/services of F&B operator engaged as part of the event, then the complete details of F&B operator have to be provided. Only in exception cases outside catering shall be allowed with prior approval of ITPO. There are separate rules for engaging the outside caterers as well as additional terms & conditions, which are binding for such operations.

#### B. In case of IBL

IBL can be booked with Lunch/Dinner facility or High Tea facility for a minimum of 15 persons and a maximum of 40 persons.

- .C. **In case of Seminar/Conference, venues other than IBL/BL, ITPO will only provide the venue without any food package.**

4. The Organiser is required to take permission from ITPO as well as from the Excise Department for serving the liquor during the event. Charges for Excise license will be borne by the organizer.

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5. In case other services are being engaged, i.e. C&D, audio, horticulture etc., the complete contact details of services providers have to be provided to ITPO.
6. a) 25 per cent tariff are to be paid in advance as booking amount with the application form  
b) In case of cancellation of the event, following cancellation charges will be applicable on the amount paid at the time of booking:
  - 1) < 90 days 50%
  - 2) 91 - 180 days 25%
  - 3) 181 - 365 days 10%
7. Possession of the IBL/seminar-conference venues at Pragati Maidan will be given to the event organizer on receipt of complete tariff.
8. Announcement/Publicity regarding event should be made only after receiving confirmation of space booking from ITPO Marketing Division.
9. Organisers shall be liable to pay for any damages caused by them to ITPO property, if any, during the tenancy of the event.
10. Charges for seminar/Conferences venues at Pragati Maidan:

| S. No | Venues                              | Area (Sq. Mtr.) | Seating Capacity (Nos.) | *Rentals/ Licence Fee per day (Rs.) | Nearest Gate No. | Remarks  |
|-------|-------------------------------------|-----------------|-------------------------|-------------------------------------|------------------|--|
| 1.    | International Business Lounge (IBL) |                 | Min 15<br>Max 40        | **Special package                   | 2                | A dedicated conference room with seating capacity of 32 delegates (can accommodate up to 40 pax) + 4 break out rooms |

|    |                               |                            |     |                           |                       |                           |
|----|-------------------------------|----------------------------|-----|---------------------------|-----------------------|---------------------------|
| 2. | Business Lounge (BL)-1A       | 29.8m X 18m                | 536 | Rs. 55000/- for AC hall   |                       |                           |
|    | Business Lounge (BL)-1B       | 34.5m X 18m                | 621 | Rs. 60000/- for AC hall   |                       |                           |
|    |                               |                            |     | <b>Package for BL ***</b> |                       |                           |
|    |                               |                            |     | <b>Type of package</b>    | <b>No. of persons</b> | <b>Price per head Rs.</b> |
|    |                               |                            |     | -----                     | -----                 | -----                     |
|    |                               |                            |     | Package-1                 | 100-150               | 1900/-                    |
|    |                               |                            |     | Package-2                 | 151-199               | 1450/-                    |
|    |                               |                            |     | Package- 3                | 200-400               | 1250/-                    |
| 3. | Shakuntalam Convention Centre | Stage Area 80m             | 307 | Rs. 40,000/-              | 5                     | Auditorium Style Seating  |
| 4. | Lounge 7                      |                            | 150 | Rs. 47,000/-              | 7                     | Multi-purpoe hall         |
| 5. | Convention Hall No. 8         |                            | 190 | Rs. 53,240/-              | 7                     | Auditorium                |
| 6. | Pragati Auditorium            |                            | 100 | Rs. 13,300/-              | 3                     | Auditorium                |
| 7. | Convention Hall No. 18        | 850                        | 346 | Rs. 19,400/-              | 8                     | Multi-purpose Hall        |
| 8. | Phoolwari Convention Centre   | Rentals likely to be fixed |     |                           |                       | Multi-purpose Hall        |

\*Applicable taxes extra.

**\*\*Special Package**

**i) Government./Govt. Departments (Ministries)**

| Type of Package | Particulars       | Tariff (Veg.) (Rs.)                 | Tariff (Non-Veg) (Rs.)               |
|-----------------|-------------------|-------------------------------------|--------------------------------------|
| Package I*      | With Lunch/Dinner | 990/- per person + applicable Taxes | 1045/- per person + applicable Taxes |
| Package II      | With High Tea     | 715/- per person + applicable Taxes | 825/- per person + applicable Taxes  |

**ii). Third party fair organizers (concurrent to their exhibition)/PSU/EPCs/Govt. Organisations:**

Fixed rental of Rs. 30.000/- for one day i.e. 9.00 a.m. to 7.30 p.m.

**iii). Private Sector:**

Fixed rental of Rs. 40.000/- for one day i.e. 9.00 a.m. to 7.30 p.m.

In case of S.No. ii & iii above, the event organiser may also take the facility of lunch/dinner and high tea at additional cost @ Rs. 550/- per person for lunch or dinner (veg/non-veg) with 2 times coffee/tea and Rs. 350/- per person for high tea.

In case package is booked with dinner, the operational timing will be up to 10.30 PM with additional utility charges i.e Ts. 1500+ taxes

**\*\*\* Following facilities/services would be provided in the package in Business Lounge 1A & 1B:-**

- AC Hall (Business Lounge A or B)
- Lunch or Dinner + tea arrangements for the delegates.
- One wooden stage of size 16 ft x 20 ft and height 1.5 ft to 2.5 ft including new needle Punch, carpet over top of stage, covering the sides with black cloth, steps for stage.
- 9 Good Quality cushion chairs with arms for dais.
- 4 conference table of 1 mtr length at dais covered with neat & clean white cloth.
- Normal cushion seat & back chairs covered with neat & clean white cloth depending upon seating style preferred (seating style/capacity available in 3 types i.e. 192 in 32 Round Table style seating, 252 with a combination of 10 Round Tables and theatre style seating and 396 in exclusive Theatre Style seating).
- Round Tables covered with white cloth (depending upon seating style preferred).
- Podium/Rostrum of standard size and shape.
- Normal floral Decoration.
- Audio system with following items:
  - a) One Audio mixing console
  - b) 2 microphones
  - c) 2 cordless mike
  - d) One amplifier
  - e) 4 speakers

**11. For booking, please contact:**

Shri V.P. Malik  
Manager,  
Business Development Division,  
Tel No. 23378949  
Mob. 9818399221,  
email: [vmalik@itpo-online.com](mailto:vmalik@itpo-online.com).