



## India Trade Promotion Organisation

### NOTICE

Date: 15<sup>th</sup> April, 2022

All exhibitors participating in the 36<sup>th</sup> AAHAR – The International Food & Hospitality Fair, April 26-30, 2022 are hereby informed to note the following important instructions:

1. Booking and payment of additional power load and water connection (if required) will be ONLY through ITPO's portal <https://domesticbooking.indiatradefair.com>.
2. All eligible exhibitors to whom offline allotments have been made are required to complete the registration process on ITPO's portal to be able to book services online.
3. The services booking link will become active on the dashboard of all registered exhibitors w.e.f. 18<sup>th</sup> April, 2022 at 11 AM.
4. The exhibitors who had booked their stalls under Shell Scheme and now intend to **self-construct** their stalls are requested to fill up the form provided in this link <https://bit.ly/3Oq6VCH> urgently.

**Please note that no request for refund / set off will be considered by ITPO in this regard.**

5. Design and construction of stalls will be strictly as per the Design and Public Safety Guidelines of AAHAR 2022. A copy of the design /layout may be sent to [saurabhsharma@itpo.gov.in](mailto:saurabhsharma@itpo.gov.in)
6. The Exhibitor Badges, Complimentary Passes and Material Entry Slips for cargo move in will be issued to all exhibitors w.e.f. 20<sup>th</sup> April, 2022 from ITPO Office, Pragati Maidan. Please ensure to bring your Approval Letter when you visit ITPO office.
7. All Exhibitors may note that the Possession of stalls will be provided as per the schedule given below:

Particulars	Dates	Timings
<b>Bare Space Booths</b>		
a. New Halls (2,3,4 & 5) Ground Floor and First Floor	April 22, 2022	10 AM
b. Old Halls (7,8,9,10 & 11)	April 24, 2022	8 AM
<b>Shell Scheme Booths</b>	April 25, 2022	From 10 AM
<b>Completion of Display Arrangements for all</b>	April 25, 2022	By 6 PM (New Halls) By 10 PM (Old Complex)
<b>Closing of Hall Gates</b>	April 25, 2022	8:00 PM

8. The entry of trucks carrying fabrication material, exhibits, etc. will be allowed on the previous night of the date of stall possession as per table above. For

example, the entry of truck of an exhibitor placed hall 2-5(Ground Floor) & 2-5 (First Floor), self-constructing the stall, will be allowed inside the venue w.e.f. 10 PM on April 21, 2022. The approval letter along with material entry forms duly filled-in and signed will be required to be produced at the entry gates.

9. The last date for submission of Catalogue Entry Forms available on the exhibitor dashboard on online portal has been extended till 4 PM on 16<sup>th</sup> April, 2022. All exhibitors are advised to adhere to this deadline failing which full details of the exhibitor will not be published in the Fair Guide.

You are requested to keep visiting ITPO's corporate website <https://indiatradefair.com/> or the micro-site of AAHAR <https://indiatradefair.com/aahardelhi/> for updates.

ITPO Team