

INDIA TRADE PROMOTION ORGANISATION
(BUSINESS DEVELOPMENT DIVISION)

February 14, 2022

CIRCULAR No.: BDD/01/2022

The following is the Relaxation Policy in respect of cancellation, re-schedulement, charges for delayed payment of licence fee and reduction in area due to COVID-19 Pandemic for the events to be organised by Third Party Fair Organisers at Pragati Maidan from January 01, 2022 to March 31, 2023 -

1. **Relaxation period** - This relaxation policy will be applicable for all the events approved / to be approved to be held during January 01, 2022 to October 31, 2022.

2. **Reschedulement** - Three times reschedulement will be allowed without reschedulement charges for events in Lean (April to August) and Semi-Peak (March, September & October) Rental Seasons. This is applicable for the events to be held, i.e. scheduled/re-scheduled/booked/to be booked, during January 01, 2022 to October 31, 2022. This relaxation is allowed subject to the condition that the request is received in ITPO 30 days prior to the start of the tenancy of the event, and if the event is to be shifted within the period from January 01, 2022 to March 31, 2023. The condition of time limit of receipt of request in ITPO will not be applicable for the time period the DDMA approval for conduct of trade fairs/exhibitions is not there, i.e., presently December 28, 2021 to February 04, 2022.

3. **Cancellation:** On cancellation of the approved event(s) scheduled to be held during the period from January 01 to October 31, 2022, the TPOs will have the following two options:

(i) **Treatment of Advance Paid and the issue of Credit Note:** Credit Note equivalent to 100% cancellation charges, out of advances with ITPO, will be issued for their future bookings / adjustments during the FYs 2021-22 (January to March, 2022) and 2022-23 (April, 2022 to March, 2023).

In case the organiser has deposited extra amount over and above the amount required towards the actual applicable 100% cancellation charges, the excess amount can be refunded on request after converting the applicable cancellation charges amount into a Credit Note. [Example - if an organiser has deposited Rs. 1000/- with ITPO and the actual applicable 100% cancellation charges work out to Rs. 400/-, in that case, ITPO will retain Rs. 400/- cancellation charges with it for future events as a Credit Note and the remaining Rs. 600/- will be returned to the TPO, if so demanded, otherwise, it will remain with ITPO for future events].

(ii) **Treatment of Cancellation Charges and Refund:** In case of TPOs opting for Refund (not Credit Note for any amount), all advances with ITPO will be refunded to the organiser after deducting 25% of the actual applicable cancellation charges. [Example - if an organiser has deposited Rs. 1000/- with ITPO and the actual applicable 100% cancellation charges work out to Rs. 400/-, in that case, ITPO will charge 25% of the actual applicable cancellation charges of Rs. 400/-, i.e. Rs. 100/- and the remaining Rs. 900/-

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will be refunded to the organiser (i.e., the organiser will get 75% relief on the actual cancellation charges)].

The above in Para 3(i) and 3(ii) are subject to the condition that the request(s) shall be received in ITPO 30 days prior to the start of the tenancy of the event, otherwise, the prevailing policy of levying the charges for the same as in existence prior to COVID-19 pandemic will be applicable. The condition of time limit of receipt of request in ITPO will not be applicable for the time period the DDMA approval for conduct of fairs/exhibitions is not there, i.e., presently December 28, 2021 to February 04, 2022.

4. Discount: There will be 10% discount on the published/approved rentals for all the approved / to be approved third party events during the period from the date of issue of the Current Policy Circular and **October 31, 2022**. The same will be accounted for in the provisional TSA/Invoice issued before the start of the tenancy of the event.

5. Re-scheduled Events:

i) The events which will be rescheduled from their approved bookings in peak season (January to February, 2022 to lean or semi-peak season will not be eligible for any discount. The published non-discounted rentals of the season into which the reschedulement is happening will be charged.

ii) The events which will be rescheduled within the same business period (i.e., lean to lean and semi-peak to semi-peak) from March to October, 2022 from their approved bookings for that period, the discount of 10% will be applicable.

iii) The events which will be rescheduled from their approved bookings from lean season to semi-peak season during the period April to October, 2022, the rentals of semi-peak season will be applicable with 10% discount on the rentals of semi-peak season. Similarly, step up from semi-peak to peak will be eligible for 10% discount on rentals of peak season.

iv) The events which will be rescheduled from their approved bookings from semi-peak season to lean season during the period March to October, 2022, the rentals of lean season will be applicable without 10% discount on the rentals of lean season.

6. For organizers who have paid at least 50% of the amount payable to ITPO against their booking, as per the payment schedule given in the allotment letter, no **charges** will be levied for the **delayed payment of the licence fee for the events** falling during the period of December 28, 2021 (DDMA restriction order on B2B events) till the time the permission for conduct of fairs/exhibitions is granted by DDMA (i.e., presently, February 04, 2022), or till 15 days before the start of the tenancy of the event, whichever is earlier. This will be applicable for **all** the approved events, events booked / to be booked and re-scheduled / to be re-scheduled, during the period upto October 31, 2022, subject to the condition that the due amount is paid within 30 days from the withdrawal of restrictions by DDMA (i.e., presently, March 05, 2022), otherwise, the delayed payment charges for the whole period will be charged, as per the applicability according to the payment schedule of the individual events.

7. Further, for the period of the calendar year 2022 (i.e., January 01 to December 31, 2022), the charges for the delayed payment of the licence fee for all the approved events, events booked / to be booked and re-scheduled / to be re-scheduled have been reduced from 3% per month to 2% per month.

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8. (i) On **reduction in area**, ITPO will not levy any charges for all the events scheduled / to be rescheduled during the FY 2021-22 (January to March, 2022) and FY 2022-23 (up to October 31, 2022, i.e., the event's date should be up to Oct 31, 2022) subject to the condition that the request is received in ITPO 30 days prior to the start of the tenancy of the event, otherwise, the prevailing policy of levying the charges for the same as in existence before COVID-19 pandemic will be applicable. [Example: if the organiser has booked Halls 2,3,4 & 5, and if the organizer intends to surrender full halls, say Hall Nos. 2, 3 & 4 and holds exhibition in Hall No. 5 only, in that case no reduction charges will be applicable].

(ii) In addition to the 8(i) above, the organizers having events up to October 31, 2022 (i.e., the event's date should be up to Oct 31, 2022) will also be allowed to surrender up to 50% of the Hall area, but they will be liable to pay for services (like air conditioning, blower, water, stand lighting, etc.), calculated on the complete Hall area. [Example: if the organiser has booked Hall No. 2, 3, 4 & 5, and the organiser intends to surrender partial area up to 50% in any hall subject to the condition that the organiser has to pay service charges (electricity, water, AC etc.) calculated on the full hall(s) area].

9. All the requests already received in ITPO for the approved events scheduled from January 01, 2022 to October 31, 2022 prior to announcement of the above policy will also be covered under it (the events / cases which have already been decided will not be covered under this policy).

10. This COVID Relaxation Policy will come into immediate effect. This policy will supersede the earlier circular dated August 13, 2021 related to COVID Relaxations to the third party organisers in respect of all the already approved events which were scheduled to be held from January 01 to March 31, 2022.

11. This issues with the approval of the Competent Authority.

(Col. Pushpam Kumar, SM)
Officer on Special Duty (Admin)
[Link Officer to General Manager (BDD)]

To:

1. All Third Party Fair Organisers
2. All HODs of ITPO
3. All Officers/Officials in BDD
4. Finance Division (Revenue Section)

Copy for information to:

1. PS to CMD
2. PS to ED