



Tamilnadu Trade Promotion Organisation

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

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CIRCULAR

The following is the Relaxation Policy in respect of cancellation, re-schedulement, charges for delayed payment of licence fee and reduction in area due to COVID – 19 Pandemic for the events to be organised by Third Party Fair Organisers (TPFO's) at Chennai Trade Centre from January 01, 2022 to March 31, 2023.

1. Relaxation Period : This relaxation policy will be applicable for all the events approved / to be approved to be held during January 01, 2022 to October 31, 2022.

2. Reschedulement : Three times reschedulement will be allowed without reschedulement charges for events. This is applicable for the events to be held, i.e. scheduled/re-scheduled/booked/to be booked, during January 01, 2022 to October 31, 2022. This relaxation is allowed subject to the condition that the request is received in TNTPO 30 days prior to the start of the tenancy of the event, and if the event is to be shifted within the period from January 01, 2022 to March 31, 2023. The condition of the time limit of receipt of request in TNTPO will not to be applicable for the time period the Government of Tamilnadu approval for conduct of trade fairs/exhibitions is not there, and till the halls in TNTPO are available for organisers.

3. Cancellation : On cancellation of the approved event(s) scheduled to be held during the period from January 01 to October 31, 2022, the TPFOs will have the following two options:

(i) Treatment of Advance Paid and the issue of Credit Note : Credit Note equivalent to 100% cancellation charges, out of advances with TNTPO, will be issued for their future bookings / adjustments during the FYs 2021-22 (January to March, 2022) and 2022-23 (April, 2022 to March, 2023).

In case the organiser has deposited extra amount over and above the amount required towards the actual applicable 100% cancellation charges, the excess amount can be refunded on request after converting the applicable cancellation charges amount into a Credit Note. [Example – if an organiser has deposited Rs.1000/- with TNTPO and the actual applicable 100% cancellation charges work out to Rs.400/- in that case, TNTPO will retain Rs.400/- cancellation charges with it for

future events as a Credit Note and the remaining Rs.600/- will be returned to the TPO, if so demanded, otherwise, it will remain with TNTPO for future events].

(ii) Treatment of Cancellation Charges and Refund : In case of TPFOs opting for Refund (not Credit Note for any amount), all advances with TNTPO will be refunded to the organiser after deducting 25% of the actual applicable cancellation charges. [Example – if an organiser has deposited Rs.1000/- with TNTPO and the actual applicable 100% cancellation charges work out to Rs.400/-, in that case, TNTPO will charge 25% of the actual applicable cancellation charges of Rs.400/-, i.e. Rs.100/- and the remaining Rs.900/- will be refunded to the organiser (i.e., the organiser will get 75% relief on the actual cancellation charges)].

The above in Para 3(i) and 3(ii) are subject to the condition that the request(s) shall be received in TNTPO 30 days prior to that start of the tenancy of the event, otherwise, the prevailing policy of levying the charges for the same as in existence prior to COVID – 19 pandemic will be applicable. The condition of time limit of receipt of request in TNTPO will not be applicable for the time period the Government of Tamil Nadu approval for conduct of fairs/exhibitions is not there, and till the halls in TNTPO are available for organisers.

4. Discount : There will be 10% discount on the published/approved rentals for all the approved / to be approved third party events during the period from the date of issue of the Current Policy Circular and **October 31, 2022**. The same will be accounted for in the provisional Invoice issued before the start of the tenancy of the event.

5. Re-Scheduled Events:

(i) The events which will be rescheduled from their approved bookings in peak period to non peak period will not be eligible for any discount. The published non-discounted rentals of the season into which the reschedulement is happening will be charged.

(ii) The events which will be rescheduled within the same business period (from their approved bookings from non peak period to non peak period and from peak period to peak period) from March – October 2022 from their approved booking for that period the discount of 10% will be applicable.

(iii) The events which will be rescheduled from their approved bookings from non peak period to peak period, the rentals of peak period will be applicable with 10% discount on the rentals of peak period.

6. For organisers who have paid at least 50% of the amount payable to TNTPO against their bookings, as per the payment schedule given in the allotment letter, no **charges** will be levied for the **delayed payment of the licence fee for the events** falling during the period of 1st Jan 2022 (The Government of Tamilnadu restriction order on exhibitions) till the time the permission for conduct of fairs /

exhibitions is granted by the Government of Tamilnadu is not there, and till the halls in TNTPO are available for organisers or till 15 days before the start of the tendency of the event, whichever is earlier. This will be applicable for all the approved events, events booked / to be booked and re- scheduled / to be re-scheduled, during the period upto October 31, 2022, subject to the condition that the due amount is paid within 30 days from the withdrawal of restrictions or till the halls in TNTPO are available for organisers. Otherwise, the delayed payment charges for the whole period will be charged, as per the applicability according to the payment schedule of the individual events.

7. Further, for the period of the calendar year 2022 (i.e., January 01 to December 31, 2022), the charges for the delayed payment of the licence fee for all the approved events, events booked / to be booked and re-scheduled / to be re-scheduled have been reduced from 3% per month to 2% per month.

8. (i) On reduction in area, TNTPO will not levy any charges for all the events scheduled / to be rescheduled during the FY 2021 – 22 (January to March, 2022) and FY 2022 – 23 (up to October 31, 2022 i.e., the event's date should be up to Oct 31, 2022) subject to the condition that the request is received in TNTPO 30 days prior to the start of the tenancy of the event, otherwise, the prevailing policy of levying the charges for the same as in existence before COVID – 19 pandemic will be applicable.

9. All the requests already received in TNTPO for the approved events scheduled from January 01, 2022 to October 31, 2022 prior to announcement of the above policy will also be covered under it (the events / cases which have already been decided will not be covered under this policy).

10. This COVID Relaxation Policy will come into immediate effect. This policy will supersede the earlier circular dated September 20, 2021 related to COVID Relaxations to the Third Party Organisers in respect of all the already approved events which were scheduled to be held from January 01 to March 31, 2022.

11. This issues with the approval of the competent Authority.


Manager (Marketing)
Tamilnadu Trade Promotion Organisation