

NO. 145-ITPO/1/BDD/2020
INDIA TRADE PROMOTION ORGANISATION

April 21, 2020

CIRCULAR

The following is the Revised Policy in respect of cancellation/ re-schedulement / delayed penalty due to COVID-19 Pandemic for the events to be organised by Third Party Fairs Organisers from 01 April, 2020 to 31 March, 2021 :-

- 1) ITPO will not levy any penalty for cancellation/ re-schedulement/ reduction in space booked by third party fair organisers up to March, 2021, provided the request is received at least 90 days before the scheduled date of the event or date of notification of this order, whichever is later.
- 2) In the case of cancellation/ re-schedulement/ reduction in space booked, instead of refunding the payment received, ITPO will issue credit note to the 3rd party fair organiser, which can be adjusted in their event(s).
- 3) ITPO to give relief of 20% in the published/approved rentals to the third party fair organisers for the events booked/to be booked or re-scheduled/to be re-scheduled during the same business periods up to March 31, 2021.
- 4) The re-scheduled event in FY 2020-21 will need to pay the originally booked rentals or the published/approved rentals of the relevant business period, whichever is lower. In case the organiser intends to shift/ re-schedule the event from lean to semi-peak/peak or semi-peak to peak or vice-versa, such a request should come at least 90 days before the scheduled date of the event or date of notification of this order, whichever is later. (In case of re-schedulement inter business periods, the general benefit of 20% rebate will not be applicable).
- 5) The present payment plans for ITPO rentals i.e. "Eight Months before start of tenancy" has been relaxed and revised as "Four Months before start of tenancy".
- 6) The delayed penalty, if any, for the period 1-2-20 to 30-06-2020 will not be charged.

This issues with the approval of the Competent Authority.

Sd/-
Surinder Kumar)
Senior Manager (BDD)

To :

**All Third Party Fair Organisers
All Officers/Officials in BDD
All HoDs
Finance Division(Revenue Department)**

Copy for Information to :

**PS to CMD
PS to ED**