



F. No. ITPO/F&B/Misc./2012-13

**INDIA TRADE PROMOTION ORGANISATION**  
(F&B Unit)

Pragati Maidan, New Delhi  
Dated: September 16<sup>th</sup>, 2014

Office Order No. Admn./ 973 /2014

**Sub: Policy regarding provision of Food & Beverage Services in Exhibition Halls during ITPO's Fairs**

This refers to Office Order No. Admn./162/2012 dated 29.08.2012 and Office Order No. Admn./1064/2012 dated 12.11.2012 issued by F&B Unit on the subject mentioned above, the following provision is added:

**5. Provision for Free space to Long-term F&B Licensees :**

For fairs organized and co-organized by ITPO, the four long term F&B licensees as indicated under serial no. 3 of the Policy regarding provision of F&B services in Exhibition Halls during ITPO's fairs and the fairs where ITPO plays role of the co-organizer/event manager shall be provided **free space** to set up cafeteria inside Hall(s) on non-exclusive basis for serving only pre-cooked snacks & beverages as per list at serial no. 1(i) of the said Policy. This has been decided with the purpose to facilitate quality & variety of pre-cooked food items & beverages at reasonable rates to exhibitors & visitors. The space allotted for the purpose would be **24m<sup>2</sup>** and would be reviewed on fair to fair basis by User Division depending upon the availability of space (unsold area) for each Hall complex i.e. Hall No. 1, Hall No. 2-5, Hall No. 6, Hall no. 7, Hall No. 8-11, Hall No. 12 & 12A, Hall No. 14 & Hall No. 18 for ITPO fairs other than IITF. The four long term F&B licensees shall bear the charges for various utilities.

*GM (AC)*

*[Signature]*

(R. K. Singh)  
General Manager

To: All HoDs

cc: PS To ED  
PS To CMD

*17/9/14*  
*on portal.*  
ARJUN CHANDRA  
Director (Information System)