

**Terms and Conditions
to Operate in Biswa Bangla Mela Prangan
for Events and Exhibitions
2026**

(15/02/2026)

**West Bengal Trade Promotion Organization
3, JBS Haldane Avenue EM Bypass, Connector, Park Circus, Kolkata – 700046**

1 (as on Feb 2026)

Rent Structure April 2025 Onwards

1	For All Events	Setup : ₹ 8 Lakhs/ day/ hall Dismantling: ₹ 8 Lakhs/ day/ hall Half Day of Dismantling: ₹ 4 Lakhs/ hall	
2	Exhibitions/ Expos, Conferences, Conventions, Training Programs, Sports Programs, Annual Day Celebrations, Educational Programs, Social Programs and all other permitted events other ticketed Concerts	Event Day: ₹ 12 Lakhs/ day/ hall	
3	Concerts, Live Musical Events, DJ Programs and other ticketed cultural programs	Event Day: ₹ 20 Lakhs/ day/ hall	
OTHER RENTALS			
1	Open Area	Full	Half
		₹ 2.5 Lakhs per event	₹ 1.5 Lakhs per event day
2	Press & Media Room	₹ 25000/ day	
3	Breakaway Rooms	₹ 20000/ day	
4	Glass Conference Room	₹ 20000/ day	
5	Food & Beverage Stalls inside food court	₹ 10000/cubicle/day	
6	Extra Food Court (if available)	₹ 20000/stall/day	
7	Open Lawn near Gate 4 (14000 sqft)	₹ 50000/ day	
DEPOSITS			
1	Security Deposit for Halls	₹ 4 Lakhs/ hall	
2	Electricity Deposit for Halls	₹ 2.5 Lakhs/ hall/ event day	

3	Security and Electrical Deposit for events renting Business Block first floor only	₹ 50000/day
4	Security and Electrical Deposit for event Open Area	₹ 50000/day
5	Security and Electrical Deposit for event Open Lawn near Gate 4	₹ 50000/day

Applicable GST to be charged extra.

Booking of facilities of Biswa Bangla Mela Prangan:

The facilities of Biswa Bangla Mela Prangan (BBMP) are for exhibitions, conventions, business meetings, events, cultural programmes, seminars, summits and trade shows. BBMP is not available for political meetings, weddings and religious gatherings. Applicants shall sign this terms & conditions documents while booking of facilities.

- A.** Booking is confirmed only after receiving an Allotment Letter from WBTPPO. **Allotment letter is only issued after the payment of booking fees. All old dues must be cleared before submission of request for booking.**
- B.** Payment terms are as follows:
 - A.** Non-refundable Booking Fee is to be paid as per schedule after receipt of Pro- Forma Invoice . If the Booking fees are not received in the stipulated time mentioned above the bookings shall stand cancelled. Booking fees will be forfeited.

B. Payment Schedule :

Milestones		
	Exhibitions	Concerts & Live Events
i.	Booking Fee of 10% of the total rent within 1 month from the date of the receipt of Pro-Forma Invoice, failing which booking shall be cancelled. Booking fees will be forfeited.	Booking Fee of 25% of the total rent within 1 month from the date of the receipt of Pro-Forma Invoice, failing which booking shall be cancelled. Booking fees will be forfeited.
ii.	Next 15% within 3 months from payment of booking fees.	Next 25% within 3 months from payment of booking fees.
iii.	Residual 35 % rent & necessary deposits and charges before 1 month of the handover date.	Residual 50 % rent & necessary deposits and charges before 7 working days of the handover date.
iv	Residual 40 % rent & necessary deposits and charges before 7 working days of the handover date.	
In case above timeline is not available due to shorter span for Application to Event cycle, then sl no ii & iii are to be paid together		

- **Failure to maintain payment schedule Rs. 5000 per day of delay will be levied as penalty**

- Application of Extra Facility: Any application of extra facility must be made before 15 days of handover and completion of payment as per above schedule

- **Discounts:**
 - i. A discount of 3% on the total bill will be granted if payment is made in full at once.**
 - ii. Loyalty benefit : If any organizer has booked BBMP for than 3 times, from the 4th booking, 3 % discount on total invoice will be given

D. All electricity, damage & demurrage charges will be deducted from the deposits and the balance of deposit will be refunded. If there is any overdue amount, an official letter will be sent and the organizer needs to clear that amount within 15 days of receiving the letter.

- E. Until and unless the overdue amounts are not cleared no further request of booking will be entertained from the organizer in future. Necessary legal action will be taken if the overdue amounts are not cleared within 3 months(90days) from the receipt of the official letter of dues.
- F. The place of supply being West Bengal the tax invoice will be charged with CGST & SGST only.
- G. The organizer shall submit a declaration during booking that who will be making the payments and in whose name Tax Invoice is to be issued. If a third party pays No Objection Certificate (NOC) from the agency is required for the Tax Invoice to be issued in their name.

H. Cancellation:

Application for cancellation of any facility/date shall be entertained till 30 days before the handover date. The following will be applicable:

Within 30 days from payment of booking fees	Booking fees will be forfeited
3 months prior to date of handover	10% of Rent Paid Till Date
1 month prior to date of handover	25% of Rent Paid Till Date
After 1 month , before 1 week	Full Rent Paid will be Forfeited

Partial Cancellation of Facilities:

Application for cancellation clause will be applicable for partial cancellation of facilities.

If WBTPPO Cancels :

WBTPPO has the right to cancel any pre-existing booking if the terms and conditions are not adhered to, any information furnished is found to be false or any other substantive reason if found by WBTPPO.

1. Timings: Takeover and Handover of the facilities shall be done according to the following schedule

- Takeover by Organizer: 6AM on the first date of booking
- Handover to WBTPPO: 6AM on the day following the last day of booking.
- Handover will be given after :
 1. Completion of Payment in full
 2. Submission of KMC Permission
 3. Submission of Fire Permission
 4. KYC of Nodal Person from Organizer
 5. Trade License/PAN &

GST of organizing company. Police Permission and Licenses must be submitted prior to commencement of event. All compliances are mandatory for commencement of event/exhibition.

Dismantling Charges:

- Half Day of Dismantling shall be allowed, the rent for which shall be ₹ 4 Lakhs/hall from 6.01AM to 3PM. If anyone crosses this half day, full day charges will apply.
- Full day Dismantling: ₹ 8 Lakhs/ day/ hall from 6AM of general handover date to 6 AM next day.

2. Clearances:

All necessary clearance from Police, Fire & Emergency Services Department, and Kolkata Municipal Corporation, Govt. of West Bengal are required to be taken by the organizers. Before giving of facilities, clearance is to be taken from WBTPPO regarding: 1) Payment in Full 2) Submission of KMC Permission 3) Submission of Fire Permission 4) confirmation of layout in advance from WBTPPO 5). KYC of Nodal Person from Organizer 6) Trade License/PAN & GST of organizing company is mandatory before handover. **Police Permission and all applicable licenses must be submitted prior to commencement of event**

3. List of Mandatory Licenses:

For recorded/live music being played, all requisite copyright related permissions/NOCs must be submitted before taking possession. Necessary licenses shall be obtained by the organizer and must be submitted to BBMP, Kolkata, seven days before the date of the programme.

Possession shall not be given unless all permission related documents are submitted.

Organizers are solely responsible for obtaining all statutory permissions, sanctions or licences necessary from the appropriate authorities for the conduct of such event at BBMP. No waiver of any permits, licenses shall be given by WBTPPO.

General Provisions

- 1. Force Majeure:** WBTPPO is not responsible for delays or stoppage of work due to Force Majeure conditions (natural calamities, civil disturbances, war, etc.), and no compensation will be payable
- 2. Jurisdiction:** BBMP is located in **Kolkata**, West Bengal. All legal matters are subject to the local jurisdiction of Kolkata.

3. **No Arbitration:** Strict compliance with these terms is mandatory; WBTPPO has the right to cancel bookings if terms are not adhered to.
4. The Event Organizer unequivocally undertakes and confirms that:
 - a) Before any event (regardless of its nature) is organized, it will be the sole responsibility of the Event Organizer to obtain any and all necessary permissions, permits, licenses or approvals, by whatever name called;
 - b) It will not indulge or permit anyone to indulge in any illegal or unauthorized activity;
 - c) It will strictly abide by all applicable laws, rules and regulations, including but not limited to those pertaining to protection of all intellectual property rights (such as copyright etc) and any other specific law(s) of the land.
5. The relationship between the Event Organiser and WBTPPO is on a Principal to Principal basis, and the Event Organiser is not WBTPPO's agent. If the event Event Organiser is in violation of any law, then it will be its sole responsibility and the event, if conducted, will be at the Event Organiser's own risk as to cost and perils.
6. For any violation of whatsoever nature, WBTPPO reserves the exclusive right to stop the event. Further, if any law enforcing agency calls upon WBTPPO to stop the event, then the same will be done by WBTPPO, if the Event Organiser(s) fails to provide any or all permissions required to hold the said event and any loss arising out the same event will be duly compensated by the Event Organiser.
7. The Event Organiser also undertakes through signing of this agreement that they will keep WBTPPO harmless and indemnified with regard to any and all violations, of whatsoever nature and any and all losses. The Event Organiser confirms and undertakes that it will keep WBTPPO indemnified and harmless, not just during the currency of the event but also for any and all future claims or liabilities arising from the event. The Organizer will keep WBTPPO indemnified against any loss, compensation, damages sustained due to non-compliance of such statutory requirements licenses by the party.
8. 7 days before possession date, following must be observed:
 - Clearance of Payment in full
 - Confirmation of layout from WBTPPO
 - Submission of Clearances / Permissions
 - Submission of necessary Licenses
 - Disclosure of name of Fabrication and catering agency from the list of empaneled vendors of WBTPPO
9. **Construction, Build, Execution:**
 - i. No AC would be allowed during construction and dismantling days. However, for requirement on these days under special condition only, permission must be taken

in advance, necessary charges shall apply.

- ii. Distribution of power to be made through Electrical DB's only. No joint in electrical naked wire is allowed. Non-compliance will lead to penalty of Rs 1000 for every case.
- iii. In case of power failure 2 nos. of DG's can be provided, fuel charges shall apply.
- iv. Goods vehicles are prohibited from entering the pavilions.
- v. Goods vehicles would be allowed to enter BBMP through Gate no. 1.
- vi. Goods vehicles are to be removed from the premise immediately after unloading.
- vii. No vehicles will be allowed to be parked overnight anywhere inside the premise.
- viii. Passenger vehicles are to be parked inside the allotted parking space only.
- ix. The unloading of the goods will be done at the peripheral bay (backside of the pavilions).
- x. The goods will be transported inside the pavilions manually through Service Entry gates of the respective pavilions.
- xi. Adequate care should be taken by the exhibitor in unloading and transporting of goods so that no damage occurs to the BBMP property.
- xii. The exhibitor shall be solely responsible in case of any damage of assets and/or property and will be recovered as from the exhibitor.
- xiii. The weight of the machineries need to be declared beforehand for taking prior permission from the appropriate authority in case the organizer wants to exhibit heavy machineries at BBMP premises.
- xiv. No fireworks will be allowed anywhere inside the BBMP premises. Open flame will not be allowed other than designated area.
- xv. Organizers must have enough fire extinguishers at all their booked spaces.
- xvi. Storage of any inflammable, explosive or otherwise dangerous substance on the premises, neither any item of contraband nor any goods, substance or material which is unlawful to possess.
- xvii. All fire norms and fire safety measures must be adhered. No fire exit/passages. Noncompliance will lead to penalty of Rs.2000.
- xviii. Organisers have to provide for enough maintenance & housekeeping staffs and security staffs from the date of taking possession of facilities till leaving the place. **Site to be cleaned absolutely before handing over to BBMP authorised personnel.** The organiser has to supply the consumables needed for cleaning the premises.
- xix. Any unforeseen disruption of electric supply or failure of air-conditioning system

or malfunctioning of any other equipment of services which is beyond the reasonable control of authority shall not be confer on the party any right to get refund of the Booking Amount or any compensation whatsoever.

- xx. Only empanelled fabricators/event management companies and caterers will be allowed to work in events happening at Biswa Bangla Mela Prangan. The list of empanelled vendors shall be provided during application.
- xxi. WBTPPO shall not be liable for any item lost, damaged, destroyed or stolen which is stored on the premises or used during the event. All items and belongings brought in by the organizer are their own responsibility.
- xxii. Due to a large number of external workers involved with setting up for an event, the concerned organizer must share a copy of any Government Identity Card of every worker/housekeeping staff/security staff deployed at BBMP.
- xxiii. **Organizers must give all their staffs and workers any identity card/badge/band/colour coded tshirts** for every labourer/ worker entering the premise in connection to the event and share their details with the venue security supervisor. Any worker without the mentioned signs of identification shall not be allowed inside the premise at any point of time. Organizer will also give card parking stickers to its cars for parking at MLCP.
- xxiv. The security and safety of all manpower and belongings of the organizers and their empaneled agencies is the responsibility of themselves only. WBTPPO shall take no such charge and responsibility.
- xxv. Please refrain from any misconduct, fights and clashes. Please have enough watch and control on all your labourers.
- xxvi. All vehicles entering the premise of BBMP during an event or the setup must be bearing a car sticker issued by the organizer. No car without a sticker shall be allowed inside the premise or the parking. A copy of the Car Sticker must be shared with the security supervisor of BBMP before the event.
- xxvii. **The permitted number of persons at a time inside either pavilion at a time is**

7000. It is the sole responsibility of the Event Organizer to ensure that this limit is adhered to. Any untoward incident occurring due to the violation of the permissible limit of persons inside either pavilion shall be the responsibility of the Event Organizer only. WBTPPO cannot be made responsible for any consequences of overcrowding, mismanagement of crowd and congestions

- xxviii. The organiser should return the keys of BBMP to the concern personnel at BBMP after completion of the event, in case the organiser takes keys of the facilities (Halls, Food Courts, and Office Rooms etc.) Rs. 5000 penalty will be charged.
- xxix. Organizers will have to allow employees/representatives/staffs of BBMP to enter the pavilions at all times during the event period.
- xxx. In case of multiple exhibitions co-exhibitors should coordinate with each other to avoid any dispute.
- xxxi. WBTPPO will coordinate with only One point of contact from the organiser, the name and contact of whom must be mentioned in the application form.
- xxxii. Low weight structures on Rubber/ Carpet Mat with previous sanction of authority will only be allowed to avoid damage to the floors.
- xxxiii. Labourers are to use service lift and toilets at Parking (MLCP) only.
Main toilets are reserved for guests only.
- 10.** Bribing In Any Form Is Strictly Illegal And Punishable Under Law. WBTPPO shall not be liable for any such transactions made.
- 11.** Child labour is strictly prohibited. It is understood that all personnel under the organizer are legally permitted to work.
- 12.** You shall undertake to keep WBTPPO indemnified against any and all claims, costs, expenses, damages and liabilities of any nature whatsoever arising from or pertaining to the performance of your booking at BBMP.

- 13.** The management of crowd/visitors/delegates is the responsibility of the organizer. Organizers must not allow crowd/visitors/delegates beyond the permitted limit (hall capacity). It is to be noted that hall capacity is derived considering evacuation plan. Organizers of crowd centric events must submit their crowd management plan. Disclosure of tentative footfall in the application form must match with actuals. At any point of time, WBTPPO will not be responsible for any unpleasant event as a result of overcrowding (over exceeding the numbers disclosed in the application form and permissions). For Live Events/Concerts, organizers must disclose their plan for number of tickets/passes they plan to sell.
- 14.** WBTPPO shall not be responsible for any delay or stoppage of work due to Force & Majeure conditions like natural calamities, civil disturbances, war etc and losses suffered. WBTPPO shall not be liable in any way to bear such losses and no compensation of any kind whatsoever will be payable by WBTPPO.
- 15. Loss or Damage of Property:** Safety and security are top priorities at BBMP. 24-hour Security Team will be stationed near the Exhibition Hall gate to assist with theft or lost-and-found inquiries. Exhibitors must ensure their valuables, materials, and equipment are securely stored at all times.
- 16. Sustainability Guidelines:**
- a. Opt for eco-friendly, reusable materials in exhibit construction and displays.
 - b. Avoid use of plastics and prioritize environmentally sustainable practices.
 - c. Ensure responsible energy use and proper waste disposal at the venue.
- 17. Health and Safety Protocols:**
- Adhere to safety standards for all technical and electrical installations.
 - Maintain clear pathways to avoid overcrowding and ensure easy movement for visitors.
 - Avoid the use of flammable or hazardous materials in your exhibits. Examples of prohibited items including:
 - A) Open flames such as candles or gas burners.
 - B) Combustible materials such as untreated fabrics, paper, or wood.
 - C) Chemicals or substances that are highly flammable or reactive.
 - Use only good quality materials for booth construction and decoration, including flame-retardant fabrics and certified electrical equipment.
 - Ensure your booth is equipped with proper safety features, such as fire extinguishers, and staff are familiar with emergency protocols.
 - No Cooking is allowed inside halls

- No gates should be kept blocked.

18. Debarring

Any repeated violation of the agreed terms or failure to perform obligations may result in the organizer being barred from future events at BBMP.

Standard Operating Procedure (SOP) for Electrical & Fire Safety at Biswa Bangla Mela Prangan

The layout of the organizer should be confirmed from WBTPPO well in advance.

(A) Electrical safety guidelines-

To establish clear safety procedures for managing electrical systems during trade fairs or conventions, ensuring safety of participants, vendors, and visitors. Applies to all event organizers and their subcontracted vendors during the planning, installation, execution, and dismantling phases of events.

1. Responsibilities of Event Organizers

- Appoint a qualified electrical safety officer or supervisor for the event.
- Ensure compliance with local electrical codes (e.g., IS/IEC/NFPA/NEC).
- Communicate and enforce safety protocols to all vendors, exhibitors, and contractors.

2. Pre-Event Preparation

2.1 Load Planning & Electrical Design

- Collect power requirements from each exhibitor in advance.
- Create an electrical load distribution plan approved by a licensed electrical engineer.
- Arrange for proper cabling, backup power, and emergency shutdown mechanisms from the venue authorities.

2.2 Equipment Approval

- Only allow certified electrical equipment (e.g., BIS/CE marked).
- Reject unauthorized or damaged equipment provided by vendors.
- Require PPE (personal protective equipment) for electrical workers.

2.3 Vendor Briefing

- Conduct a mandatory electrical safety briefing for all stall contractors and exhibitors.
- Distribute written safety instructions including do's and don'ts.

3. On-Site Electrical Safety Management

3.1 Installation Monitoring

- Ensure all electrical work is performed by licensed electricians.

- No live wires or open sockets should be exposed.
- Use ELCBs, MCBs, and proper grounding on all power points.

3.2 Cable Management

- All wires and cables must:
 - Be routed safely.
 - Avoid water contact.
 - Not obstruct escape routes or walkways.
 - Be protected with cable ramps or guards in pedestrian areas.

3.3 Panel & Generator Safety

- Keep electrical panels locked and monitored.
- Generators should be:
 - Installed in ventilated areas.
 - Equipped with fire suppression systems.
 - Maintained by certified operators.

4. Emergency Readiness

- Maintain a clearly visible emergency contact list.
- Fire extinguishers (CO₂/DCP type) should be:
 - Placed near electrical panels and generators.
 - Fully charged and accessible.
- Ensure:
 - First aid kits are available.
 - Staff is trained in basic fire and shock response.
 - Emergency exits are well-lit and unobstructed.

5. Post-Event and Dismantling Phase

- Ensure power supply is switched off before dismantling any structures.
- Supervise the safe removal of temporary connections.
- Conduct a final walkthrough to ensure no electrical hazards remain.

6. Prohibited Practices

- Overloading power outlets or using multiple plug adapters.
- Using non-rated, old, or makeshift electrical connections.
- Unauthorized access to power panels or generator rooms.
- Operating electrical equipment with wet hands or in wet areas.

(B) Fire Safety Guidelines –

The organizer must ensure to observe all fire safety guidelines. The organizer must install fire extinguishers at cooking areas, food stalls and other relevant areas. They must use Fire Retardant Spray. They must not keep unused boxes, paper, plastics stacked behind their stalls, these can be kept to store rooms instead. For any mishap due to the carelessness or non adherence of organizer, WBTPPO shall not be responsible.

1. General Safety Compliance

- No open flames, hot work, or flammable materials are allowed inside the exhibition halls.
- Fire extinguishers (CO₂/DCP type) must be placed at:
 - Electrical panels
 - Generator areas
 - High-load booths or kitchen setups
- Emergency exits must be:
 - Unobstructed at all times
 - Clearly marked and illuminated

2. Prohibited:

- Storage of fuel, gas cylinders, or hazardous chemicals inside exhibition halls
- Blocking fire alarms, extinguishers, or exit routes

3. Emergency Protocols

- All exhibitors must familiarize themselves with the emergency evacuation plan.
- In the event of fire, electrical fault, or spark:
 - Power must be switched off immediately
 - The incident must be reported to the Safety Officer or Event Control Room
 - Use only appropriate fire extinguishers (never use water on electrical fires)

4. Access and Supervision

- Electrical panels, generator rooms, and fire control rooms are strictly off-limits to unauthorized personnel.
- Venue officials reserve the right to:
 - Conduct surprise inspections
 - Disconnect unsafe installations
 - Evict violators from the premises.

4. Cooking can be done on outside areas at designated spaces

5. Prohibition of Cooking Activities inside halls

To minimize fire risks, the following cooking activities are strictly prohibited inside the exhibition halls:

- Open flame cooking (including use of gas stoves, candles, or chafing dishes with flame)
- Cooking with **LPG cylinders** or any flammable gases
- Deep frying, tossing, or sautéing of food

- Use of charcoal, wood, kerosene, or other combustible fuels

6. Banned Equipment and Materials inside exhibition halls

The following are not permitted within the indoor exhibition spaces:

- LPG gas cylinders (even if disconnected)
- Gas stoves, burners, grills (gas or charcoal-based)
- Open flame equipment (e.g., tandoors, flaming desserts, flambé dishes)
- Deep fryers or oil heating devices
- Hot plates or induction cook tops .

7. Permitted Food Service Methods inside halls:

If food service is essential, it must adhere to the following guidelines:

- Only pre-cooked food is allowed to be served.
- Use pre-packaged, ready-to-serve, or cold foods for sampling and display inside the halls.
- Tea & coffee machines are allowed to be installed.
- Food warming (not cooking) is allowed inside halls by using:
 - Microwave ovens.
 - Tea Coffee vending machines, electric kettles
 - Electric bain-marie units within certified limits
- All such devices must:
 - Be low-wattage, CE/BIS certified
 - Have thermostatic control and auto shut-off
 - Be supervised at all times during use

8. Fire Safety Precautions for Approved Devices

- Keep ABC or CO₂ fire extinguishers near any area where heat-based devices are used.
- Ensure no combustible materials are stored near warming equipment.
- Cables must be routed safely and not create trip/fire hazards.
- Cooking or heating equipment must be placed:
 - Away from walls and partitions
 - On stable, heat-resistant surfaces
 - Not in enclosed or poorly ventilated booths

9. Restricted Zones

The following areas are considered zero-cooking zones:

- All indoor exhibition halls
- Common visitor corridors and walkways
- Near electrical panels, control rooms, and exits

- Emergency exits and staircases

10. Enforcement and Penalties

- Any violation of these fire safety cooking rules will result in:
 - Immediate disconnection of power supply to the stall
 - Possible eviction from the venue.
- Venue authorities reserve the right to inspect booths and food stalls at any time.

11. Recommendations for Food Exhibitors

- For larger requirement outdoor kitchens may be set up , subject to:
 - Fire NOC
 - Separate ventilation
 - Fire safety setup (extinguishers, detectors, guards)

12. Liability

- The venue authority shall not be liable for:
 - Any damage or injury caused due to non-compliance with these safety terms.
 - Losses due to electrical fires, equipment failure, or unsafe practices by the participant

Acknowledgment

By signing the participation agreement or vendor contract, all parties acknowledge:

- You have read and understood these safety guidelines

You agree to comply with them in full
- Violations may lead to immediate expulsion, disconnection of power, or legal consequences.

.....

ACKNOWLEDGEMENT AND ACCEPTANCE

I/WE HAVE CAREFULLY READ THE ABOVE MENTIONED TERMS AND CONDITIONS COVERED ACROSS PAGES 1 to AND HAVE UNDERSTOOD THE MEANING AND PURPORT THEREOF AND DO HEREBY ACKNOWLEDGE AND ACCEPT ALL THE SAID TERMS AND CONDITIONS MENTIONED ABOVE AND AGREE TO ABIDE AND ADHERE TO THE SAME DURING OCCUPATION OF THE ALLOTTED SPACE AT BISWA BANGLA MELA PRANGAN, 3 JBS Haldane Avenue, Kolkata – 700 046.

Signature:

Name:

Date: