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>A</u>	BOUT THE ORGANISER	
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 Delhi (Please specify whether Branch/Liaison/Representative office) Contact Details							
Phone							
Facsimile							
E-mail							
B. ABOUT THE PROP	POSED	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)	v) PROPOSED EXHIBITION/CONFERENCE DATES (in format dd-mm-yy)						
						^d Preference	
Exhibition Hall (s	3)						
Mounting Period							
Exhibition Period							
Dismantling Period							
Conference Hall (s)							
Conference Hall and/							
or Lounge (Hall 7)							
Auditorium (Hall 8)							
v) Exhibition Timing	and Pr	oposed Enti	y Tickets				
		Week Day	S	Sat Sunda Holidays	ıy/	Entry Ticket (Rs)	
Business Visitors(Timings)							
General Visitors(Timings)							

vi) Entry Restrictions								
Entry by Invitations	Entry by Invitations/Open to General Public							
vii) Have you organized any fair in the past? If yes, please give broad details of past fair organized (Please enclose one copy each of Brochure/Fair Guide)								
Exhibition Name	Exhibition dt. (dd-mm-yy)	Gross Covered Area (in Sq. Mtr)	No of Exhibitors	Visitorship				
viii)In case of an International please give names of continuous where foreign Exhibitor to participate	ountries from							
ix) Have you notice/advice from Cu non-fulfillment of importation of exhibits in the previous even details and follow up act x) Also attach a sup EPCs/Industry Association	conditions on by any exhibitor ts? If so, give ction taken.							
xi) Application money v Form. The application r as per the space require organizers:	noney payable is	Demand Draft for _						
Space Reqd. Ap	plication Money	drawn on						
5001 Sq. Mtr. R & above Rs.100,	Rs. 2,00,000/- s.2 lakh <u>Plus</u> 000/- per 5000 Or part thereof	(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								

- 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	

<u>N.B</u>

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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).