

KARNATAKA TRADE PROMOTION ORGANISATION
(A joint venture of ITPO, Govt. of India & Government of Karnataka)
(A Section 25 Company)
GUIDANCE FOR BOOKING OF TRADE CENTRE, BENGALURU

The Trade Centre premises consists of state of the art exhibition complex, conference hall and open space available for conducting various events like exhibitions, conferences, annual events, seminars, trade, commerce & export promotion activities and cultural activities of various industries, trade and commerce bodies.

Confirmation of Booking of Venue and Dates: Intending users of the exhibition hall/conference hall/open space etc will have to furnish **Prescribed Application Form** duly filled along with Rs. 1 lakh as Security Deposit. The security Deposit is refundable after the event is over subject to adjustment against any damages, dues etc. If the event is cancelled for any reason the security deposit will be forfeited in full. However postponement of the event is allowed depending upon the availability of the venue at the discretion of KTPO.

1. Gross inside area of Air conditioned Exhibition Hall is 5371 Sq. mtrs. Minimum area allowed for booking is 2,500 sq. mtrs.

2. License fee / Space rentals per Day:- (9 A.M. to 9 A.M.)

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| a. | Exhibition Hall | (i) Rs. 90/- per Sq. mtrs. per day with A.C.
(ii) Rs. 53/- per Sq. mtrs. per day without A.C. |
| b. | Conference Halls | (i) Hall-I: Suitable for 250 persons.
(ii) Hall-II: Suitable for 100 persons.
(iii) Hall-III: Suitable for 40 persons. |
| | For all 3 halls
Rentals applicable | (i) Rs. 1.00 lakh per day with A.C.
(ii) Rs. 75,000/- per day without A.C. |

For setup / Construction period – half day is permissible from 2 p.m. onwards.

- c. **Outside covered Halls-7 Nos:** For food court/facilities etc each 38 Sq. mtrs. Rentals at Rs.70/- per Sq. mtrs. Per day.
- d. **Open Space:** Paved area on the periphery of Exhibition Hall and / or outdoor Space / open area / ground. Rentals at Rs. 25/- per Sq. mtrs. Per day.

3. Water and Electricity Charges: applicable as per actual usage –

- Power:** As per BESCOM Tariff.
Water: As per KIADB/BWSSB tariff.

4. Branding Area: Space available for use

5. Internet & Wi-Fi Facility:- Shall be provided at extra cost.

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- 6. Telephone facility:** - Additional telephone lines can be arranged at extra cost through BSNL.
- 7. Canteen / Food Court:-** can be arranged at the outside covered Exhibition Halls on the periphery & on paved open area. Cooking inside the exhibition complex is not Permissible.
- 8. Parking for Exhibitors & Visitors:** Available for more than 10,000 cars at free of cost at back side of the Exhibition Hall.
- 9. Organizers office facility:** Can be arranged on the outside covered Exhibition Hall or within the main Hall subject to tailor made requirement depending on their convenience.
- 10. Payment Details:** Payments only through DD or RTGS in favour of KTPO only:
 - a. **Security Deposit:** Rs. 1 lakh will be payable through DD or RTGS along with filled in prescribed application form.
 - b. **Venue rentals/license fee etc:** 50% of the license fee (inclusive of power and water consumption charges and applicable taxes as per estimate) payable in advance three months before the event and balance of 50% shall be payable 15 days prior to the event.

All payments to KTPO are to be made by through **RTGS mode to our A/c No. 520141001519979 (RTGS/NEFT IFSC Code: CORP0000705) or a Demand Draft** drawn in favour of Karnataka Trade Promotion Organisation, payable at Bengaluru. Cheque and Cash will not be accepted.

- 11. Taxes & Levies:** Goods & Services Tax @ 18% and other taxes if any as applicable from time to time shall be charged.

(KTPO PAN No.: AACCK0962E, GSTN - 29AACCK0962E1ZN)

(Note: Rentals / Taxes are subject to change without further notice)

For further details: Please contact:

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