



Tamilnadu Trade Promotion Organisation

(A Joint venture of ITPO (Govt. of India) and TIDCO (Govt. of Tamilnadu))

ISO 9001:2008 Certified

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TNTPO/Mktg/2019

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It is brought to the knowledge of all the Event Organisers / Managers to strictly follow the TNTPO payment schedule to avoid cancellation of their event due to non-adherence of Payment schedule. The payment schedule is as per the existing policy of TNTPO . All the exhibition Organisers / events Managers are requested to follow the payment schedule with immediate effect. All the exhibitions / events already booked are required to make the payment as per the schedule on or before 30th of June 2019, failing which the events/Exhibitions shall be treated as canceled and fresh bookings has to done

Procedure for booking :

Organizers wishing to hold their events in Chennai Trade Centre have to give their requirements to Marketing Department of TNTPO.

Further, based on availability TNTPO will send a reply mail to organizers within two working days.

TNTPO will give 5 working days as time period for their tentative booking. Confirmation of the event shall be done only on receipt of the License Fee Payable as per the schedule of payment. The organizers have to strictly follow the Payment Schedule. If the payment schedule is not adhered to the event shall be cancelled without any notice and allotted to any other event/ Exhibition on first come first serve basis. After cancellation of the event for not adhering to the schedule of Payment , if the same organizer wants to book the dates for their same event , it shall be considered as fresh booking and the license Fee paid earlier shall not be adjusted towards the fresh booking.

Booking of halls and convention Centre can be made by paying the advance amount. Advance amount payment at the time of booking.

1. Each 2200 Sqmts - Rs.2 Lakh
2. CC Each Hall - Rs.1 Lakh
3. Hall No.2 - Rs.2 Lakh

The advance payment will be adjusted against the license fee on allotment.

Payment Schedule shall be as follows:

License Fee payable on allotment/ approval - 5%

License Fee payable Two years before start of tenancy – 5%

License Fee payable one year before start of tenancy – 10%

License Fee payable 8 months before start of tenancy – 25%

License Fee payable 15 days before start tenancy – 55%

Surrender of Space policy:

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

Notice period (to be taken from the date of event)	Penalty Rates (as % of License fee)	
	Non- peak period (April to June)	Peak period (July- March)
More than 365 days	2%	3%
271-365 days	5%	7.5%
181-270 days	10%	15%
91-180 days	20%	30%
16-90 days	30%	45%
1 – 15 Days	100%	100%

Surrender of space is not applicable for B2C exhibitions.

If the organisers are cancelling / rescheduling any of the exhibitions at any point of time due to any reason, the above penalty shall be applicable.

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 organizers.

Minimum of 3 months' notice from the date of the original leniency 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.


Authorised Signatory