

145-ITPO(11)/BDD/2018
INDIA TRADE PROMOTION ORGANISATION
Business Development Division

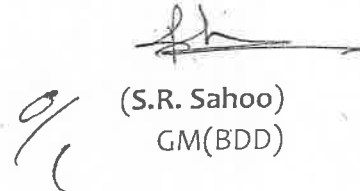
May 08, 2018
May 14, 2018

OFFICE ORDER/Admn./536/18

Subject : Licensing Guidelines of Exhibition Space and Facilities in respect of Third Party Events at Pragati Maidan.

The following guidelines are issued with immediate effect:-

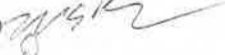

- (i) The team required to inspect the compliance of licensing guidelines/norms in respect of third party events will be headed by a Senior Manager level officer in BDD Division with Manager/Deputy Manager level officers to be drawn from Architect, Security/Fire and F&B Divisions/Units. The recommendations/decisions will be jointly made by the Inspection Team. The Inspection Team will make visits in a manner that the third party organizers are first made aware of the deviations and requested to remove the deviations and then only penalty imposed for deviations, if any, persisting.
 - (ii) The commonly noticed deviations have since been identified and are detailed in the two proformas enclosed for inspections pre and during the event/exhibition indicating the nature of deviations and the penalties for such deviations. Such deviations and the penalties to be imposed will be made known to third party organizers upfront and also during the visits to be made by the Inspection team.
2. ITPO's licensing guidelines of exhibition space and facilities at Pragati Maidan as updated from time to time will stand modified to the extent indicated in para 1 above.
 3. All the officers/staff are requested to comply with these guidelines and any non-compliance thereof will be viewed very seriously.
 4. This issues with the approval of CMD, ITPO.


(S.R. Sahoo)
GM(BDD)

Copy to:-

SM(RPP)
All officers/officials in BDD

Copy for information to:-

PS to CMD 
PA to ED 
All HODs, Vigilance, ITPO Website.

LIST OF DEVIATIONS AND PENALTIES

Division	Parameters (Nature of Deviation)	Penalty Amount
Security/Fire Division	Dumping at one location behind the stalls	Rs.40,000
	Blockage of Access to Hose Reels/Hydrants	Rs.40,000
	Blocking of any gate, entry/exit including service gate	Rs.60,000
	Fire Tender not placed	Rs.80,000
Architecture Division	No passage should be less than 3m for B-to-B & 4m for B-to-C event (For each passage)	Rs.80,000
	Height of stall/feature/logo/branding should be at least 1.0m below ceiling	Rs.40,000
	No construction areas in Foyers:	
	a) Hall 7 : No commercial use & further subject to approval of Layout	Rs.80,000
b) Hall 8-9 NIL	Rs.80,000	
c) Hall 9-10, 10-11, 12-12A : 12.0m from inner doorway in Foyer & either side of Foyer and further subject to approval of Layout	Rs.80,000	
F&B Division	Using tandoors and open flam in the cafeteria/Food Zone inside the hall	Rs.1,50,000
	Unauthorised usage of LPG Cylinders inside/outside the halls (except at designated area)	Rs.1,00,000.

N.B. Imposition of penalties by ITPO does not regularize the deviations and non-compliance by the organiser. The responsibility of the organizer does not absolve by accepting the deviations and paying the penalty. The organizer is required to strictly follow the compliances of the rules/regulations and policies while holding any event at Pragati Maidan.



ANNEXURE

LIST OF DEVIATIONS AND PENALTIES

DIVISION	NATURE OF VIOLATION	PENALTY AMOUNT
ENGINEERING DIVISION	Usage of Branding sites in excess of the permitted brandings.	50% of the actual usage cost (to be calculated only on excess brandings) over and above the usage cost.
	Additional area occupied (open area) and offices set up by the Logistics companies in the open area during the Fair) without permission.	50% of the actual usage cost (to be calculated only on excess area), over and above the usage cost.

***50% PENALTY IS OVER AND ABOVE THE NORMAL CHARGE, WHICH WILL ALSO BE COLLECTED.**

**India Trade Promotion Organisation
(Pre Event Inspection Proforma)**

Proforma-I

Name of the Event _____

Dates of the Event _____ Hall No(s) _____ Date & Time of Inspection _____

DEVIATIONS OBSERVED DURING PRE-EXHIBITION INSPECTION

S.No.	Type of Deviation	Details/Location etc.	Signature & Designation of the officer of ITPO with Remarks.
SECURITY/FIRE DIVISION			
ARCHITECTURE DIVISION			
F & B DIVISION			

The List of deviations with corresponding penalty amount is annexed to this Proforma).

(Photos of the deviations as mentioned above are to be provided to the organizer and posted on the whatapp group created for the event by BDD)

The Organiser M/s. _____ is hereby informed through this pre-event inspection report to rectify/modify deviations accordingly.

ISSUED BY	ACCEPTED BY
SIGNATURE _____	Signature _____
Name & Designation, (Sr. Manager, ITPO) _____	Name & Designation (Fair Organiser) _____
Date/Time _____	Date & Time _____

Copies in Triplicate : One copy each to Organizer/ BDD/ Inspection file.

[Handwritten Signature]

**India Trade Promotion Organisation
(During the Event Inspection Proforma)**

Proforma-II

Name of the Event _____

Dates of the Event _____ Hall No(s) _____ Date & Time of Inspection _____

DEVIATIONS OBSERVED DURING PRE-EXHIBITION INSPECTION

S.No.	Type of Deviation	Details/Location etc.	Penalty amount	Signature & Designation of the officer of ITPO with Remarks.
SECURITY/FIRE DIVISION				
ARCHITECTURE DIVISION				
F & B DIVISION				

Remarks, if any, by the Organiser: _____

(Photos of the deviations as mentioned above are to be provided to the organizer and posted on the whatsapp group created for the event by BDD)

ISSUED BY	ACCEPTED BY
SIGNATURE _____	Signature _____
Name & Designation, (Sr. Manager, ITPO) _____	Name & Designation _____ Fair Organiser
Date/Time _____	Date & Time _____

Copies in Triplicate : One copy each to Organizer/ BDD/ Inspection file.

N.B. Imposition of penalties by ITPO does not regularize the deviations and non-compliance by the organizer. The responsibility of the organizer does not absolve by accepting the deviations and paying the penalty. The organizer is required to strictly follow the compliances of the rules/regulations and policies while holding any event at Pragati Maidan and rectify accordingly.

[Handwritten Signature]

**India Trade Promotion Organisation
(Pre-Event Inspection Proforma)**

Proforma-I

Name of the Event _____ Dates of the Event _____

Hall No.(s) _____ Date & Time of Inspection _____

DEVIATIONS OBSERVED DURING PRE-EXHIBITION INSPECTION

Sr. No.	Type of Deviation	Details/ Location etc.	Signature & Designation of the officer of ITPO with Remarks
Security/Fire Division			
1.			
Architecture Division			
2.			
Engineering(Civil)			
3.			
F&B Division			
4.			

The list of deviations with corresponding penalty amount is annexed to this Proforma)

(Photos of the deviations as mentioned above are to be provided to the Organiser and posted on the Whatsapp Group created for the event by BDD)

The Organiser M/s _____ is hereby informed through this pre-event Inspection Report to rectify/modify deviations accordingly.

ISSUED BY SIGNATURE _____ Name & Designation _____ (Sr. Manager, ITPO) Date & time _____	ACCEPTED BY SIGNATURE _____ Name & Designation _____ (Fair Organiser) Date & Time _____
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Copies in Triplicate: one copy each to Organiser/BDD/ Inspection file.

**India Trade Promotion Organisation
(During the Event Inspection Proforma)**

Proforma-II

Name of the Event _____ Dates of the Event _____

Hall No.(s) _____ Date & Time of Inspection _____

DEVIATIONS OBSERVED DURING THE EXHIBITION INSPECTION

Sr. No.	Type of Deviation	Details/ Location etc.	Penalty Amount	Signature & Designation of the officer of ITPO with Remarks
Security/ Fire Division				
1.				
Architecture Division				
2.				
Engineering (Civil)				
3.				
F & B Division				
4.				

Remarks, if any, by the Organiser _____

(Photos of the deviations as mentioned above are to be provided to the Organiser and posted on the Whatsapp Group created for the event by BDD)

ISSUED BY SIGNATURE _____ Name & Designation _____ (Sr. Manager, ITPO) Date & time _____	ACCEPTED BY SIGNATURE _____ Name & Designation _____ (Fair Organiser) _____ Date & Time _____
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Copies in Triplicate: one copy each to Organiser/BDD/ Inspection file.

NB. Imposition of penalties by ITPO does not regularize the deviations and non-compliance by the Organiser. The responsibility of the Organiser does not absolve by accepting the deviations and paying the penalty. The Organizer is required to strictly follow the compliances of the rules/ regulations and policies while holding any event at Pragati Maidan and rectify accordingly.