

India Trade Promotion Organisation
BDD

March 31, 2020

CIRCULAR

The following is the approved policy in respect of cancellation/re-schedulement/delayed penalty due to Coronavirus pandemic for the approved events during the financial year 2020-21 from [April, 2020](#) to September, 2020 :

- A) Re-schedulement of events up to September,2020 will be allowed without any penalty.
- B) For cancellation of events for 1st quarter, the cancellation is allowed without any penalty. However, a credit note will be issued to the 3rd party organiser which can be adjusted in the next event.
- C) In case of event re-scheduling from lean period to the semi-peak or peak period and vice-versa, the re-schedulement charges up to September,2020 will be waived off but the third party organiser will be required to pay the published approved rentals of re-scheduled period.
- D) For cancellation of 2nd quarter events, 50% penalty will be charged on the approved events. Instead of refunding the cancellation amount, a credit note will be issued to the 3rd party organiser of the balance amount (if any) which can be adjusted in the next event.
- E) The delayed penalty, if any, for the period 1-2-2020 to 30-4-2020 will not be charged.

This issues with the approval of Competent Authority.

Surinder Kumar
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To :

All Third Party Fair Organisers