

**India Trade Promotion Organisation
Pragati Bhawan, Pragati Maidan
New Delhi-110001**

FORM FOR BOOKING FACILITIES IN PRAGATI MAIDAN

All columns should be filled in properly (in legible hand/typed neatly). The replies should be specific. Write N/A for entries that are not applicable. Incomplete/illegible forms shall not be accepted.

A. <u>ABOUT THE ORGANISER</u>	
1. i) Name of the organizer	<hr/> <hr/>
ii) Registered Address	<hr/> <hr/> <hr/>
iii) Date of establishment (dd-mm-yy) Please enclose incorporation certificate and memorandum and articles of association.	<hr/> <hr/> <hr/> <hr/> <hr/>
iv) Name and Residential addresses of Board of Directors/ Partners/Proprietor of organization (Please enclose a separate list).	<hr/> <hr/> <hr/> <hr/> <hr/>
v) Income Tax PAN	<hr/>
Income Tax TAN	<hr/>
Service Tax Registration number	<hr/>
2. Address for correspondence Contact details and address phone (pleases include country and city code)	<hr/> <hr/> <hr/> <hr/>
Facsimile	<hr/>
E-mail	<hr/>

<p>3 Name and Address of Office (if any) in Delhi (Please specify whether Branch/Liaison/Representative office)</p> <p>Contact Details</p> <p>Phone</p> <p>Facsimile</p> <p>E-mail</p>			
B. ABOUT THE PROPOSED EXHIBITION			
<p>i) Name of the Exhibition</p> <p>ii) Broad Product Profile(Please give product details; separate sheet may also be enclosed.</p> <p>iii) Gross covered area required (in sqms.)</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		
<p>iv) PROPOSED EXHIBITION/CONFERENCE DATES (in format dd-mm-yy)</p>			
	1 st Preference	2 nd Preference	3 rd Preference
<u>Exhibition Hall (s)</u>			
Mounting Period			
Exhibition Period			
Dismantling Period			
<u>Conference Hall (s)</u>			
<p>Conference Hall and/ or Lounge (Hall 7)</p>			
Auditorium (Hall 8)			
v) Exhibition Timing and Proposed Entry Tickets			
	Week Days	Sat.- Sunday/ Holidays	Entry Ticket (Rs)
Business Visitors(TIMINGS)			
General Visitors(TIMINGS)			

vi) Entry Restrictions Entry by Invitations/Open to General Public				
vii) Have you organized any fair in the past? If yes, please give broad details of past fair organized (Please enclose one copy each of Brochure/Fair Guide)				
Exhibition Name	Exhibition dt. (dd-mm-yy)	Gross Covered Area (in Sq. Mtr)	No of Exhibitors	Visitorship
viii) In case of an International event, please give names of countries from where foreign Exhibitors are expected to participate		_____		
ix) Have you received any notice/advice from Customs regarding non-fulfillment of conditions on importation of exhibits by any exhibitor in the previous events? If so, give details and follow up action taken.		_____		
x) Also attach a support letter from EPCs/Industry Associations/Chambers		_____		
xi) Application money with the Booking Form. The application money payable is as per the space requirements of the organizers:		Demand Draft for _____		
		No. _____ dated _____		
		drawn on _____.		
<u>Space Reqd.</u>	<u>Application Money</u>	(Application money will be adjusted against the licence fee on allotment)		
0 – 5000 Sq. Mtr.	Rs. 2,00,000/-			
5001 Sq. Mtr. & above	Rs.2 lakh Plus Rs.100,000/- per 5000 Sqm Or part thereof			

17.1 I/We understand that ITPO may refer the proposal of organizing exhibition/seminar to the concerned Nodal/Administrative Ministry/ Deptt./Organisation and/or the Ministry of Home Affairs//External Affairs for their clearance before considering/approving the event.

17.2 I/We undertake that I/We shall announce/publicise the holding of the event only after ITPO's formal/written approval is obtained.

17.3 I/We undertake to submit a detailed report covering the above exhibition within one month after the close of the event.

17.4 I/We also undertake that we will recover/charge space rentals from foreign participants in Foreign Currency and will comply with the Foreign Exchange Regulation of RBI/ Government of India.

17.5 I/We undertake to send a list of all foreign personnel coming from abroad to attend the exhibition/seminar to Ministry of Home Affairs for security and visa clearance.

17.6 I/We also undertake that we will follow provisions of Import-Export Policy and Customs Regulations.

