

File No.: 144-ITPO(831/BDD/2013  
INDIA TRADE PROMOTION ORGANISATION

12<sup>th</sup> July 2024

Office Order No : ADMIN/ 592 /2024.

**Subject:** Rental Policy for the Exhibition Halls and Convention Centre and the associated facilities at Bharat Mandapam (erstwhile Pragati Maidan), New Delhi

The Licence Fee and other Terms & Conditions in respect of the Exhibition Halls and Convention Centre at Bharat Mandapam for events/exhibitions/conferences to be organised by the 3rd party organisers, effective from date of issuance of the order for all the events to be booked as well as already booked, in supersession of the earlier O.O.: Admn/19/2023 dated Jan 17, 2023, Admin/847/2023 dated October 26, 2023 and Admn/117/2024 dated Feb 22, 2024, are as under:

### 1. Exhibition Halls Rentals

(Rates in Rs. per sq.mtr. per day)\*

|   | Period                      | Lean Period     | Peak Period           |
|---|-----------------------------|-----------------|-----------------------|
|   |                             | March to August | September to February |
| New Exhibition Halls (Ground Floor)<br>Halls 1,2,3,4,5,6,14 | Exhibition Period           | 180             | 295                   |
|   | Mounting/Dismounting Period | 130             | 185                   |
| New Exhibition Halls (First Floor)<br>Halls 1,2,3,4,5,14    | Exhibition Period           | 160             | 220                   |
|   | Mounting/Dismounting Period | 110             | 140                   |
| Old Exhibition Halls<br>8,9,10, 11, 12 & 12A                | Exhibition Period           | 160             | 270                   |
|   | Mounting/Dismounting Period | 120             | 170                   |
| Open & Open Covered Areas                                   | Exhibition Period           | 130             | 130                   |
|   | Mounting/Dismounting Period | 90              | 90                    |

*Above rates are excluding AC / Blower, stand-lighting & water (mandatory services) charges. One out of AC or Blower is mandatory.*

*Timing of handing over and taking over are from 10:00am to 10:00am, i.e., for 24 hours.*

- (i) **Partial booking of Hall:** Organizer who has already booked the hall(s) is now also allowed partial booking under following conditions:
- The organizer has a confirmed booking and is looking for additional space.
  - The request can be made at any time prior to start of occupancy, in case a hall is available
  - Minimum 50% of the hall area will have to be booked.
  - AC / Blower, water, services will be charged for the entire hall area irrespective of the additional area booked.
  - Stand lighting and other services will be as per actual usage area

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- (ii) The placing of the brandings will be permitted strictly as per the branding plan of ITPO issued from time to time. The organiser has to place the brandings as per the branding plan locations only. The brandings utilized as per branding manual will be part of hall rentals.

**1.2. Hall-8 Upper (Lounge + Auditorium):**

| S. No. | Particulars   | Licence Fee Per Day (Rs.) |
|--------|---|---------------------------|
| 1.     | Hall-8 Upper<br>[Lounge (118 sq m) + Auditorium (261 sqm ;<br>190 PAX capacity)]* | 75,000                    |

- \* Including the charges for the AC / Blower for 10 hours.
- \* Additional electricity load charges will be extra.
- \* The architectural, fire safety and F&B norms of ITPO will be applicable for these facilities.

The timings of handing over the possession of Hall-8 Upper (Lounge & Auditorium) , will be from 10:00 am to 10:00 am (Next day),

(The request for timings other than above will not be entertained).

For surrender / cancellation of lounge / auditorium, the charges will be levied as per para 3.

**1.3 Mezzanine & Meeting Room(s):**

| SN | Particular   | Rentals Per Day per hall (in Rs.) |
|----|--|-----------------------------------|
| 1. | Hall No. 3 Mezzanine level (Meeting Area ) – 540 sq.mtr. on “as-is-where-is” inclusive of AC Charges | 1,50,000/-                        |
| 2. | Mezzanine Level of Hall Nos. 1, 2, 4 and 5 “as-is-where-is” basis the rentals without AC facility.   | 25,000/-                          |

- (i) Additional services (such as water, general lighting, PNG consumption etc.) will be charged at a lump sum rate of Rs. 5,000 per day per mezzanine floor and are mandatory.
- (ii) Additional electricity load will be charged extra.
- (iii) Mezzanine Areas are not meant for exhibition/display & commercial purposes.
- (iv) Timings for handing over/taking over of Mezzanine level meeting rooms / facilities will be 10.00 a.m. to 10.00 a.m. (next day).

**1.4 Open-air Amphitheatre:**

| SN | Particular                                | Lean Period | Peak Period |
|----|---|-------------|-------------|
|    |   | Rs. Per day | Rs. Per day |
| 1. | Amphitheatre in front of Hall 2 (900 PAX) | 50,000/-    | 75,000/-    |
| 2. | Amphitheatre in front of Hall 5 (900 PAX) | 50,000/-    | 75,000/-    |
| 3. | Amphitheatre in front of Hall 1 (450 PAX) | 40,000/-    | 40,000/-    |

The handing-over/taking-over timings will be from 10.00 AM to 10.00 AM (next day). Additional services (such as power load, etc.) will be charged extra.

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1.5 **Outdoor Space for Food Court / F&B Services:**

| SN | Details   | Rate per sqm per day<br>(In Rs. ) |
|----|---|-----------------------------------|
| 1. | Open Space for Food Court including sitting area. | 200.00                            |

For Food Court/F&B Services, the operator has to abide by all local compliances/norms; fire safety etc. The charges for electricity, water, etc. will be applicable extra. PNG in areas other than designated points if available and used will be provided and a lumpsum charge of Rs.10,000/- per day will be applicable.

1.6 **Horse Shoe Shaped F&B Outlet:**

There are four Nos. of Horse Shoe Shaped F&B Outlets in front of Hall 2-5, having 2 parts each. It can be used for F&B / Setting of Office purposes.

| SN | Particular   | Rates per day<br>(in Rs) |
|----|--|--------------------------|
| 1. | One part of Horse Shoe Shaped F&B Outlet: including water, PNG and general lighting. <i>Additional electricity load will be charged extra.</i> | 35,000/-                 |

1.7 **Tandoor Points:**

| Sl, No. | Location            | Minimum Area | Rate per sqm per day<br>(in Rs.) |              |
|---------|---------------------|--------------|----------------------------------|--------------|
|         |                     |              | Set-up Period                    | Event Period |
| 1.      | Behind Hall No. 1-4 | 9 sqm        | 90                               | 130          |
| 2.      | Behind Hall No. 5   | 12 sqm       | 90                               | 130          |
| 3.      | Behind K-11(A,B,C,) | 9 sqm        | 90                               | 130          |
| 4.      | Behind K-12         | 9 sqm        | 90                               | 130          |
| 5.      | Behind Hall No. 14  | 12 sqm       | 90                               | 130          |

The Architectural guidelines, fire safety & F& B norms of ITPO will be applicable.

1.8 **Kitchen Areas:**

| Sl. No. | Location     | Rate per sqm per day<br>(in Rs.) |
|---------|--------------|----------------------------------|
| 1.      | K-11 (A,B,C) | 200/-                            |
| 2.      | K-12         | 200/-                            |

- (i) Lumpsum Charges for PNG, water and general lighting per day for above kitchen facility are Rs. 10,000/-.
- (ii) Additional electricity load will be charged extra.
- (iii) Architectural, fire safety and F&B norms of ITPO will be applicable. All local compliances like MCD Health Trade License, FSSAI certificate etc for running kitchen facility need to be adhered.

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1.9 Foyer Usage Charges:-

| Pre-function Area (Foyer )                            | Activity/Usage  | Permissible limit for Usable Area | Rate per day (in Rs.) |
|---|---|-----------------------------------|-----------------------|
| Hall No. 1, 2, 3, 4, 5, 6, & 14 (Ground /First Floor) | In-built Registration Desk, Visitor Movement,   | -                                 | Free of Charge        |
| Hall No. 1, 2, 3, 4 & 14 (Ground /First Floor)        | Setting up registration / facilitation counters/ Lounges for Non-commercial purposes with prior approval of plan by Architectural Division of ITPO. | 150 sqm                           | 50,000/-              |
| Hall No. 5 & 6 (Ground /First Floor)                  |   | 250 sqm                           | 1,00,000/-            |

1.10 Glass Room / Meeting Room:-

| Sl. No. | Details  | Per day per Room ( Rs.) |
|---------|--|-------------------------|
| 1.      | Glass room/room available in foyer area of each hall         | 5,000/-                 |
| 2.      | Room (s) to be used as site office in the old Admin building | 5,000/-                 |

1.11 Promotional Scheme:-

| Sl. No. | Details   | Validity         |
|---------|---|------------------|
| 1.      | Promotional Scheme for special events which were offered vide office order number 955/2023 dt 20/12/2023 and is valid till 31.12.2024 | Stands Withdrawn |

However, those who have already booked for the promotional scheme will be given one time opportunity to choose between old promotional scheme and the new rental policy. Both the benefits will not be available to the organizer. Once he opts for a particular regime (old promotional scheme or new rental policy) organizer will be guided/charged as per the same for all its components.

1.12 Organizer may consolidate all usage requirements of all additional services (except hall, foyers, horse-shoe) and may forward to ITPO with complete details like area, hours of extra KW with period, etc., before 24 hours including weekends & holidays from the start of the usage of the services.

If the requisition is received less than 24 hours from the start of the service then, a penalty of 10% of the service charges to be levied and in case of non-intimation of the usage of services, 50% of the service charges will be levied.

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### 1.13 Incentive Structure

The incentive will be applied on the final invoice on entire area for rental only. There is no discount for service. The incentive will now be as given below:

| Range of area (in sqm.) | Discount in per cent (of regular rentals) |
|-------------------------|---|
| 50,001 to 1,00,000      | 10%                                       |
| 1,00,001 and above      | 20%                                       |

### 1.14 License Fee Payment and the Delayed Payment Charges:

- (i) License Fee means space rent for Halls.
- (ii) For booking of Halls, on-line application is to be submitted on ITPO's booking Portal (<https://venuebooking.indiatradefair.com/>) alongwith booking amount of Rs. 2.00 lakhs for 5,000 sq.mtr. and Rs. 1.00 lakh for every additional 5,000 sq.mtr. of total area to be booked.
- (iii) The schedule of the payment of licence fee is as under:-

| S. No. | License Fee Payable   | Amount/ %age of License Fee Payable   | Cumulative percentage of License Fee Payable                                |
|--------|---|---|---|
| 1.     | On issue of Allotment Letter  | 5% of license fee minus application money# or Rs. 25 lac, whichever is less | 5% of license fee minus application money# or Rs. 25 lac, whichever is less |
| 2.     | *Two years before start of the tenancy  | 5% of license fee or Rs. 50 lac, whichever is less                          | 10% of license fee or Rs. 50 lac, whichever is less                         |
| 3.     | One year before start of the tenancy  | 7.5% of license fee   | 17.5%   |
| 4.     | Eight months before start of the tenancy  | 17.5% of license fee  | 35%   |
| 5.     | Four months before start of the tenancy   | 15% of license fee  | 50%   |
| 6.     | 15 days before the start of the tenancy   | 50% of license fee + Facilities + Services                                  | 100% + Facilities + Services  |
| 7.     | Payment of Refundable Contingency Charges - 15 days before the start of the tenancy | 10% payment of license fee  | 100% + Facilities + Services+10% contingency charges                        |

\*In case the Third-Party Organizer intends to block the halls for its events for any number of years in advance, on payment of booking fee only, the payment terms will start 2 years before the start of the tenancy, i.e., if the tenancy of a particular event starts on 25/02/2030, in that case the Organizer will have to pay only the application money and the amount due after the approval in ITPO of "5% of license fee minus application money or Rs.25 lacs, whichever is less", and the first instalment will become due on 25/02/2028. However, if the Third-Party Organizer does not adhere to the given payment schedule for first four instalments, then the booking slot will be opened for other Organizers by giving an opportunity of 15 days to the existing one and advance received till date will be forfeited..

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- iv) In case the Organizer fails to pay first, second & third instalment(s) of the license fee on the scheduled dates, ITPO may at its discretion cancel the booking and amount received till date shall be forfeited by ITPO. There will be no further cancellation charge. This will be applicable to all the bookings except long term bookings i.e. bookings made two or more years in advance. Long term bookings will be governed by sub-clause 1.14(iii).
- (v) In case of delayed payment of the due instalments, charges @ 2% per month on the due amount will be levied.

**1.15 Reschedulement Charges:**

In case there is re-schedulement of event, change of hall or date, the re-schedulement charges at the rate of 5% of the license fee of current/ present invoice for date as well as hall will be applicable each time a re-schedulement request is made. In order to process the re-schedulement request the organizer has to deposit payment as per the payment schedule of new request of re-schedulement. However, if the re-schedulement is for the higher space with a minimum increase of 2000 sqm area in that case re-schedulement charges will not be levied for date as well as hall.

**2. Convention Centre Rentals:-**

| Sl. No. | Venue  | Event Type   | Full Day Tariff   |       | Half Day Tariff |
|---------|--|--------------|---|-------|-----------------|
|         |  |              | Event Day   | Setup |                 |
| 1       | Multi -Purpose Hall  | Non-Ticketed | 8.00  | 4.00  | 4.80            |
|         |  | Ticketed     | 12.00   | 6.00  | 7.20            |
| 2       | Plenary Hall   | Non-Ticketed | 8.00  | 4.00  | 4.80            |
|         |  | Ticketed     | 10.00   | 5.00  | 6.00            |
| 3.      | Summit Room  | Government   | 6.00  | 3.00  | 3.60            |
|         |  | Private      | 8.00  | 4.00  | 4.80            |
| 4.      | Leaders' Lounge  | Government   | 4.00  | 2.00  | 2.40            |
|         |  | Private      | 6.00  | 3.00  | 3.60            |
| 5.      | Audi 1 (600 pax)   |              | 2.00  | 1.00  | 1.20            |
| 6.      | Audi 2 (900 pax)   |              | 3.00  | 1.50  | 1.80            |
| 7.      | Meeting Rooms ( 200 PAX)   |              | 1.30  | 0.80  | 0.80            |
| 8.      | Meeting Rooms ( 100 PAX)   |              | 0.60  | 0.35  | 0.35            |
| 9.      | Meeting Rooms ( 50 PAX)  |              | 0.40  | 0.25  | 0.25            |
| 10.     | PM Room ( Premium Complex)   |              | 3.00  | 1.80  | 1.80            |
| 11.     | Open Air Amphitheatre  |              | 2.00  | 1.20  | 1.20            |
| 12.     | Pre-Function Area within Convention Centre Building, Business Centre and other Venues/area |              | To be used for mini exhibitions or for organising hi-tea/meals etc. For this purpose, a tariff of Rs. 100 per sq.mtr/per day will be charged. |       |                 |

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- 2.2 Exhibitions and F&B services are now allowed in MPH provided the Organizer places additional layer of carpet in the MPH and follows all the guidelines.
- 2.2 All Halls except Hall no 5 & 6 can be used for F&B purpose at a fixed rate of Rs 10,00,000/- per floor per day which includes AC charges and general lighting, subject to availability of halls. No partial booking of hall is allowed for F&B purposes. In case hall booked for F&B purposes is used partially for exhibition purposes the seasonal hall rentals will be applicable for entire hall.

2.3 **Change of Venue/Dates (Convention Centre)**

Shifting of venue /dates is permissible subject to availability on the following conditions:-

|                      |   |   |
|----------------------|---|---|
| Private Organizer    | Shifting to a Larger Venue                    | No Penalty                                  |
|                      | Shifting to a Smaller/ same area Venue / Date | Penalty of 25% of difference in the rentals |
| Government Organizer | Shifting to a Larger Venue                    | Exempted from levy of any charge            |
|                      | Shifting to a Smaller Venue / Date            |   |

- 2.4 If any agency intends to undertake shooting of films, ITPO will charge a fix rate of Rs.1,00,000/- per day for shooting in the Bharat Mandapam(Convention Centre outside area) and other outside area. For shooting inside the Bharat Mandapam (Convention Centre) & Halls the applicable rentals will be charged however, for areas whose rentals are not fixed like reception, lobby etc Rs. 50,000/- per day will be charged. ITPO reserves the right to allow shooting on case to case basis.
- 2.5 Penalty for delayed payment will not be charged for License Fee of up to Rs.10,00,000 in case of bookings for Convention Centre.
- 2.6 The Policy of not charging any penalty on cancellation, re-schedulement, change in venue, charges for delayed payment, late intimation / non intimation for services etc. from State/Central Government Departments/Ministries/ PSUs/ Autonomous Bodies of Central/State Government will continue.
- 2.7 For bookings being done closer to tenancy, penalty is being imposed from date of approval to date of payment. It is difficult for customers to pay within hours and hence from now onward delayed payment penalty will not be charged for private events which are booked within 15 days before the start of the tenancy. However, the customer should have made the full payment before start of tenancy of event.

3. **Cancellation/Surrender of Exhibition Hall(s) and Convention Centre:-**

| Exhibition Period<br>(Notice period to be taken from the date of the tenancy) | Compensatory Payment as % of License Fee for surrendered space for both seasons |
|---|---|
| 366 days above  | 3%  |
| 271-365 days  | 5%  |
| 181-270 days  | 10%   |
| 91-180 days   | 20%   |
| 16-90 days  | 40%   |
| 0-15 days   | 100%  |

4. (i) All the rentals are excluding GST unless and until specified. GST will be charged as per the applicable rates.  
(ii) State of GST will not be changed during the cycle of the event.
5. The new rentals will be applicable to already booked/approved events at Bharat Mandapam (Exhibition Halls & Convention Centre) in case the events are held as per their booking schedule.
6. In case of any cancellation of the booked events, cancellation charges will be levied as per the old booked rental.
7. Sharing of Revenue on Sale of tickets/subscription/ registration for exhibitions/convention/seminars held at Bharat Mandapam is discontinued with effect from the date of the issuance of this order.
8. One day complimentary for mounting & dismounting each will be available to all the event bookings on the first floor of Hall - 1,2,3,4,5 &14 without consideration of the number of days and area booked for the event.
9. ITPO will maintain toilets/washrooms of the halls during the tenancy period and this facility will not be chargeable to the organiser.
10. ITPO will allow marking in the halls four hours prior to the start of the tenancy period subject to vacancy of the halls without any charge.
11. The practice of issuing security holograms stands discontinued.
12. ITPO reserves the right to review the rental policy from time to time.
13. This issues with the approval of the Competent Authority, ITPO.



(Rakesh Chandra Sharma)  
General Manager(BDD)

**Copy to:**

- All Third Party Event Organisers
- All HODs of ITPO
- All Officers / Officials of Business Development Division and Revenue Section (Finance Division) of ITPO
- IT Services Division (Web update - for updating on the Corporate Website / Online Portal – for mass circulation and for updating the Booking Software)
- Consultant (DP) & Consultant (SK)
- Regional Offices of ITPO

**Copy for information to:**

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- PA to ED