

**Licensing of Exhibition Space &
Facilities in Pragati Maidan**

Guidelines



INDIA TRADE PROMOTION ORGANISATION
Pragati Bhawan
Pragati Maidan
New Delhi

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1. INTRODUCTION

1.1 India Trade Promotion Organisation (ITPO) provides a wide spectrum of services to trade & industry and acts as a catalyst for growth of India's trade. It manages India's premier exhibition complex-Pragati Maidan, which is constantly upgraded.

1.2 Spread over 149 acres of prime land in the heart of India's capital, New Delhi, Pragati Maidan offers over 62,000 square meters of covered exhibition in 16 halls, besides 10,000 square meters of open display area. The fair complex offers the kind of ambience that is conducive to a variety of exhibitions featuring gigantic machinery and equipment, to delicate exhibits having handle-with-care tags.

1.3 Currently about 80 exhibitions are being held in Pragati Maidan annually. These exhibitions cover engineering goods, technology, services and consumer products, specialized exhibitions cover major sectors of Indian economy like information technology, communications, environment, machine tools, power, petroleum, water, hotels, garment machinery equipment, medical equipment & optics, mining and metallurgy. Apart from these trade exhibitions, Pragati Maidan is also hosting International Conferences and Congresses.

1.4 September to March is the most sought after period for organizing fairs and exhibitions at Pragati Maidan. A special discounted rate of licence fee for holding exhibitions during the lean period - from 16th March to 15th September is offered by ITPO.

1.5 This Manual outlines the guidelines for availing of exhibition space and facilities in Pragati Maidan. It is pertinent to note that the facilities in Pragati Maidan are allowed to be used for trade & industry related activities and cultural events only.

2. EXHIBITION HALLS

2.1 Spread over 149 acres of prime land, Pragati Maidan has 16 exhibition Halls of varying sizes located in different parts of the complex with a total covered area of 62,000 sqm. This is in addition to permanent exhibition pavilions set up by the State Governments and Ministries/Departments of Government of India. The pavilions set-up by the State Governments and Departments of Government of India are owned and managed by them. These are situated on the periphery of Pragati Maidan. In normal course, these pavilions are not available for organizing exhibitions. However, special permission can be obtained from the respective States/Departments for utilizing these pavilions for organizing exhibitions. Out of the 16 Halls owned and managed by ITPO, 7 Halls - Hall Nos. 7 to 12A - are air-conditioned. Areas of the Halls are given below.

2.2 Hall No. 1

This hall can be divided into four portions, viz. foyer, front, rear and rear middle portion. The combined area of these portions is 8515.75 sqm. as detailed below:

Hall 1 A	Foyer	825.00 sqm.
Hall 1 B	Front Portion	3,570.75 sqm.
Hall 1 C	Rear Portion	3,235.00 sqm.
Hall 1 D	Rear Middle Portion	885.00 sqm.

The Hall is proposed to be rebuilt

2.3 Hall Nos. 2, 3, 4 & 5

These four halls are inter-linked and can be used as separate halls or can be combined into one contiguous display space. These halls have a mezzanine floor with an area of 1023.80 sqm. The combined area of all these 4 halls is 5775 sqm.

Hall 2	Ground Floor	1,360.00 sqm.
	Mezzanine Floor	511.90 sqm.
Hall 3	Ground Floor	1,445.00 sqm.
Hall 4	Ground Floor	1,605.00 sqm.
Hall 5	Ground Floor	1,365.00 sqm.
	Mezzanine Floor	511.90 sqm.

2.4 Hall No. 6

This hall has two parts. One Ground and other Mezzanine.

Hall 6	Ground Floor	4415.34 sqm.
	Mezzanine Floor	1,500.74 sqm.

2.5 Hall No 7

Hall No. 7 complex comprises four clusters of exhibition halls, a conference hall and a Lounge - all with air conditioning facility. Clusters of exhibition halls are marked Hall No 7ABC, 7D, 7E and 7FGH, which could be utilized either individually or in combination for holding exhibitions/fairs. There are two foyers in Hall No. 7, which could also be utilized by the fair organizers. The gross area of Hall No. 7 excluding conference hall and lounge is 7067.08 sqm. as detailed below:

Hall 7	ABC	2,278.77 sqm.
	D	715.88 sqm
	E	715.88 sqm.
	FGH	2,356.55 sqm.
	Foyer A*	500.00 sqm.
	Foyer B*	500.00 sqm.

* **Not air-conditioned**

The Conference Hall above Hall No. 7 can accommodate 250 persons and is equipped with a PA system. The Lounge provides the right ambience and facilities for hosting lunch/dinner receptions and press conferences.

2.6 Hall No. 8, 9,10,11,12, 12A

The combined area of the Halls with air conditioning facility is 15,823.24 sqm. These Halls are pillar less and provide the most modern facilities for fairs and exhibitions.

Halls of Special Displays	
Hall 8, 9 and Foyer A	1,393.26 sqm.
Hall 10	1,754.49 sqm.
Foyer B	231.00 sqm.
Hall 11-A	2,995.71 sqm.
Hall 11 B	2,271.00 sqm.
Foyer C	463.78 sqm.
Hall 12	1,681.00 sqm.
Foyer	400.00 sqm.
Hall 12 A	4,633.00 sqm.
Total	15,823.24 sqm.

The Hall No. 8 is also having a Conference Hall above it.

2.7 Hall No. 14, 15, 16 & 18

The areas of these Halls are given below:

Hall 14	Ground	4,690.00 sqm.
	Mezzanine	800.00 sqm
	Total	5,490.00 sqm.
Hall 15	Ground	1,660.76 sqm.
Hall 16	First Floor	1,967.00 sqm.
Hall 18	Ground	6,909.00 sqm.
	Mezzanine	4,724.00 sqm.
	Basement	840.00 sqm.
	Total	12,473.00 sqm.

Note 1: At the time of booking, complete Halls are to be booked and paid for.

Note 2: Large printout of the layout of each Hall for which booking is intended would be provided to the applicants on request.

2.8 Open Paved Area for Exhibitions

The following open areas adjoining the Halls could also be utilized by the fair organizers for outdoor displays on nominal payment of licence fee as per Annexure-II:

Adjoining Hall 2, 3, 4, 5	1,890 sqm.
Adjoining Hall 6	2,275 sqm.
Adjoining Hall 7	4,200 sqm.
Adjoining Hall 14	400 sqm.
Adjoining Hall 15	450 sqm.
Adjoining Hall 18	800 sqm.
Total	10,015 sqm.

Prior permission as to the area, display profile, layout, scope for covering fire and safety precautions, have to be taken. For detailed Guidelines contact Architect Division of ITPO.

3. CONFERENCE HALLS/AUDITORIA/THEATRES

3.1 Pragati Maidan has 4 air-conditioned Auditoria. These can be utilized for meetings and conferences. In addition, 3 open-air theatres, namely Hamsadhwani, Lal Chowk and Shringar Theatre can also be utilized for Inauguration and other purposes. Detailed information on these Auditoria and Theatres is given below:

Conference Hall/Theatre	Seating Capacity	Seating on Dais	Other Facilities
Conference Hall (Above Hall No. 7) (Air Conditioned)	250	9	Two secretarial Rooms
Conference Hall 8 (Above Hall No. 8) (Air conditioned)	190	5	Adjoining dining for 100 persons.
Basement of Hall No.18 (Air Conditioned)			Bare Space of 840 sqm.
Shakuntalam Theatre (Air Conditioned)	367	80 sqm. Stage	Normally available from 7 AM to 12 Noon only
Pragati Auditorium (Air conditioned)	100	8	—
Hamsadhwani Theatre (Open Air)	3500	310 sqm. Stage	2 Green Rooms
Lal Chowk Theatre (Open Air)	1200	275 sqm stage	2 Green Rooms
Shringar Theatre (Open Air)	900	208 sqm.	2 Green Rooms
Falaknuma (Open Air)	600	8	--

3.2 Facilities like Public Address System sound and projection systems are available on payment basis.

4. **LAYOUT PLAN OF PRAGATI MAIDAN**

5. OTHER FACILITIES

5.1 Office Space

Office space covering 112 sqm. is available in Hall No. 2,5,6,10 and 14 can be hired on temporary basis by organizers for setting up Offices/Conference/Meeting facilities. Office space is also available in mezzanine floor above Foyer B of Hall No. 10 and above Foyer C of Hall No 11. Office space in these Halls can be made available only to such Organizers who are organizing fairs in these Halls.

5.2 Pragati Lounge

A fully furnished air-conditioned Lounge with an area of 146.90 sqm is available in Hall No. 1. This Lounge can be utilized for reception of VIPs. It has an attached small room, which can be utilized for serving of tea/coffee and snacks.

5.3 Business Information Centre

A modern Business Information Centre (BIC) has been set up in Hall No. 19 where all trade related information can be accessed electronically. BIC also houses library, multimedia unit.

5.4 Information Booths

Three Information booths are available in Pragati Maidan at gate Nos. 1, 2 & 3. One Information counter is inside hall No. 7 in the main Foyer. Another information booth is located near Mother Dairy. These Information booths can be used by the organizers on payment.

5.5 Protocol Room

An exclusive furnished air-conditioned Protocol Room has been set up by ITPO in Pragati Bhavan for receiving VIPs and Guests. The Protocol Room can be used on payment by Fair Organizers. Facilities of tea/coffee/cold drinks form a part of the service package.

5.6 Visitor Registration Counter

The ITPO permits setting up of the Visitor Registration Counter(s) at designated places near the entry Gates of Pragati Maidan to enable the organizers to register visitors. No charges are levied for setting up of such Visitor Registration Counter (s). The Organizers are expected to set up aesthetic counter(s) at their own cost.

5.7 Trolley Service/Ads in Trolleys

ITPO owns and operates 13 trolleys for transporting VIPs, special guests and visitors either from Pragati Bhawan to the Exhibition Halls or from the gates to the Exhibition Halls. These trolleys can be used on payment by the Fair Organizers. The Trolleys have got ad sites of size 9' X 1.6". Details of hiring charges are mentioned at Annexure-II "License Fee for Miscellaneous Services". ITPO will provide channels for sliding flex panels containing ads. The terms and conditions for allotment of Trolleys/Ads are:

- Trolleys will be allotted on first-come-first-served basis and depending on the availability/other exhibitions in the ground.

- The ad sites of the trolleys could be hired for product promotion subject to the following conditions:
 - i) Ad material as well as the contents should be got approved from the Architect Division of ITPO by the Exhibition Organizers before fixing the panels.
 - ii) Ad material should be simple and of proper design which will go well on the aesthetic look of the trolley.
 - iii) Advertisement is prohibited from carrying information or graphic relating to alcohol and tobacco products.
 - iv) Advertisement will have no objectionable and indecent and portrayal of people, products or any items.
 - v) Advertisement will not carry any message on politics, religion or any matter which in the opinion of ITPO is not in public interest.

The Exhibition Organizers will be responsible for following the guidelines and any violation will attract penalty and other course of action as decided by ITPO.

5.8 Restaurants

There are a number of restaurants operating in Pragati Maidan. These restaurants offer a variety of cuisine (both Indian and continental). Apart from these restaurants, Pragati Maidan has 12 Kiosks spread over various locations. A Food Plaza having outlets serving a variety of food items is also in Pragati Maidan.

5.9 Operating Restaurant in Pragati Maidan

In view of the large number of restaurants operating in Pragati Maidan, ITPO does not encourage setting up of restaurants within the Exhibition Halls; setting up of Cafeteria at designated points for serving beverages and snacks by one or more F&B Outlets of Pragati Maidan is permitted within the overall booking area of the Hall(s), provided the catering is done by one of the F&B Units operating in Pragati Maidan. However, no cooking is allowed in the Cafeteria. Operation of deluxe quality restaurant of Five Star Hotels or caterer of repute only by the organizers during the Fair period is allowed on merits, for which special licence fee of Rs.1.05 Lakhs has to be paid by the organizers to the ITPO.

5.10 Banks

Three banks viz. Central Bank of India, State Bank of India and Canara Bank have their branches in Hall No. 19, Pragati Maidan. These branches have been set up to cater to the needs of Organizers, Exhibitors and visitors. The timings for operation of these branches can be adjusted to suit the timing of the Fairs on special requests to be made to the management of these banks in advance. These banks also deal in Foreign Exchange.

5.11 Postal, Telephone, Fax Service

A Post Office is operative in Hall No. 19, Pragati Maidan. The Post Office provides ISD/STD, phone and fax services in addition to normal postal services.

5.12 Telephone Exchange

Pragati Maidan has got its own telephone exchange to provide temporary connections for local, ISD and STD calls. A total of 3,000 connections could be provided for any event. The telephone exchange is managed by the Mahanagar Telephone Nigam Limited. Organizers/Exhibitors can get the telephone connections on making applications in advance to Mahanagar Telephone Nigam Limited, Khurshid Lal Bhawan and Janpath or at Pragati Maidan telephone exchange.

5.13 Communication within Pragati Maidan

ITPO provides on payment basis walkie-talkie sets to Organizers for mobile communication within Pragati Maidan. These sets can be hired after giving a security deposit.

5.14 Stand Construction/Decoration Materials

ITPO has octonorm system for construction of exhibition stands covering an area of 3,000 sqm. Therefore, ITPO is in a position to provide fully furnished constructed stands. Further, a large variety of potted plants of various sizes are also available. These could be sourced from ITPO on payment of requisite charges (please see G-1 of Annexure-II).

5.15 Security Services

ITPO operates a full-fledged Security Division to ensure security of the assets, properties and the infrastructure in Pragati Maidan. The gates are controlled by the security of the ITPO. Security personnel are also posted at strategic locations within Pragati Maidan. Continuous patrolling is done to monitor proper security.

5.16 Metal Detectors

ITPO can provide on payment hand held and door frame metal detectors to Organizers.

5.17 ITPO does not undertake the security of Exhibits/Stands within the Halls. The Exhibition Organizers/Exhibitors are expected to hire their own security personnel.

5.18 Fire Extinguishers

Each Organizer of the Fair is expected to strictly adhere to the guidelines laid down by the Delhi Fire Service in order to prevent fire. ITPO provides fire extinguishers of various types viz. Soda acid, foam type, Co2. These can be hired from the Security Division of the ITPO on payment of fixed rentals. The organizers are advised to source fire tenders from Delhi Fire Service. The licensee is fully responsible for prevention of any mishap-fire, stampede in the Halls and ITPO reserves the right to cancel the holding of an event at any time if the arrangements made by the organizer do not meet public safety norms.

5.19 X-ray Baggage Scanning Machine

The rentals for usage of baggage scanning machine by organizer are Rs.4,000/- (inclusive of electricity & operation cost) for smaller machine & Rs.5,000/- (inclusive of electricity & Operation cost) for bigger machine per day. In addition, the organizer would be charged separately for mantling & dismantling cost + transportation charges + 10 per cent overheads. The additional area occupied by the Machines shall also be charged as per tariff.

5.20 Liability of ITPO limited to refund of deposit in the event of Halls being unavailable

ITPO is in the process of undertaking a modernization programme of facilities in Pragati Maidan. ITPO will inform the organizers in advance of any dislocation in the halls blocked by the organizers in the event of implementation of modernization programme. In such an eventuality, ITPO's liability is limited to refunding the advance licence fee received from the organizer.

6. PROCEDURE FOR BOOKING FACILITIES

6.1 Organizers wishing to hold their events in Pragati Maidan have to give their requirements to General Manager (Marketing) in the prescribed form – Annexure I with application money in the form of Demand Draft in favour of India Trade Promotion Organization payable in New Delhi. The application money payable is as per the space requirements of the organizers:

<u>Space Required</u>	<u>Application Money</u>
0 – 5000 sq. mtrs	Rs. 1, 00,000/-
5001 sq. mtrs and above	Rs. 1 lakh Plus Rs.50,000/- per 5000 sqm. or part thereof

The application money will be adjusted against the licence fee on allotment.

6.2 Halls are allotted after checking the status of booking and keeping in view the following:

- a. Slots for all regular events are reserved.
- b. Optimum utilization of Halls.
- c. In case of competing demands, applications are considered on first-come-first-served basis subject to payment of advance licence fee as per the approved schedule.
- d. Normally a gap of 15 days would be ensured between two events having similar product profiles/coverage. However, in case of ITPO fairs, this gap will be 90 days before start or 45 days after the close of ITPO show.

6.3 Booking for full halls only is accepted by ITPO.

6.4 Tenancy period starts at 10.00 a.m. on the first day of booking and concludes at 10.00 a.m. on the day following the last day of tenancy.

6.5 Delay in Vacation of Halls – Penalty

The organizers must vacate the halls at the conclusion of tenancy period as per allotment. In the event of any delay penalty would be applicable – as follows:

Organizers who delay the vacation of halls upto 3 hours will be charged for the whole day's licence fee as penalty. For any delay beyond 3-hours the organizers have to pay at 200% of the regular licence fee per day of such an occupation. ITPO also reserves the right to other legal remedies and removal of exhibits at the risk and cost of organizers.

6.6 Charges for A/C Halls

In the case of air-conditioned Halls, the organizers will pay for air conditioning charges for the whole hall irrespective of area booked.

6.7 Approval Letter for Customs Purposes

The organizer will be issued ITPO's approval for holding of the exhibition to enable the foreign participants to avail of the facility of duty free temporary importation of exhibits as per customs regulations, subject to fulfillment of conditions stipulated by ITPO and customs.

6.8 In case any organizer wishes to order any service/facility not listed in the manual, a letter giving details of the requirement may be sent to General Manager (Marketing), ITPO at least one month in advance for consideration.

6.9 The exhibition organizers are to authorize and nominate a representative to liaise with ITPO.

6.10 Requisitions for Entry Pass, Parking Labels, etc.

Request for issue of Entry Passes for Organisers, Exhibitors, Contractors, Service Agencies etc., and Parking Labels for cars may be made to General Manager (Marketing), ITPO, in writing, 30 days before the tenancy period.

6.11 Order for Telephone/Fax Connection

Order for telephone connections and fax etc. are to be placed with Mahanagar Telephone Nigam Limited (MTNL), Pragati Maidan or at Janpath in the form prescribed by MTNL. ITPO will give necessary recommendations to MTNL.

6.12 Permission for Setting-up Visitor Registration Counters, Snacks Counter and Restaurants at Designated Locations

Detailed proposals for any of the above facilities may be sent at least 15 days in advance to General Manager (Marketing), ITPO for consideration. Also please refer to para 5.9.

6.13 Exit Permit

Request for exit permits may be submitted to the Marketing Division, ITPO in advance. Exit permits will be issued by Marketing Division only after dues of ITPO have been cleared. All exit permits should be signed by the authorized representative of the Organizers.

6.14 Mode of Payment

All payments have to be made in advance as per rates and terms of payment to ITPO through a crossed bankers' cheque/demand draft drawn in favour of India Trade Promotion Organisation, New Delhi. Local cheque will be accepted by ITPO till 20 days before the commencement of tenancy period. Thereafter payments by DD payable at Delhi only will be accepted by ITPO.

6.15 Organizers may also remit payments directly to ITPO's account in the following banks and intimate the full details to ITPO immediately after remittance.

Name of the Bank	Account Number	Swift Code Number
CITI Bank Jeevan Vihar Building 3, Sansad Marg New Delhi – 110 001	002157-012	CTIINBX
Central Bank of India (H.O. Press Area Branch) Extension Counter Pragati Maidan, Hall No. 19 New Delhi-110001	1788	CBININ-BBA-PAR
State Bank of India 11, Parliament Street New Delhi-110001	1100400384	SBI-NIN-BB-104
Canara Bank Pragati Maidan, Hall No.19 New Delhi-110001	1234	CNRBINBBADFM

6.16 Contact Officials in the Marketing Division, ITPO.

	<u>Telephone</u>	<u>Fax</u>
1. General Manager	23371390	23371874
2. Dy. General Manager	23371824	23371492/1493
3. Managers	23371830	

E-Mail: kcrouit@itpo-online.com
dknangia@itpo-online.com
jsengupta@itpo-online.com

7. TERMS & CONDITIONS

7.1 Confirmation of space booking will be done on receipt of advance licence fee as per the schedule of payment. In the event of any failure to honour this payment schedule, ITPO reserves the right to cancel the reservation and allot halls to other fair organizer(s) requiring space.

7.2 ITPO will hand over possession of Halls only on receiving full payments against all dues.

7.3 Payment for utilization of additional space and any other additional facilities/services during the currency of the exhibition is required to be made before availing of such facilities.

7.4 If dues are not settled, the exhibition materials would not be allowed to be taken out of Pragati Maidan. Delayed removal of exhibits on account of default in settling dues is liable to be penalized as decided by ITPO.

7.5 The damages caused during the currency of the tenancy to ITPO's premises and infrastructure, if any, will be jointly inspected to see the extent of damages and assess the cost of restoration. Such a cost will be payable by the Organizer within seven days of the intimation of the same.

7.6 Exhibition Space

License Fee for exhibition space is charged on the basis of per sqm. per day for gross area. The License Fee includes general lighting in the ceilings of the halls, street lighting and general security on the gates in Pragati Maidan. The licence fee does not include (i) air-conditioning charges, (ii) Stand lighting charges and (iii) electricity consumption charges for demonstration of machines.

The rates mentioned in Annexure II are valid upto March 31, 2008.

7.7 Rates for covered space in halls are higher than the rates for open paved area. If open paved area is converted into covered space then the license fee charged would be higher. Prior permission of ITPO would be required for converting open space into covered space or full Guidelines on nature of temporary structure allowed, contact Architect Divn. of ITPO.

7.8 Hall No. 8 to 12A offer better space utilization ratio, therefore, the license fee for these halls is higher than that of other Halls.

7.9 Hall No. 7 to 12A have air conditioning facility. These halls are normally booked with AC facility; the charges for using air conditioning facility are in addition to the standard licence fee for space.

7.10 Special Rates/Discounts

i) Special Rates for Lean Season

In order to encourage organizers to organize exhibitions in Pragati Maidan during off-season period, ITPO offers a highly discounted licence fee for all halls from 16th March to 15th September (Annexure II).

ii) Discount for Use of Halls for Seminars/Conferences

20% discount on license fee would be applicable for use of halls for holding Conference/Seminar/Inauguration during peak period and at the discretion of ITPO. Discount is applicable only if the full hall is used for such purposes.

7.11 Applicable Charges at the time of the event

ITPO has prescribed license fee and hire charges for licensing/hiring halls and other facilities in Pragati Maidan – Annexure II. Organizers wishing to book space and other facilities in advance will be required to pay all dues on account of licence fee, charges for various services, penalty for surrender of space/cancellation, violation of guidelines, plan, etc. as per the rates/schedule as prevalent at the time of actual usage.

7.12 ITPO reserves the right to add new provisions/delete/change any of the provisions in this Manual. The licence agreement for extending facilities by ITPO will be governed by rules and regulations as applicable at the time of the programme.

7.13 Payment schedule shall be as follows:

i) License Fee for Halls

- 3% of total licence fee on allotment
- 5% of total licence fee, 12 months before the event
- 22% six months before the event
- 20% three months before the event
- Remaining 50%, seven days before the event

ii) Licence Fee for Facilities & Services. Payments to be made seven days in advance of tenancy.

7.14 Organisers are expected to follow the above payment schedule. Non-adherence of the schedule will attract additional service charges at 3% of the due amount. Delay shall be worked out as per date of receipt of payment in ITPO and as per due date of payment as per the schedule in Para 7.13.

7.15 ITPO reserves the right to cancel the booking in the event of organizers not adhering to the above schedule for payment of license fee and to allot space to other events.

7.16 Indents for stand lighting, air - conditioning, additional electricity, power connection & consumption, facilities and other services are to be made at least 15 days before the commencement of tenancy period. Any services requisitioned with less than 48 hours (working days) notice period will be subjected to 10% additional service charges.

7.17 Halls if used for storage

If storage facilities are sought, ITPO may be informed. The charges will be Rs.55/- per sqm. per week. No part Hall will be allotted.

7.18 Charges for Air conditioning, Stand Lighting, Power Consumption etc.

Charges for these services shall have to be deposited at least 15 days before the commencement of the tenancy period. Request for the services have to be submitted at least 30 days before the tenancy period.

7.19 Security Deposit

5% Security Deposit on total billing will be payable by organizers of fairs/events in Pragati Maidan.

7.20 Surrender of Space

The organizer is permitted to surrender space booked by them subject to their paying penalty as follows:

Exhibition Period (Notice period to be taken from the date of event)	Compensatory Payment as % of licence fee for surrendered space	
	Non-peak period (16th March to 15th September)	Peak period (16th September to 15th March)
366 days above	2%	3%
271-365 days	5%	7.5%
181-270 days	10%	15%
91-180 days	20%	30%
16-90 days	30%	45%
0-15 days	100%	100%

7.21 **Rescheduling**

The exhibition organizers may be permitted to reschedule their events subject to the following conditions:-

- Re-scheduling will be permitted only once and the rescheduled dates should be within 6 months of the original booking. Any rescheduling beyond 6 months will be treated as cancellation of original booking and applicable penalty has to be paid by the organizers.
- Minimum of 5 months notice from the date of the original tenancy of the booking.
- At least 50% of the committed License Fee should have been paid.
- The proposed re-scheduling should be for the same quantum of area booked in terms of per sqm./day. In the event of shortfall, the applicable penalty will have to be paid before such re-scheduling.

7.22 **Layout Plans, Construction & Decoration and Display Arrangements**

Architectural layout plans and construction of booths etc. for the exhibition have to conform to the Guidelines given in Chapter 8.

7.23 A team of ITPO officers will visit the site of the exhibition. Any violation of the Guidelines by the organizers would result in imposition of compensatory payment and dismantling of contravening booths/structures at the cost and risk of the organizer. Serious violations may result in closing down of the exhibition keeping in view the safety of public without any liability to ITPO.

7.24 **Requisitioning of Services**

The services requisitioned by the organizer for Conference Halls, air conditioning, blowers for ventilation, stand lighting, temporary power load, trolleys, protocol room, buntings, directional sign boards, fire extinguishers, walkie talkie sets etc. are provided subject to actual availability. Only those facilities and services, for which request has been received from the Organizer and acceptance of the same has been conveyed in writing by ITPO, will be provided.

7.25 Timings and other relevant details of the exhibition should be intimated to ITPO. If no such intimation is received, it will be presumed that the timings are from 10.00 A.M. to 07.00 P.M. ITPO's approval would be required if the exhibition extends beyond 8.00 P.M.

7.26 Stand lighting and air conditioning charges (mentioned at Annexure II) are for 10 hours usage per day. For extended hours additional charges at pro-rata basis will be payable by the organizers.

7.27 Entry Passes

Organizers are allowed to avail stamping of 3 entry passes free of cost for per sqm. of area booked. For additional passes, if required, the organizers are allowed stamping of each pass subject to payment as per rates applicable for entry tickets in Pragati Maidan. No passes shall be stamped for booking of conference halls.

7.28 Visits of VIPs

The organizer should inform ITPO well in advance about visits of VIPs to co-ordinate Protocol arrangements

7.29 Insurance

The fire safety precautions, security and comprehensive insurance against all risks for the exhibits/exhibition/exhibitors/organizers/visitors including but not limited to any natural calamity etc. during entire licence period shall be carried out by organizers at their own costs. ITPO shall, in no way, be responsible for any claims whatsoever. Similarly the exhibitors may be advised by the organizer to take insurance cover for their exhibits against fire, water, handling, transport, theft and other risks. Any damage to the property of ITPO during the licence period will have to be made good by the licensee.

7.30 Handing and Taking Over of Halls

The hall (s) shall be handed over by Engineering Division on "as is where is" condition to the authorized representative of the Organizer (the name and signature of authorized person of the organizer who would take possession should be conveyed in writing to ITPO at least 10 days in advance). The hall(s) shall be handed over to the organizer at 10.00 AM on the first day of licence period, to be handed back to ITPO at 10.00 AM on the day following the last day of licence period. Should any excess space be utilized, additional licence fee with penalty shall be payable by the organizer before the last day of the event. The representative would have to sign/witness the records/registers maintained by Engineering Division of ITPO while handing/taking over of halls and operation of the air-conditioning/air handling unit(s).

7.31 Public Safety/Miscellaneous

Organizers will ensure that preventive measures are taken for prevention of fire in line with the regulations and guidelines of the Fire Authorities in their respective cities.

7.32 Cooking, live fire, operation of any machinery/equipment generating heat beyond normal tolerance level as adjudged by ITPO, will not be allowed in exhibition halls. Due care of hygiene and sanitation has to be maintained in and around exhibition halls.

7.33 Public safety is of paramount importance. The organizers will ensure regulated inflow of visitors to the halls and ensure that no untoward incident takes place. The organizers will post trained personnel to manage visitors' movement properly. Adequate first aid services/paramedical services/medical services should also be arranged by the organizers.

7.34 The organizers will ensure that no exhibitor keeps any hazardous chemicals, gases and firearms in the stalls.

7.35 Exhibitions are business-oriented events and attended by domestic and overseas business personnel and visitors. It is therefore necessary that hosts/hostesses and presenters, who often promote different products and services on behalf of the exhibitors, are decently attired, keeping in view the law of the land and India's cultural ethos.

7.36 It is suggested that the organizers may keep the Boards in English and Hindi languages in addition to any other language as required.

7.37 The charges at the approved rates are payable in advance by the organizers for putting up flags, banners, buntings, hoarding, etc.

7.38 The organizers shall indemnify ITPO from any claims from their exhibitors, contractors, service providers, visitors/others arising out of any account/reason.

7.39 Entertainment Tax and other statutory levies and taxes

The organizers will take clearance/No Objection Certificate/Authorization Certificate from Deptt. of Entertainment Tax, Government of National Capital Territory of Delhi, Office of the Commissioner of Entertainment Tax "L" Block, Vikas Bhawan, New Delhi – 110 002 before taking possession of the venue. ITPO reserves the right not to give possession of the halls in the event of organizer not obtaining permission from Entertainment Tax Department. This does not, however, absolve the organizers from the responsibility to pay the required licence fee to ITPO as per booking made by them.

7.40 If the exhibition involves across-the-counter-sales, the organizer has to ensure that the VAT Department is informed in advance and all payable tax is deposited by the exhibitors.

7.41 The organizers of musical and other events are also required to obtain Public Performance Licence from the concerned society such as Indian Performing Right Society Limited, Mumbai. The organizer is also required to follow all local rules and regulations governing such events.

7.42 The allotment of halls is on the understanding that all liabilities on account of service tax will accrue to the organizers and that the organizer will indemnify ITPO against any amount payable/paid on this account.

7.43 All the provisions in this manual are taken as read by the event organizers at the time of booking of space in Pragati Maidan and that they agree to the terms and conditions of licensing/hiring of services by ITPO spelt out in this manual.

7.44 All disputes or differences between the parties arising out of or related to the construction, operation and manning or giving effect of this contract or the breach thereof shall be settled by arbitration in accordance with rules of the Indian Council of Arbitration and the award of pursuance thereof shall be finally binding on both parties. Arbitrator will be appointed by the CMD, ITPO.

7.45 The ITPO reserves the right to cancel, withdraw or change the halls in the event of unforeseen/unavoidable circumstances or for non-compliance of payment schedule.

7.46 The licence shall be subject to the exclusive jurisdiction of courts at Delhi/New Delhi.

7.47 The Licensed Premises are public premises as defined in the Public Premises (Eviction of Unauthorized Occupants) Act, 1971 and rules framed there under which are now in force or which may hereafter come into force shall be applicable for all matters provided in the said Act.

7.48 All the exhibition organizers on confirmation of allotment of halls have to sign a formal agreement with ITPO for taking facilities in Pragati Maidan on licence basis. Specimen copy of Agreement is at Annexure III.

8. ARCHITECTURAL AND ENGINEERING GUIDELINES

8.1 The Exhibitors/Organizers must plan their events in Pragati Maidan keeping in view the public safety, free access to public facilities & conveniences and safety of ITPO property within 15 days before the tenancy.

8.2 The Organizers and their designers must inspect the hall(s) and make note of salient features like locations of columns, fire safety equipment, main electricity distribution board, arrangement for water supply/disposal, arrangements for compressed air supply, service doors, entry/exit doors and approach to toilets etc. Every Gate in Hall shall be free from display as also the area leading to toilet or outside. All passages should be planned in such a way that it will either emerge or terminate at the gates. The layout of the exhibition must clearly show all such features.

8.3 The Organizers will prepare and submit to ITPO the layout of exhibition keeping in mind the guidelines mentioned in the succeeding paragraphs. Penalty for non-submission of layout plan will be as follows:

<u>Space</u>	<u>Penalty</u>
0-5000 sqm.	Rs.1,00,000
5001 sqm. & above.	Rs.1,00,000 Plus Rs.50,000 per 5000 sqm . or part thereof

8.4 In the case of non-adherence of any of the approved guidelines/plan, penalty of Rs. 20,000/- per violation will be charged.

Compoundable:

- Passage less than 3.0 m
- Height beyond permissible limit of 3.5 m
- No access to electrical panels services like toilets, etc.
- Mezzanine construction without approval.
- Closing of emergency exit.

Non-Compoundable

- Emergency exist closed and removal charges to be levied.

8.5 Clear access to main electrical distribution boards emergency exits, stair cases, service doors, public conveniences and fire safety equipment must be ensured. Adequate working space must be provided in front of main electrical distribution boards and fire safety equipment for easy operation.

8.6 Minimum 3.0 meter wide passages in respect of product specific, business fairs and minimum 4.0 mtr. wide passages in respect of general fairs meant for public are to be provided. Passages are to be kept free of any display aids/exhibits.

8.7 The permissible height of stand construction is 2.5 mtrs. Only few features like logo in bigger stalls can go up till the height of 3.5 mtrs.

Mezzanine Construction

The extent of area of Mezzanine construction will be governed by the following:

- Floor at 2.5 m+1.0 m parapet in (Hall 2-6)
 - Stalls below 108 sqm – No Mezzanine
 - Stalls above 108 sqm. – 10% of net area booked
 - No Mezzanine in Hall 1,
 - All mezzanine construction should have a clearance of 2 m from the false ceiling of Halls 8-12A
- The exhibitor shall submit the plan with structural stability certificate from a qualified structural engineer of the stall for consideration of ITPO. The responsibility of safety of structure shall lie solely on the exhibitor/organizer.
 - Charges for the Mezzanine area created by the organizers/exhibitors will be charged at the licence fee of the hall and will be payable by the organizers to ITPO before seeking approval of the layout.
 - Mezzanine construction should be taken up only on ITPO's approval.

8.8 Stand construction should be independent of the walls, columns and roof of the halls.

8.9 Light weight hangings and buntings can be hung inside halls with high ceiling and from the existing hanging arrangements. No hanging, however, should be suspended from electric conduits, cables, fixtures and air – conditioning/ventilator grills. In case the exhibitor intends to provide specific hanging arrangements, the same should have the prior approval of the Engineering Division of ITPO. The hanging arrangements shall be removed after the close of the event by the organizers.

8.10 Specially designed frames are available in front of different halls. Signboards of the events are to be installed using such frames only. No signboard is to be suspended from the rooftop or parapets.

8.11 The standby AMF type generators have been provided for emergency general lighting of halls in hall No. 7, 8, 9,10,11,12 & 12A only. For other halls standby DG set with emergency lights shall be provided by the organizers.

8.12 Fire protection arrangements have been made in Pragati Maidan. Additional requirement of fire safety equipment, for specific exhibits may be got assessed from competent fire safety personnel and provided. Additional precautionary fire safety implements like fire extinguishers etc. are to be provided by the organizers. The organizers will deploy adequate number of fire fighting personnel.

8.13 Use of fire hazard material like thatch, dry grass and other similar inflammable materials is not permitted. Only fire retardant materials should be used for construction and decoration of booths.

8.14 3-Phase/1-Phase power requirement for display/operation of machines needs to be forwarded to General Manager Incharge at least one month before the start of the event.

8.15 Only spotlights are to be used for stall lighting. Halogen and other floodlights are not to be used.

8.16 All precautionary measures towards safety of workers inside Pragati Maidan/Halls will be the organizer's responsibility.

8.17 No gas stove and other implements using live flame are permitted inside the halls for any purpose.

8.18 The sound decibel inside the Hall is to be regulated in the interest of all other users and visitors. The sound decibel in common areas and in passages should not exceed 70 decibel.

8.19 Sound engineering practice would be employed for work of electrical wiring from the main switches to the lights and other fixtures.

8.20 All electrical wiring work will be carried out only by licensed electrical contractors. No overloading of connection at any point of electrical output than the sanctioned load is permissible.

8.21 Each stall should have an adequate rated switch fuse unit, MCB or cut-out to enable isolation in case of any emergency/overloading.

8.22 Electrical wiring under the carpets is a potential fire risk. Wherever these are unavoidable, adequate precaution should be taken by covering these wiring by wooden ramps. Wiring with joints should not be provided under the carpet.

8.23 The electrical equipment installed must be earthed as per Indian Electricity Rules, 1956 amended up-to-date. Connections may be made to the nearest ITPO main earth lead.

8.24 Power factor improvement capacitor should be provided with the connected equipment wherever motors of 5 hp or above are used.

8.25 The Organizers should not draw electric power in excess of the requirements projected to ITPO and released by ITPO for the purpose. Overdrawal of authorized power load will attract 100% penalty.

8.26 Re-sale or supply electricity to third-party is not permitted.

8.27 The Organizer will be liable to restore or pay restoration charges, if any, on account of damage to ITPO property.

8.28 Penalty shall be imposed in case of not following the approved plan/deviation from ITPO guidelines at Rs.20,000/- per violation. In case of violation of any Guidelines specified above or specified by any other law enforcing agency, ITPO reserves the right to close the stand/stall/pavilion or levy a fine or get the construction removed at the risk and cost of the Organizer/exhibitor.

No claim of refund or compensation would be entertained in such cases.

8.29 The Organizers will submit the layout to Chief Architect of ITPO and to SGM/GM Incharge of the event at least 15 days before the start of the event.

8.30 The Organizers will ensure removal of packing boxes, unused display aids, handling equipment from the hall before opening of exhibition. If storage space is required, the same would be made available by ITPO subject to availability and payment of storage charges.

8.31 The Organizer must remove all abandoned material/trash from the premises after close of the fair. If the exhibitors leave behind such items, it will result in the Organizer being billed for removal and disposal of the same.

8.32 The movement of the exhibition material on the roads inside Pragati Maidan would be regulated in accordance with the guidelines specified by Security Division of ITPO.

8.33 Space of suppliers of display aids and other material for construction, decoration and plants etc. shall be got allotted from Marketing Division and exhibition material would be allowed to enter Pragati Maidan only after due payments for the space and with a valid "in-pass".

8.34 No material will be allowed to be taken out of Pragati Maidan by the organizers without "out-passes" issued by ITPO Authorities.

8.35 Joint Inspection of representatives of organizer and Architecture Division, ITPO on 1st day of exhibition at 11.00 AM failing which decision of ITPO would be final and binding.

9. CAR PARKING ARRANGEMENTS AND ENTRY OF VEHICLES CARRYING EXHIBITION MATERIAL

9.1 There are 11 gates in Pragati Maidan, which could be used for entry and exit. The number of gates to be utilized for entry and exit is decided depending upon the need. As far as possible entry of all the vehicles carrying exhibition goods etc. will be allowed from Gate No.1 at Bhairon Road and all such vehicles after off-loading the material will leave Pragati Maidan from Gate No '7' at Mathura Road near Appu Ghar. As a rule, entry of vehicles in Pragati Maidan during exhibition hours is strictly prohibited. However, in certain cases where services are to be maintained, entry of vehicles for the following categories is allowed on the basis of permits issued by the Security Division:

Debris trucks, Water tankers, Ambulance, Cash Vans of Banks, Maintenance Vehicles, Vehicles for carrying musical instruments and artists in costumes, Police Patrol Vehicles.

Entry of vehicles of all other purposes is strictly prohibited during exhibition hours to ensure free and unhindered movement of visitors.

9.2 Types of Entry Permits

Following types of entry permits are used to allow entry of vehicles inside the Pragati Maidan during the exhibition hours. These permits are issued by the Senior General Manager (Security).

'Control' Car Entry Permit	Limited number, 2 to 5 control passes are issued on the basis of the size of the exhibition to provide access to the exhibition areas during the exhibition.
Parking Labels Marked '3' provide entry to Administrative Block	To co-ordinate the visit of VIPs, 10 parking labels will be issued to the organizers for parking in Administration Block.
Parking Labels Marked 'S'	<p>For entry into Pragati Maidan during a particular period or at any time as specified on the permit during NON-EXHIBITION HOURS only. This type of permit will be issued only to Supply Van of Kiosks, Restaurants.</p> <p>The following will be the timings:</p> <p>07.00 AM to 09.00AM (before exhibition hours)</p> <p>All days 2100 hrs. to 2300 hrs. (after exhibition hours only)</p> <p>Entry of these vehicles will be from Gate No. 1 and exit from Gate No. '4'.</p>

9.3 In-Pass and Out-Pass (Exit Permit)

In order to regulate entry and exit of vehicles carrying exhibits, materials of contractors, permanent stallholders etc., a system of issuing IN-PASS and OUT-PASS has been introduced. With the IN-PASS, vehicles will be allowed entry into the ground while with the OUT-PASS (Exit-Permit) (Form at Annexure V), vehicles could exit from the ground after fulfilling the formalities of clearance from the Marketing Division/Central Control Room. IN-PASSES and OUT-PASSES will be issued by the Marketing Division/Central Control Room.

9.4 All the vehicles going out of Pragati Maidan are required to be checked at the gates. This is strictly followed by ITPO security/Delhi Police. All materials/exhibits going out of Pragati Maidan in vehicles or otherwise will be allowed to go out on the basis of valid OUT-PASSES (Exit Permits) only. Adequate number of IN-PASSES and OUT-PASSES may be obtained by the Organisers from Marketing Division. Two copies of invoice should be handed over at the exit point at Gate '7' or any other exit gate earmarked for the fair to security staff of which one will be returned back to the concerned person and one copy will be retained by the Security Division. The OUT-PASSES (Exit-Permits) will be duly stamped by the Marketing Division/Central Control Room.

9.5 Complimentary Parking Arrangements for Exhibitors by ITPO

Exhibition Halls	Parking Area
Hall No. 5,6,7,8, Restaurants, Kiosks, CPWD, DVB, Security Agencies, etc.	Bhairon Marg - parking capacity 2000 cars. Entry/exit is controlled from Gate No. 1
Hall 14 and State Pavilions close to Gates 5 & 7.	Gate '6' - Parking capacity 75 cars. Entry/exit is controlled at Gate '6'
Halls 8,9,10,11,12 & 12 A.	Behind Hall No. 12 - parking capacity 500 cars. Entry/exit is controlled from Gate No '10'
Halls 2,3,4,5 and Agricultural & Handloom Pavilions	Opposite Gate No 2 - Parking capacity 100 cars.
Hall No. 18	Gate No. 8 parking capacity 75 cars. During IITF & big trade fairs, Delhi Police does not allow parking due to security reasons. However, vehicles are allowed parking at Gate '6'
General parking for Visitors Gate No. 1 behind Purana Qila near Bhairon Mandir (1000 Vehicles)	This general parking for Buses, Cars, Scooters, and Bicycles is for visitors on payment basis at the approved rates, charged by the Contractor appointed by ITPO.
Buses, Trucks, Cars, Jeeps, Vans, Scooters, Motorcycles Bicycles - Parking Area at Purana Qila Road opp. Gate No. 5 (250 Vehicles) - Parking area at Bhagwan Das Road opp. Gate No. 7 (300 Vehicles) - Parking area at Gate No.9 (100	On Payment Basis

vehicles) which is used by Appu Ghar

9.6 Procedure for Issue of Exhibitor Car Parking Labels

Parking labels are issued after evaluating the availability of parking space for onward distribution. However, Security Division will issue parking labels for parking at Pragati Bhawan (Marked '4'), parking opposite Gate No. 2 (Marked '2') between Gate No. 5 & 7 (Marked '6') and Gate No. 1

9.7 General

1. A proper checking is carried out of the vehicles with the help of metal detectors/inverter mirrors by the Security Staff and Delhi Police on duty under the overall supervision of shift-in-charge.
2. A Log Book will be maintained at each entry points for entry of the vehicles through various gates, which will be checked and signed by the security supervisors on daily basis.
3. Exit vehicles carrying exhibition materials etc. are allowed only with valid gate passes issued by Marketing Division/Central Control Room.

10. HOARDINGS/BANNERS/DIRECTIONAL SIGNS

Display sites are allotted as per their availability. In case more than one event is taking place concurrently in Pragati Maidan, allotment of display sites is done as on the basis of area booked and proximity to the Halls. This would also include signages at the main entry Gates.

10.1 Hoardings

Hoarding/advertisement boards in Pragati Maidan can be put at the sites already identified by ITPO. These sites are as follows:

- One hoarding of size 10 ft x 20 ft. with a height of 8 ft on the boundary wall of gate No. 2.
- Two hoardings at gate No.5 near parking area of the size of 10 x 20 ft to be fixed at the boundary wall.
- Two hoardings at gate No.7 on existing water tank of the size of 10 x 10 ft.
- Three hoardings at the corner of green area near Karnataka pavilion of the size of 10 x 20 ft.
- Three hoardings of size of 10 x 20 ft. near kiosk No. 8 fixed on a triangular basis.

- Three hoardings of the size 10 x 20 ft near kiosk No. 6 fixed on a triangular basis.
- Six hoardings on the parapet wall of Hamsadhwani Theatre on the top of Jhatpat Restaurant.
- Three sided 20' x 10' hoarding tower at the following location:
- In green area outside hall No.4 facing Agriculture Pavilion.
- In green area adjacent Kiosk No. 8 facing Hall No. 15.
- * In green area at the corner of Anarkali Bazaar facing hall No. 13.
- In green area adjacent to gate B, facing Administration Building, ITPO.

Specific prior permission/clearance of the Marketing Unit of ITPO is necessary for mounting of any of these hoardings. ITPO charges fixed license fees for these hoardings for the period of the Exhibition.

10.2 No Hoarding, Banner, Bunting other than above is allowed in Pragati Maidan

10.3 Sign Cubes at Gates

Each gate of Pragati Maidan has a sign cube. Each cube has 3 sides. Three sides of these cubes can be used for painting the names of the Fairs. Organizers can hire these sign cubes on payment of fixed license fees and arrange for painting/vinyl lettering.

10.4 Directional Sign Boards in Pragati Maidan

ITPO provides directional Signboards to be mounted at different locations within Pragati Maidan at the gates of Pragati Maidan or on the roads leading to the gates of Pragati Maidan against payment of licence fee. These signboards are of standard sizes. These are either single-sided or double-sided.

10.5 Bunting and Flag Poles

To decorate the roads within Pragati Maidan leading to various halls, ITPO has Flag Poles and Buntings. These can be hired by exhibition organizers. Exhibitors in 3rd party events should contact the organizers for requirement of bunting and flag poles. ITPO will not entertain any correspondence direct from exhibitors.

10.6 All display space/boards/poles will have to be restored to their original condition by the organizers at the end of the exhibition by ensuring that the banners, buntings and other display materials are removed before the Halls are handed over back to ITPO.

11. INAUGURATION SERVICES/THEATRES

Hamsadhwani Theatre (Services Package)

11.1 The following package facilities can be provided on payment basis for inauguration functions:

- Laying of carpet on the stage of Hamsadhwani Theatre.
- Placement of 400 bucket chairs.
- Placement of 1,200 foam cushions on stone seats.
- Flower decoration on the stage and backdrop and provision of flower plants in front of the stage.
- Public Address System.

11.2 Ceremonial Security Guards

ITPO has designed colorful ceremonials dress for the Security Guards to be posted during special ceremonial occasions/inaugural functions etc. in Pragati Maidan. Such ceremonial guards can be made available on payment basis to the Organizers of Fairs.

12. AUTHORISED SERVICE PROVIDERS

12.1 Cargo Service Agencies

The ITPO has a system of registration of Cargo Handling & Clearing Agencies for freight forwarding and handling/clearance of Exhibits and other material within Pragati Maidan. All organizers of fairs in Pragati Maidan necessarily have to avail the service of the Cargo Service Agencies registered with ITPO. A list of Cargo Service Agencies registered with ITPO along with their addresses and phone and fax numbers is given in Annexure-V.

12.2 Security Agencies

ITPO provides general security in the exhibition complex. The fair organizers may engage private agencies for providing security during their exhibition. Services of any Security Agency verified by Delhi Police could be availed of.

ANNEXURE I

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	_____
ii) Registered Address	_____
iii) Date of establishment (dd-mm-yy) Please enclose incorporation certificate and memorandum and articles of association.	_____
iv) Name and Residential addresses of Board of Directors/ Partners/Proprietor of organization (Please enclose a separate list).	_____
v) Income Tax PAN Income Tax TAN Service Tax Registration number	_____
2. Address for correspondence	_____
Contact details and address phone (pleases include country and city code) Facsimile E-mail	_____
3 Name and Address of Office (if any) in D (Please specify whether Branch/Liaison/Representative office) Contact Details Phone Facsimile E-mail	_____

B. ABOUT THE PROPOSED EXHIBITION			
i) Name of the Exhibition			
ii) Broad Product Profile			
Please give product details; separate sheet may also be enclosed.			
iii) Gross covered area required (in sqms.)			
iv) PROPOSED EXHIBITION/CONFERENCE DATES (in format dd-mm-yy)			
	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>			
Conference Hall and/ or Lounge (Hall 7)			
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 Sqm.	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:	
<u>Space Reqd.</u>	<u>Application Money</u>
0 – 5000 sqm.	Rs. 1,00,000/-
5001 sqm. & above	Rs.1 lakh Plus Rs.50,000/- per 5000 Sqm. or part thereof
Demand Draft for _____	No. _____ dated _____
drawn on _____.	(Application money will be adjusted against the licence fee on allotment)

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.

17.7 We also note that:-

i) Liability of ITPO limited to refund of deposit in the event of Halls being unavailable.

ITPO is in the process of undertaking a modernization programme of facilities in Pragati Maidan. ITPO will inform the organizer in advance of any dislocation in the halls blocked by the organizer in the event of the modernization programme taken up. In such an eventuality, ITPO's liability is limited to refunding the advance licence fee received from the organizer.

ii) Entertainment Tax and other statutory levies and taxes:

The organizers will take clearance/No Objection Certificate/Authorization Certificate from Deptt. of Entertainment Tax, Government of National Capital Territory of Delhi, Office of the Commissioner of Entertainment Tax "L" Block, Vikas Bhawan, New Delhi – 110 002 before taking possession of the venue. ITPO reserves the right not to give possession of the halls in the event of organizer not obtained necessary permission from Entertainment Tax Department. This does not, however, absolve the organizers responsibility to pay the required licence fee to ITPO as per booking made by them.

iii) All service tax and other statutory liabilities accruing out of holding this event will have to be borne by the organisers

iv) The organizer undertakes to sign the agreement - in the prescribed format – on allotment of space.

v) We have studied the Guidelines for Licensing of Exhibition Space and Facilities in Pragati Maidan and are fully aware of the Terms and Conditions for allotment of facilities prescribed by ITPO.

Authorized Signatory	_____
Name of signatory	_____
Designation	_____
Name of Organization	_____
Address	_____

Date	_____

N.B

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.

Duly filled up application form with a Demand Draft towards application money payable to India Trade Promotion Organization, New Delhi should be submitted, at least 3 months prior

to the scheduled date of the event to the General Manager, Marketing, India Trade Promotion Organization, Pragati Bhawan, New Delhi (Telephone.23371390, Fax 23371874).

ANNEXURE-II

INDIA TRADE PROMOTION ORGANISATION, NEW DELHI

**LICENCE FEE FOR EXHIBITION HALLS/OPEN SPACE
(VALID UPTO 31st MARCH, 2008)**

S. No	Exhibition Hall/Open Space	Area	Lean Period	Peak Period
			1 st Apr. to 15 th Sept. 2006 16 th Mar. 07 to 15 th Sept. 2007 16 th March 08 to 31 st Mar. 08	16 th Sept. 2006 to 15 th Mar. 2007 16 th Sep. 2007 to 15 th Mar. 2008
	Hall No. 1 (8515.75)		Rs. per sq. mtr. Per day	Rs. per sq. mtr. Per day
A01	Front	3570.75	57.00 per day	143.00
A02	Rear	3235.00	57.00	143.00
A03	Foyer	825.00	57.00	143.00
A04	Rear Middle	885.00	57.00	143.00
	Hall No. 2 (1871.90)			
A05	Ground	1360.00	57.00	143.00
A06	Mezzanine	511.90	29.00	72.00
A07	Hall No. 3	1445.00	57.00	143.00
A08	Hall No. 4	1605.00	57.00	143.00
	Hall No. 5 (1876.90)			
A09	Ground	1365.00	57.00	143.00
A10	Mezzanine	511.90	29.00	72.00
	Hall No. 6 (5916.08)			
A11	Ground	4415.34	57.00	143.00
A12	Mezzanine	1500.74	29.00	72.00
	Hall No. 7 (7067.08) A/C			
A13	Hall No. 7 ABC	2278.77	57.00	143.00
A14	Foyer A	500.00	40.00	110.00
A 15	Hall No. 7 D	715.88	57.00	143.00
A 16	Hall No.7E	715.88	57.00	143.00
A 17	Hall No.7FGH	2356.55	57.00	143.00
A18	Foyer B	500.00	40.00	110.00
A 19	Hall No. 8, 9 & Foyer A (A/C)	1393.26	70.00	171.00
A 20	Hall No. 10 (1985.49)	1754.49	70.00	171.00
A 21	Foyer B	231.00	70.00	171.00
	Hall No. 11 (5730.49) (A/C)			

A22	Hall No.11A	2995.71	70.00	171.00
S. No.	Exhibition hall/Open space	Area	Lean Period	Peak Period
			Ist April to 15 th Sept 2006 16 th Mar to 15 Sept. 2007	16 th Sept. 2006 to 15 th Mar 2007
A23	Hall No. 11B	2271.00	70.00	171.00
A24	Foyer C	463.78	70.00	171.00
	Hall No. 12 (2081.00) A/C			
A25	Hall No.12	1681.00	70.00	171.00
A26	Foyer	400.00	70.00	171.00
A27	Hall No. 12A (A/C)	4633.00	70.00	171.00
	Hall No. 14 (5490.00)			
A28	Ground	4690.00	57.00	143.00
A29	Mezzanine	800.00	57.00	143.00
A30	Hall No. 15	1660.76	57.00	143.00
	Hall No. 18 (11633.00)			
A31	Ground	6909.00	57.00	143.00
A32	Mezzanine	4724.00	57.00	143.00
A33	Open Space	---	29.00	77.00
A34	Open Space, if covered by Organizer	--	37.00	98.00
A35	Hall No 16 (First Floor)	1967.00	57.00	143.00
A36	Basement of Hall No. 18 if used for Exhibition purposes	840 sq. mtr.	57.00	143.00

Note:

1. Service Tax may be claimed as cenvat credit if the conditions laid down in Cenvat Credit Rules, 2004 are fulfilled.
2. If the licensees are availing of air conditioning facilities, where such facilities are available, additional payment of the same would be made. The present rate is Rs.55.00 per sq. mtrs. per day for 10 hours subject to revision.
3. Stand lighting charges are Rs.20/- per sq. mtr. per day subject to revision.

Chargeable on 60% of the gross area booked and on all days of the event plus one day
4. 20% discount on license fee would be applicable for use of halls for holding Conference /Seminar/Inauguration during peak period only and at the discretion of ITPO. Discount is applicable only if the full Hall is used for such purposes.

**RATES FOR CONFERENCE HALLS/THEATRES
(VALID UPTO MARCH 31, 2008)**

S. No.	Particulars	Unit of Measure	Ist Apr. 2006 to 31 st Mar.08
	B.CONFERENCE HALLS/THEATRES/PROTOCOL SERVICES		
B01	Conference Hall 7	Rs. per day	22,000
B02	Lounge (Hall No. 7)	- do -	26,250
B03	Conference Hall 7 + Lounge (as package)	- do -	36,750
B04	Pragati Auditorium	- do -	8,000
B05	Conference Hall (Hall No. 8)	- do -	31,500
B06	Conference Hall (Hall No. 8) + Lounge (Hall No. 7) – as a package	- do -	47,250
B07	Conference Hall (Hall No. 8) + Hall No. 8 (as a package)	- do -	47,250
B08	Basement of Hall No. 18***	- do -	10,500**
B09	Shakuntalam Theatre	- do -	22,000
B10	Hamsadhwani Theatre (Open Air)**	- do -	24,500
B11	Hamsadhwani (off Season)@	- do -	13,000
B12	Hamsadhwani with Package (includes 400 chairs, cushions, wooden backdrop with octonorm system, carpet on stage/carpet in passage, horticultural plantation in front of the stage and P.A. system	- do -	56,000
B13	Hamsadhwani with package (Off Season)@	- do -	26,000
B14	Lal Chowk Theatre (Open Air)**	- do -	10,000
B15	Lal Chowk (Off Season)@	- do -	5,000
B16	Falaknuma (Open Air)	- do -	5,000
B17	Falaknuma (Off Season)@	- do -	2,100
B18	Office space in Hall No. 1, 2 to 5 (Mezzanine Floor) and HSD (8-11) – not used for Exhibition	Rs. per sq. mtr. per day	40
B19	Press Lounge (Hall No. 1#)	Rs. per day	4,000
B20	Business Information Centre (Hall No. 1#)	- do -	2,100
B21	Information Booths on roads	- do -	550
B22	Information Booths in Foyer of Hall 7	- do -	1,100
B23	Protocol room	- do -	10,000
B24	VIP Pragati Lounge (Hall No. 1#)	- do -	5,300
B25	Room at Reception – I (Admn. Block)	- do -	7,250

These facilities are being shifted from Hall No. 1. The rates indicated against each thus would be applicable only till these facilities are available in Hall No. 1

** If theatres are used for rehearsals for a part of the day, discounted rate will be charged.

@ Off-season period: 16th March to 15th September.

*** i) Rs. 10,500/- including A/C if used for conference purposes

ii) If used for exhibition purposes, licence fee as applicable for Hall 18 and A/C charges.

LICENCE FEE FOR MISCELLANEOUS SERVICES

S. No.	Particulars	Unit of Measure	Licence fee (Rs.)
	C. MISCELLANEOUS		
C1.	Trolley (for 8 hrs a day)	Per Trolley/ day	1890.00
C.1b	For each extra hour	Per Trolley/ hour	370.00
C.1c	i) Ad site - Size 9' X 1.6"	Per trolley/day/site	1050.00
	ii) Ad site + Trolley	Per trolley/day/site	2650.00
C.2	New Walkie-talkie Sets	Rs/set/day	830.00
C.3	Old Walkie-talkie Sets	Rs/set/day	525.00
C.4	Hand-held Metal Detectors	Rs/set/day	55.00
C.5	Door Frame Metal Detector	Rs/set/day	450.00
C.6	Deluxe Frame Metal Detector	Rs/set/day	575.00
C.7	Country Flag/National Flag	Rs. Each/day	160.00
C.8	Security Guards in Ceremonial Dress	Rs. Per Guard/day	390.00
	D. FIRE EXTINGUISHERS		
D.1	Soda Acid	Rs. Per unit per day	50.00
D.2	Foam Type	Rs. Per unit per day	50.00
D.3	Co2 Type	Rs. Per unit per day	70.00

D.4	DCP	Rs. Per unit per day	85.00
D.5	Water Co2	Rs. Per unit per day	70.00
D.6	Fire Tender	Rs. Per unit per day	3815.00
	E.SIGN BOARDS/CUBES/BUNTINGS		
E.1	Directional Sign Boards-Single sided	Rs. each	430.00
E.2	Directional Sign Boards-Double sides	Rs. each	510.00
E.3	Sign Cubes	Rs. per side	1660.00
E.4	8'x4' Board-single sided	Rs. each	1270.00
E.5	8'x 6' Board- single sides	Rs. each	2045.00
E. 6	8'x 4' Board- double sided	Rs. each	2035.00
E.7	Hoarding (20ft. x 20 ft.)	Rs. each	31765.00
E. 8	Hoarding (20 ft. x 10 ft.)	Rs. each	12705.00
E.9	30"x30" Board	Rs. each	335.00
E.10	Self-standing 15" x 15"	Rs. each	70.00
E.11	Additional Charges for artwork	Rs. per sqm.	35.00
E.12	Rates for fixing/hanging inside halls	Rs. each	170.00
E.13	Bunting	Rs. each	170.00
E.14	Flag/Flag Poles	Rs. each	35.00
E.15	Tower Hoarding (Triangular)	Rs. each for	
		1-7 days	17325.00
		8-15 days	34650.00
E.16	Tower Hoarding Small	Rs. Each for	
		1-7 days	8665.00
		8-15 days	17325.00
E.17	Fascia Gate No.1, 2, 5 and Gate No.7	Rs. each	28880.00
	F. ELECTRICAL/WATER SERVICES		
F.1	Ventilation system	Rs. Per sqm per day	2.60
F.2	Blower Operation Charges	Rs. Per sqm per day	2.60
F.3	Power Connection	Rs. Per KW	190.00
F.4	Power Consumption	Rs./KW/day	130.00
F.5	Water Connection Charges	Rs. Each	2810.00

F.6	Water Consumption Charges	Rs. per Tap/ day	450.00
F.7	Compressed Air (Halls 8 to 13)	Rs. per day per connection	5250.00
G.OTHER SERVICES			
G.1	Octonorm System	Rs. per sq.mtr.	430.00
G.2	Steel Barricading	Rs. Each	30.00
G.3	Podium	Rs. Each	65.00
G.4	Chairs (VIP)	Rs. Each	35.00
G.5	Chairs (Ordinary)	Rs. Each	15.00
G.6	Table	Rs. Each	35.00
G.7	Mike with a Loud Speaker	Rs. Each	640.00
G.8	Brackets	Rs. Each	115.00
G.9	Wooden Platform	Rs. Each	2550.00
G.10	Potted Plants	Rs. Each	Rates vary according to the size and variety of the plant.
G.11	Installation of X-ray Baggage Scanning Machine	Rs.4000/- for smaller machine Rs.5000/- for bigger machine. The rates are inclusive of electricity and operation cost. Taxes will be charged extra as applicable. In addition wherever applicable event organizer will be charged separately for mantling and dismantling cost + transportation charges + 10% overheads.(Rates subject to change)	

Rates for Electricity & Water - subject to revision

ANNEXURE III

LICENCE AGREEMENT

This agreement is made at New Delhi on this _____ day of _____ between India Trade Promotion Organisation, a Government of India Enterprise, having registered office at Pragati Bhawan, Pragati Maidan, New Delhi-110001 hereinafter referred to as "ITPO" / First Party, through _____, who has been duly authorized by Chairman & Managing Director, ITPO to execute the present agreement. That the said expression ITPO / FIRST PARTY shall mean and include its assignees, transferees, etc.

And

(Name and Address)

_____ hereinafter referred to as "ORGANISER" / SECOND PARTY who desired to hold a trade event with name and style of _____ during _____ covering products _____ in Pragati Maidan, New Delhi – property of exclusive use and possession of ITPO. That the said expression "ORGANISER" / SECOND PARTY shall mean and include its assignees, transferees, etc.

ITPO hereby agrees to grant permission to the organizer to organize the above event in Pragati Maidan on terms and conditions, as set out below:

A. OCCUPIED AREA

1. The ORGANISER/Second Party will occupy a total space of _____ sqm. in Hall Nos. _____, open area measuring _____ sqm. located within the area of Pragati Maidan, which is the sole and exclusive property of ITPO/ First Party.
2. ITPO/First Party shall hand over possession of the above permitted area at 10:00 hrs. on _____ and take back possession of these halls at 10:00 hrs. on _____ from the ORGANISER/Second Party. This specified period is inclusive of setting up and dismantling period and is hereinafter known as the "LICENCE PERIOD".
3. ITPO, in case intends to undertake any construction, resulting in modification of plans, design, functioning or general appearance of the above mentioned halls, or the licenced space, shall reduce in writing, the modifications and shall inform the ORGANISER at least 6(six) months in advance from the date of commencement of "licensed period" and the

ORGANISER shall have no objections to the decision communicated by ITPO and the decision of the ITPO in this regard shall be treated as final and conclusive.

4. ITPO is also in the process of undertaking a Modernization Programme of facilities in Pragati Maidan. ITPO will inform the ORGANISER in advance of any dislocation or unavailability of the Halls blocked by the ORGANISER in the event of implementation of the Modernization Programme. In such an eventuality, ITPO's liability is limited to refunding the advance licence fee received from the ORGANISER. It will be ITPO's endeavour to give at least 6 months notice from the date of tenancy referred to in para 2 of this agreement.

B. LICENCE FEE AND SERVICE CHARGES

5. ITPO shall charge licence fee for the licensed space from the ORGANISER at the following rates in Indian Rupee per sqm per day, hereinafter known as "license fee", for the gross area of the Halls and foyers.

Halls_____	Rs. _____/sqm
Mezzanine_____	Rs. _____/sqm
Foyers_____	Rs. _____/sqm
Open Area_____	Rs. _____/sqm.

6. The ORGANISER hereby agrees to pay the licence fee at the above mentioned rate and also charges for stand lighting, air-conditioning, additional electricity, power connection & consumption, facilities and other services, service tax, etc. at the rate as advised and informed by ITPO from time to time, which shall be subject to revision by ITPO at its sole discretion.

7. The ORGANISER shall pay 5% security deposit over the billing amount to ITPO. The deposit will be refunded after adjusting all dues to ITPO from the organizer and the same will not attract any interest.

8. ITPO will provide power, water, and other services, subject to limitations of availability, on payment of such service charges as advised and informed by ITPO from time to time.

C. PAYMENT OF FEES

9. The ORGANISER shall arrange payment of licence fee and other service charges to ITPO as per statement given at Annexure-I and as per the following time schedule:

Licence Fee for Halls

- 3% of total licence fee on allotment
- 5% of total licence fee, 12 months before the event
- 22% six months before the event
- 20% three months before the event
- Remaining 50%, seven days before the event

Indents for stand lighting, air - conditioning, additional electricity, power connection & consumption, facilities and other services are to be made at least 15 days before the commencement of tenancy period. Any services requisitioned with less than 48 hours (working days) notice period will be subjected to 10% additional service charges.

10. a) The Organiser hereby agrees to follow the above payment schedule. The Organiser also agrees to pay additional service charges at 3% of the due amount in case of non-adherence of the above schedule. Delay shall be worked out as per date of receipt of payment in ITPO and as per the schedule in Para 9 above.

10. b) Non-compliance of the above payment schedule shall attract annulment of this contract at the sole discretion of ITPO as well as forfeiture of the amounts paid/deposited by the ORGANISER.

11. Payment may be made either by demand draft or through bank transfer to India Trade Promotion Organisation account No.002157-012 swift code CITIINBX in CITI Bank, Jeevan Vihar Building, 3 Sansad Marg, New Delhi.

12. In case of surrender of space, the ORGANISER shall be required to pay penalty to ITPO as percentage of the license fee depending upon the notice period calculated from the commencement of tenancy period; as follows:

Exhibition Period (Notice period to be taken from the date of tenancy)	Lean Period (16th March to 15th Sept.)	Peak Period (16th Sept. to 15th March)
366 days above	2%	3%
271 to 365 days	5%	7.5%
181 to 270 days	10%	15%
91 to 180 days	20%	30%
16 to 90 days	30%	45%
0 to 15 days	100%	100%

D. WORK

13. The ORGANISER shall adhere to the Engineering and Architectural Guidelines of ITPO in the execution of construction work.

14. The ORGANISER shall not issue any instructions to its contractors/subcontractors/agents, which are not in accordance with prevailing rules & regulations of ITPO.

15. The ORGANISER hereby undertakes to hand over vacant licensed space at the end of licensed period at 10.00 a.m. on _____ (Following day of last day of tenancy) and if

the ORGANISER fails to comply with the deadline, the ORGANISER shall be liable to pay penalty which would be the double of licence fee, for the number of days of overstay. Apart from collecting penalty, ITPO shall be at liberty to remove, confiscate and dispose of the materials of the organizer and its exhibitors/contractors at the risk and cost of the ORGANISER.

16. The ORGANISER hereby agrees to inform in writing at least 4 (four) weeks in advance it's intention to establish catering services and the space earmarked for the same within the licensed space and only on prior approval of ITPO in writing, the said catering services will be operated by the organizer, and the ITPO will have the sole discretion to allow or disallow the operation of catering services without assigning any reasons thereof.

17. In view of the large number of restaurants operating in Pragati Maidan, ITPO does not encourage setting up of restaurants within the Exhibition Halls. Setting up of Cafeteria at designated points for serving beverages and snacks by one or more F&B Outlets of Pragati Maidan could be permitted within the overall booking area of the Hall(s). However, no cooking is allowed in the Cafeteria. Operation of deluxe quality restaurant of Five Star Hotels or caterer of repute only by the organizers during the Fair period is allowed on merits, for which special licence fee of Rs. 1.05 Lakhs has to be paid by the organizers to the ITPO.

18. The ORGANISER agrees to the following general rules:

- a) That entry and exit of exhibition goods and materials shall be only through the Gates earmarked for that purpose.
- b) That all exhibition goods inside the Pragati Maidan shall be handled by the empanelled Cargo Agent(s) of ITPO. No other agency will be permitted to operate in Pragati Maidan.

19. The Second Party will get all invitation cards, exhibitor badges etc. duly stamped from the Security Unit of ITPO – as per ITPO norms.

20. That exit of exhibition goods shall be through Exit Passes duly authenticated by Central Control Room/Security Division at the conclusion of the event.

E. OBLIGATIONS OF THE ORGANISER

21. The rights of occupation of ORGANISER are limited to the licensed space and licensed period only.

22. The ORGANISER is allowed to carry on/carry out activities in licensed space related to licensed programme including decoration, customer service, seminars, trade promotion, press coverage and other public relations activities not prohibited by law of land.

23. The ORGANISERS hereby undertake to comply with hygienic and security rules of ITPO.

24. The ORGANISER or his appointed agents shall take suitable insurance policy against work/display related accidents for the workers insurance policy for work force deployed participants and visitors and furnish a copy of the insurance policy to ITPO. And there is no liability of ITPO for any kind of loss.

25. The ORGANISER hereby undertakes to keep the approach ways/roads/lanes connecting the licensed space, official and exit (cargo and visitors) in good condition during the licensed period and in the event of non-compliance, any amount spent by ITPO on this account shall be made good within 7 days from the date of receipt of notice of demand from ITPO.

26. The ORGANISER shall ensure that the exhibitions and those manning the booths are properly attired. Any dress crossing the limits of decency will not be permitted. Any violation will attract penalties besides other action under appropriate law.

27. **Entertainment Tax and other statutory levies and taxes:**

The organizers will take clearance/No Objection Certificate/Authorization Certificate from Deptt. of Entertainment Tax, Government of National Capital Territory of Delhi, Office of the Commissioner of Entertainment Tax before taking possession of the venue. ITPO reserves the right not to give possession of the halls in the event of organizer not obtained necessary permission from Entertainment Tax Department. This does not, however, absolve the organizers responsibility to pay the required licence fee to ITPO as per booking made by them.

28. **Service Tax and other Tax liabilities**

The organizer undertakes to pay all tax liabilities including service tax to ITPO on holding the event. In the event of such a tax becomes payable and if ITPO is asked to pay such taxes by any authority, the organizer undertakes to pay to ITPO such taxes paid on behalf of the organizer on account of the licensed event.

29. Organizer will ensure that preventive measures are taken for prevention of fire in line with the regulations and guidelines of the Fire Authorities in their respective cities.

F. OBLIGATIONS OF ITPO

30. ITPO hereby agrees to maintain in working conditions the structure, fixture and all permanent installations of the licensed space.

31. ITPO is at liberty to allow organizing of fairs or events by itself or by other organizers in any area of Pragati Maidan other than the licensed space to the Organizer during the licensed period.

32. ITPO shall have free access to the licensed space during the period of occupation as mentioned in the contract and be able to record/point out infractions to the contract and the

ORGANISER shall be obliged to remedy/rectify the same immediately and submit compliance report.

G. OTHER TERMS

33. The ORGANISER hereby agrees that it shall not seek renewal of this agreement or extend the licensed period.

34. The ORGANISER shall indemnify ITPO and keep it indemnified against any act, omission, commission or any claim of third party and any damage caused to the property of ITPO arising out of the activities of the ORGANISER during or after the licence period.

35. All disputes or differences between the parties arising out of or related to the construction, operation and manning or giving effect of this contract or the breach thereof shall be settled by arbitration. Arbitrator shall be appointed by the CMD ITPO.

36. The ORGANISER has studied and understood the ITPO's published Guidelines for licensing facilities in Pragati Maidan and agrees to follow all the principles and terms/conditions. In the event of any failure on the part of the ORGANISER to follow/adhere to the guidelines, penalty as considered fit by ITPO will be payable by the ORGANISER.

37. The agreement shall be subjected to the jurisdiction of National Capital of India Delhi.

38. In witness to aforesaid agreed terms and conditions, I hereby sign as authorized representative.

For & on behalf of ITPO

Signature_____

Name:_____

Designation_____

For & on behalf of_____

Signature _____

Name_____

Designation_____

ANNEXURE IV

FORM FOR OUT PASS (EXIT PERMIT)

**Central Control Room
ITPO New Delhi**

Allow exit of following material/exhibits from Pragati Maidan:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

These exhibits/material belong to M/s _____, who
is Participating/Providing services in the _____

(Name of Exhibition)

Name and Signature of CEO/

Authorized Officer _____

Date _____