

ITPO DOMESTIC FAIRS PORTAL USER MANUAL

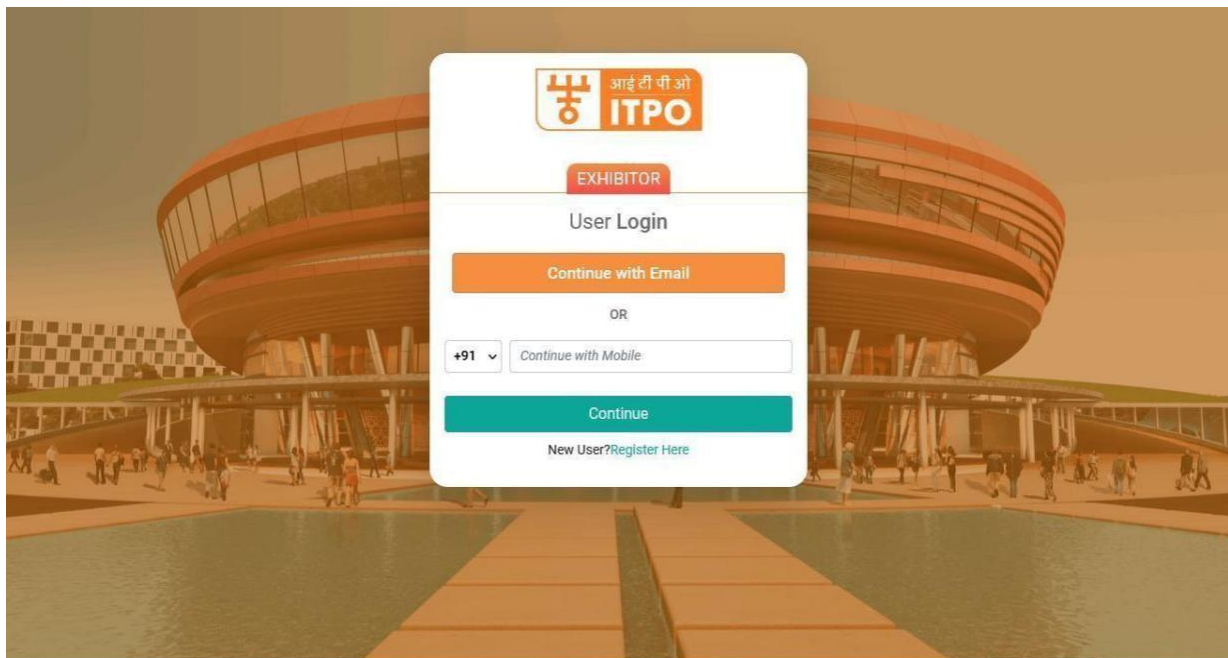
The URL of ITPO's Domestic Fairs Portal is <https://domesticbooking.indiatradefair.com>

STEPS REQUIRED FOR REGISTERING FOR A FAIR:

1. Sign-Up / User Registration
2. Login
3. Company Registration
4. Fair Registration
5. Verifying on Dashboard

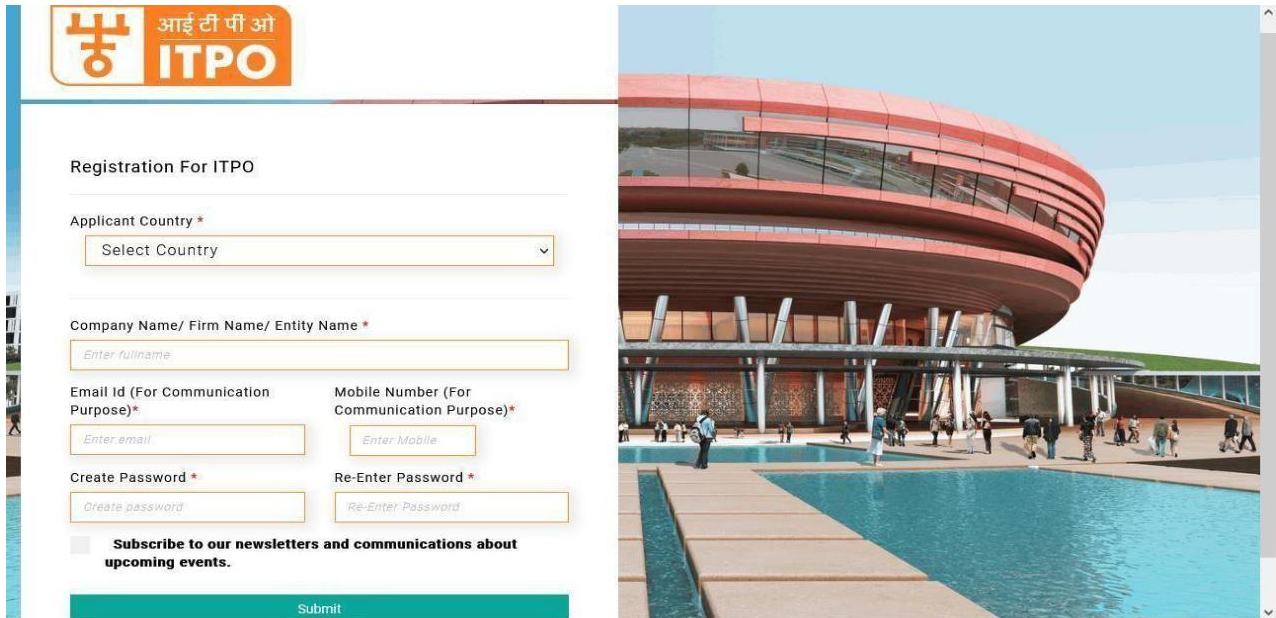
1). Sign-Up / User Registration.

➤ If you have already signed up you can proceed to Step 2 (Login): -



Else, Click on [Register Here](#) Button :

- Fill up the user registration form as given below : -



The image shows a registration form for ITPO (Institution of Technologists, Professionals and Officers) on the left and a background image of a modern, curved building with a red facade and a large pool in the foreground on the right.

Registration For ITPO

Applicant Country *

Select Country

Company Name/ Firm Name/ Entity Name *

Enter fullname

Email Id (For Communication Purpose) *

Enter email

Mobile Number (For Communication Purpose) *

Enter Mobile

Create Password *

Create password

Re-Enter Password *

Re-Enter Password

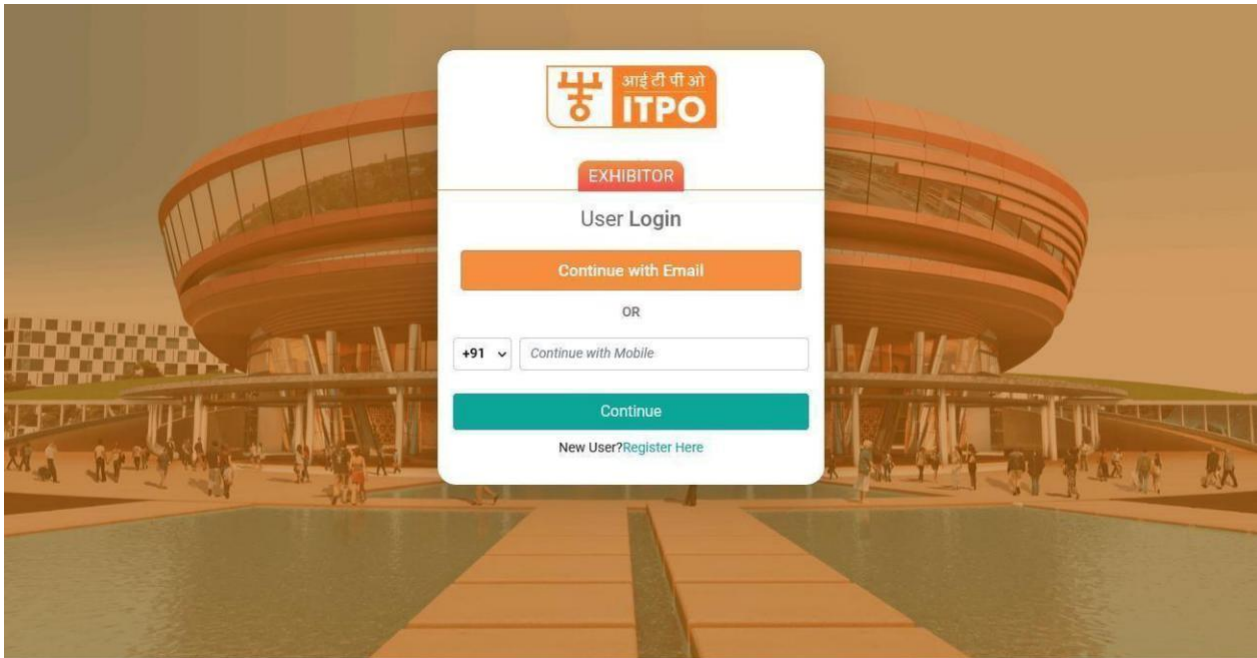
Subscribe to our newsletters and communications about upcoming events.

Submit

- Please note that numbers and special characters are not allowed in the Company Name/ Firm Name/ Entity Name field.
- Fill up this form and click on Submit.
- On the next screen, you will be asked to Verify OTP.
- Upon Successful registration you will receive confirmation via SMS and Email.

2. Login (After Successful OTP verification).

- Continue to login using the email and password used in Step 1.



- After logging in the Company registration form opens.

3. Company Registration.

- The users who have not yet registered their company/firm will see the company registration form on the landing page after login : -
- You will require following documents handy while registering your company :
 - PAN (Mandatory) will be the unique identification for a company. Only one company can be registered using a PAN.
 - GSTIN (If Applicable)

The screenshot shows the 'Setup Your Company Profile' page on the I.T.P.O. website. The page is divided into two main sections: 'Business Details' and '2. Contact Details'. The 'Business Details' section includes fields for 'Type of Company', 'Company Name / Firm Name / Entity Name', 'Do you have GSTIN?', 'Company Address' (Country, State, City, Address Line 1, Address Line 2, Pin Code), 'Company Registration Details' (Company PAN, GSTIN), and 'Business Type'. The '2. Contact Details' section includes fields for 'Contact Person Name', 'Contact Person Designation', 'Email ID (For Communication)', 'Mobile Number (For Communication)', 'Landline Number (For Communication)', 'Senior Executive Name', 'Senior Executive Email ID', 'Senior Executive Mobile', and 'Website (if Any)'. A declaration checkbox is located at the bottom of the form, and a 'Next' button is visible in the bottom right corner.

Setup Your Company Profile

This is a Company Registration form , kindly keep the following documents handy:-

- Company's PAN Card
- GSTIN Number
- Bank Account Documents

Business Details

1. Company Details

* Kindly note that this registration is a one time process and is valid for all the events.

Type of Company*
Select Your Company Type

Company Name / Firm Name / Entity Name *
Enter Company Name

Do you have GSTIN ?*
 Yes
 No

Company Address (Company Address Should be as per GST Registration)

Country Name : *
Select Your Country

State *
Please select a State

City *
City

Address Line 1 *
Enter

Address Line 2
Enter

Pin Code *
Enter Pin Code

Company Registration Details

Company PAN *(Permanent Account Number)
Enter Company PAN Number

Enter Last 3 Characters Of GSTIN Number *
GSTIN

Confirm Your GSTIN No.

Business Type *
Select Business Type

2. Contact Details

Contact Person Name *
Enter Contact Person Name

Contact Person Designation *
Enter Contact Person Designation

Email ID (For Communication) *
Enter Company Email ID

Mobile Number(For Communication)*
Enter Company Mobile Number

Landline Number(For Communication)
Enter Company Landline Number

Senior Executive Name
Enter Company Executive Name

Senior Executive Email ID
Enter Company Executive Email ID

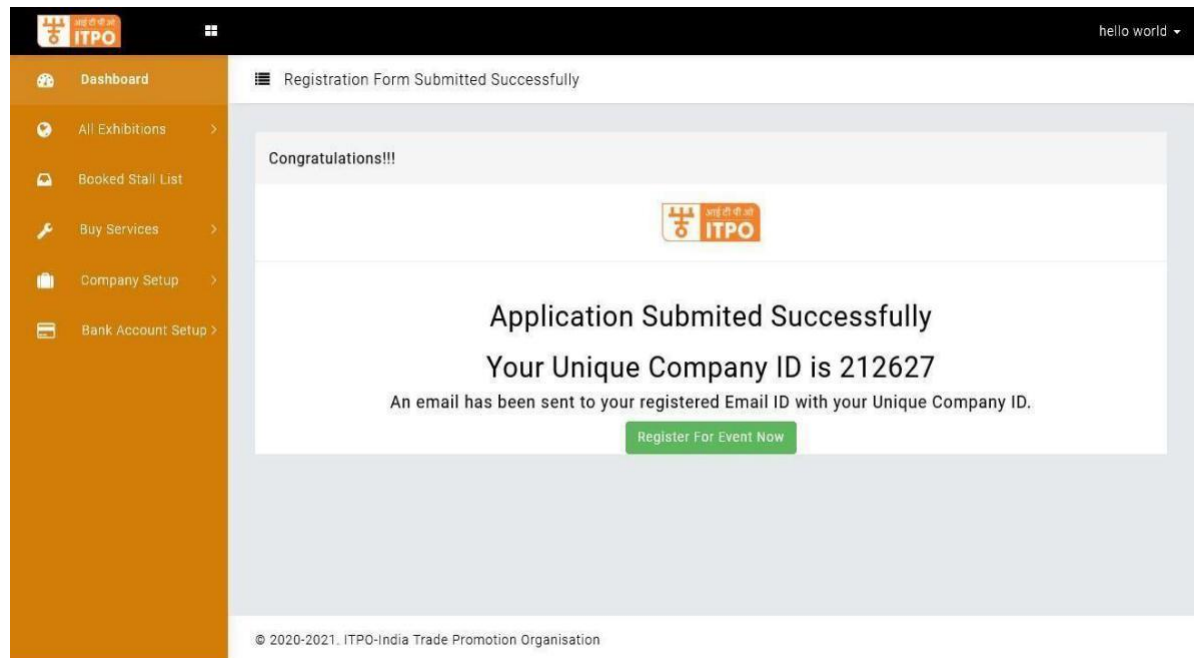
Senior Executive Mobile
Enter Company Executive Mobile Number

Website (if Any)
Enter Website

I hereby declare, affirm, and verify that the information provided by me in the registration form for India Trade Promotion Organisation (I.T.P.O) is true and as per the original documents available with me and can be produced on demand at any point of time for verification purposes by the I.T.P.O. I understand, agree and undertake that in the event of any of the information provided by me being found false, misleading and incorrect at any stage, I shall be liable to be blacklisted / debarred from participating in any future events in I.T.P.O and that I.T.P.O reserves its rights and remedies to proceed against me as per applicable laws including criminal prosecution.

Next

- After filling up the form, check and agree to the declaration and click on **Next**.
- Upon successful submission of the form, you will see a successful company registration page along with an SMS and Email confirmation on your registered mobile number and email id.



- On this page you can proceed straight to register for an upcoming events by clicking on **Register for the Event Now button**.

4. Fair Registration

- Go to All Exhibitions -> Upcoming Exhibitions
- You will see a list of Upcoming Exhibitions.

The screenshot shows the ITPO dashboard with a navigation menu on the left. A warning banner at the top states "Warning! Website is best viewed on desktop." Below this, a green button labeled "India International Footwear Fair 2024 Event Registration" is circled in yellow, with a red arrow pointing to it from the text "Click for direct event registration". The main content area is titled "Dashboard" and includes a "Glance" section with the heading "Event(s) Registration Status". A table below lists two registration entries:

Fair	Company	Category	Status
8th India International Footwear Fair 2024	ITPO Company	Machinery	Completed
8th India International Footwear Fair 2024	Kreesto	Footwear	Completed

The screenshot shows the "All Upcoming Events" page. It features a circular logo for the "8th India International Footwear Fair 2024 Delhi" (08-10 August 2024). The event details are as follows:

- Event Date:** 08 August 2024 to 10 August 2024
- Event Location:** Bharat Mandapam (Pragati Maidan), New Delhi, India
- Registration Starts:** 22 May 2024
- Stall Booking Opens:** Coming Soon

Three buttons are visible: "Details", "Registration", and "User manual". A contact information banner at the bottom reads: "For any technical query or assistance related to registration and booking, please contact Landline No.- 011-2337 8808 or Email at technicalsupport@itpo.gov.in, available from 10 AM to 6 PM". The footer includes the copyright notice: "© 2020-2021. ITPO-India Trade Promotion Organisation".

- Click on Register Button to register for the Fair.
- A Registration form will appear as:
- You will be asked to select your company for which the participation is intended.

ITPO and (P)vt. Ltd. Kreesto ▾

Registration form for 8th India International Footwear Fair 2024.

Select Your Company Name* Select Your Participation Category*

Select Your Company Select Category

Whether you are registered MSME* Yes No

Products to be Displayed(Please fill this information carefully as it will be used for the listing in Fair Directory)*

Whether you are a member of Confederation of Indian Footwear Industries (CIF)* Yes No

Whether you are a member of any other trade association* Yes No

PAN Card of the Company* (gif, jpg, png, jpeg, pdf, Max. 2mb allowed) No file selected.

GSTIN Certificate/Declaration of the Company* (gif, jpg, png, jpeg, pdf, Max. 2mb allowed) No file selected.

How much area would you like to book (in sq. mtrs.)*

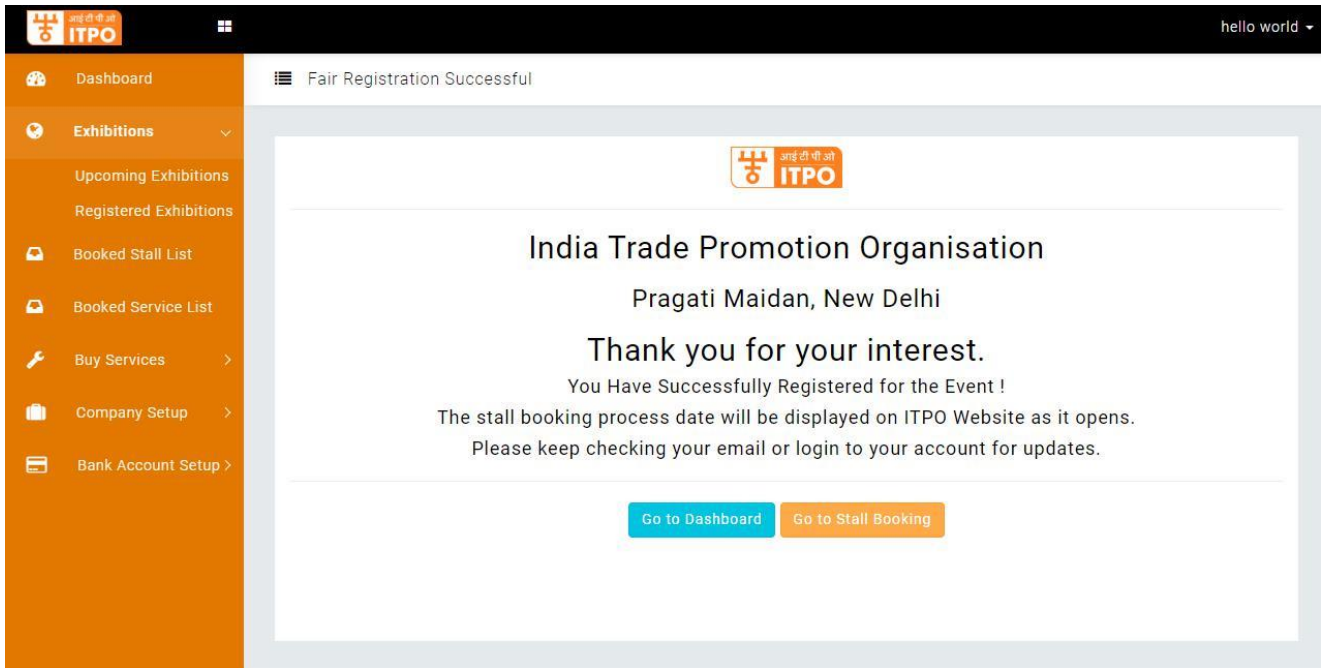
Please check and confirm the GSTIN and the corresponding address. In case you wish to change it, you may do so now. No changes will be allowed after this stage.

Will the invoicing address for this event be the same as per the GSTIN provided by you during Company Registration (registered GSTIN displayed above)?* Yes No

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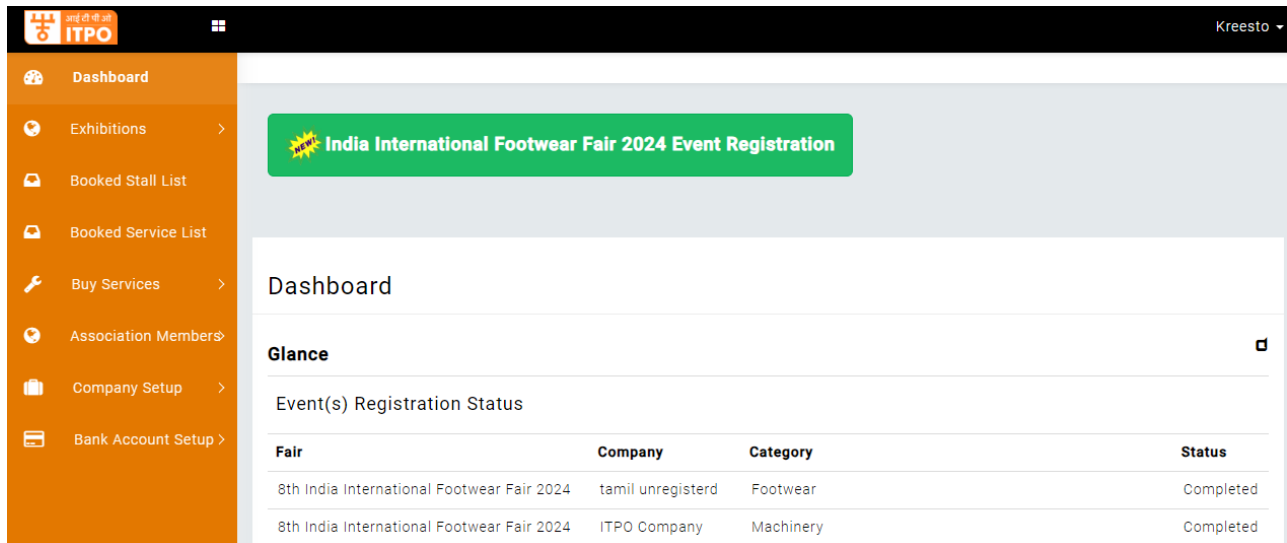
- Next you will be required to select a participation category from the drop-down list.
- Next you will be asked to reconfirm your GSTIN. Please note that the GSTIN once confirmed will not be changed under any circumstances.
- After clicking next your event registration is complete.

➤ After Submission you will see the following Screen :



Step 4 – After completion of the process, you will receive SMS and Email confirmations on the same, however you can verify your Fair Registration by going to the Dashboard, where you will see your registered fair in the **GLANCE** as:

- Click on Dashboard
- You will be able to see Event Registration Status.



The screenshot shows the ITPO dashboard interface. At the top, there is a navigation bar with the ITPO logo and the name 'Kreesto'. A sidebar on the left contains various menu items: Dashboard, Exhibitions, Booked Stall List, Booked Service List, Buy Services, Association Members, Company Setup, and Bank Account Setup. The main content area features a prominent green banner for 'India International Footwear Fair 2024 Event Registration'. Below this, the 'Dashboard' section is titled 'Glance' and displays 'Event(s) Registration Status'. A table lists the registration details for two entries.

Fair	Company	Category	Status
8th India International Footwear Fair 2024	tamil unregistrerd	Footwear	Completed
8th India International Footwear Fair 2024	ITPO Company	Machinery	Completed