

**KARNATAKA TRADE PROMOTION ORGANISATION**

No.: KTPO/COVID19RP/2020-21/

August 13, 2020

**CIRCULAR**

- Ref: - 1) ITPO Circular No.145-ITPO/1/BDD/2020 dated 21-04-2020  
2) ITPO Circular No.145-ITPO/1/BDD/2020 dated 02-06-2020  
3) ITPO Circular No.145-ITPO/1/BDD/2020 dated 12-06-2020  
4) ITPO Circular No.145-ITPO/1/BDD/2020 dated 22-06-2020

The following is the Relief Policy to the event holders in respect of cancellation/re-schedulement etc of their events due to the impact of COVID-19 Pandemic for the events scheduled during the period from 01 April, 2020 to 31 March, 2021 :-

- 1) KTPO will not levy any penalty for cancellation/ re-schedulement/ reduction in space booked by the events scheduled up to 30-11-2020, provided the request is received at least 15 days before the scheduled date of the event and 45 days for the events scheduled beyond 30-11-2020.
  - 2) In the case of cancellation/ re-schedulement/ reduction in space booked as above, instead of refunding the payment received, KTPO will issue credit note to the event organisers, which can be adjusted in their future event(s).
  - 3) In furtherance with the sl. no 2, in case of cancellation of events, the following options are allowed by KTPO.
    - a) 100% cancellation charges (including forfeiture of Security Deposit) waiver or advance with KTPO whichever is lower is converted to credit note
- OR
- b) 75% cancellation charges (including forfeiture of Security Deposit) waiver and all advances with KTPO after deducting 25% charges are refunded back to the organiser.
  - 4) KTPO to give relief of 20% in the approved rentals to the event 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.
  - 5) KTPO will allow multiple reschedulement of events during the financial year 2020-21 without penalty subject to condition that the request should reach KTPO 15 days prior to the start of the event.

Sd/-  
Dr. Veeranna S. H.  
Managing Director