

BISWA BANGLA MELA PRANGAN

Terms & Conditions

BBMP the parameters to be followed by the exhibitors / organisers

- 1) The Exhibitor has to make payment in the following manner:
 - A) Non-refundable Booking Fee of 10% of the total rent within 10 days from the date of the Pro- Forma Invoice issued.
 - B) Balance occupational charges will be submitted at-least 15 days before commencement of the Fair/Exhibition
- 2) Refundable interests free Security Deposit of Rs. 2, 00,000/- for each hall namely Hall A and Hall B respectively.

An amount will be deducted from the security deposit, if any damages occur during the event. The organiser has to pay the extra amount after completion of the event, if cost of damage exceeds the Security deposit.
- 3) Electricity consumption may be charged on the basis of actual consumption from the exhibitors in addition to the rent. An amount of Rs. 2.5 Lakhs per event day per hall being electricity deposit to be deposited at least 7 days before the commencement of the event.
- 4) Old dues have to be cleared before submission of Booking Fees.
- 5) No AC would be allowed during construction and dismantling days.
- 6) Distribution of power to be made through Electrical DB's only. No joint in electrical naked wire is allowed.
- 7) In case of power failure 2 nos. of DG's can be provided, but the fuel to be arranged by the exhibitor.
- 8) Goods vehicles are prohibited from entering the pavilions.
- 9) Goods vehicles would be allowed to enter BBMP through Gate no. 1.
- 10) Good vehicles are to be removed from the premise immediately after unloading. No vehicles will be allowed to be parked overnight anywhere inside the premise. Passenger vehicles are to be parked inside the allotted parking space only.
- 11) The unloading of the goods will be done at the peripheral bay (backside of the pavilions).
- 12) The goods will be transported inside the pavilions manually through Service Entry gates of the respective pavilions.
- 13) Adequate care should be taken by the exhibitor in unloading and transporting of goods so that no damage occurs to the BBMP property. The exhibitor shall be solely responsible in case of any damage of assets and/or property and will be recovered as from the exhibitor.
- 14) The weight of the machineries need to be declared beforehand for taking prior permission from the appropriate authority in case the organiser wants to exhibit heavy machineries at BBMP premises.
- 15) No fireworks will be allowed anywhere inside the BBMP premises. Open flame will not be allowed other than designated area.

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- 16) All necessary clearance from Police, Fire & Emergency Services Department, and Kolkata Municipal Corporation, Govt. of West Bengal are required to be taken by the exhibitors.
- 17) Exhibitors 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 BBMP authority. Submit copies of such licenses, permits at least within 72 hours prior to taking of possession.
- 18) Organisers have to provide for maintenance 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.
- 19) 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.
- 20) The organiser has to remove all materials before the date till which the space has been hired. An amount will be deducted from the security deposit if the organiser fails to handover the facilities before the end of the booking period.
- 21) Not store 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. BBMP authority shall not be liable for any item lost, damaged, destroyed or stolen which is stored on the premises or used during the event.
- 22) 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.
- 23) 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.
- 24) The Takeover (Check-in) of the facilities will be given after 6pm the day before the booking date and Handover (Check-out) would be 10am the day following the last day of booking. Delay in handover will attract penalties in form of late-fee.
- 25) Drinking water to be arranged by the exhibitor.
- 26) 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.)
- 27) Allow employees/representatives/staffs of BBMP to enter the pavillions at all times during the event period.
- 28) In case of multiple exhibitions co-exhibitors should coordinate with each other to avoid any dispute.

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- 29) BBMP Authorities will coordinate with only ONE point of contact from the organiser, the name and contact of whom must be mentioned in the application form.
- 30) The place of supply being West Bengal the tax invoice will be charged with CGST & SGST only.
- 31) BBMP Authorities have the right to cancel any pre-existing booking if the terms and conditions are not adhered to or any information furnished is found to be false.
- 32) Since Biswa Bangla Mela Prangan belongs to Government of West Bengal, for urgent Government requirements, pre-existing bookings may be requested to be postponed or shifted to a mutually available date.
- 33) BRIBING IN ANY FORM IS STRICTLY ILLEGAL AND PUNISHABLE UNDER LAW. Any kind of unauthorized financial transaction with the staff of Biswa Bangla Mela Prangan is NOT permitted. WBTPO shall not be liable for any such transactions made.
- 34) BBMP facilities would be restricted for trade, commerce and industry and cultural related events only. Religious/ weddings/ political events are not permitted.

In case the Exhibitor cancels the booking after confirmation:

- (a) 50% of the occupational charges paid by the Exhibitor shall stand forfeited if the cancellation is done upto 14 days prior to the commencement date of Event;
- (b) 75% of the occupational charges paid by the Exhibitor shall stand forfeited if the cancellation is done upto 3 days prior to the commencement date of Event; and,
- (c) 90% of the occupational charges paid by the Exhibitor shall stand forfeited if the cancellation is done less than 3 days prior to the commencement date of Event.
- (d) However, the said Security Deposit & Electrical Deposit will be refunded by BBMP authority to the Exhibitor in all such cases.