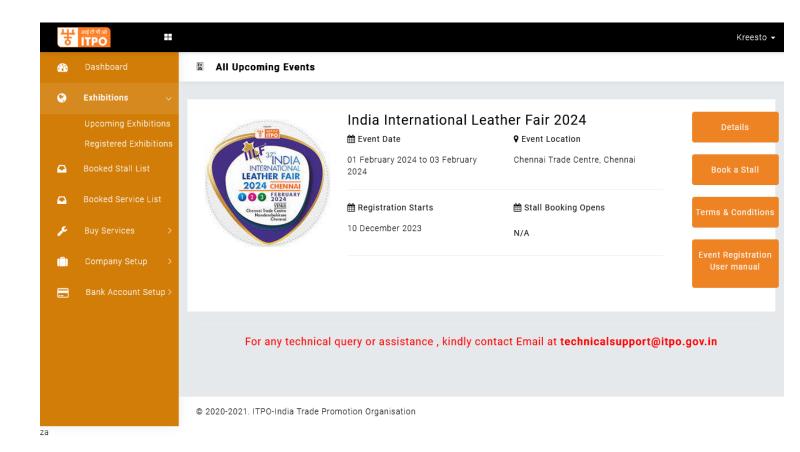## BRIEF USER MANUAL FOR BOOKING PROCESS
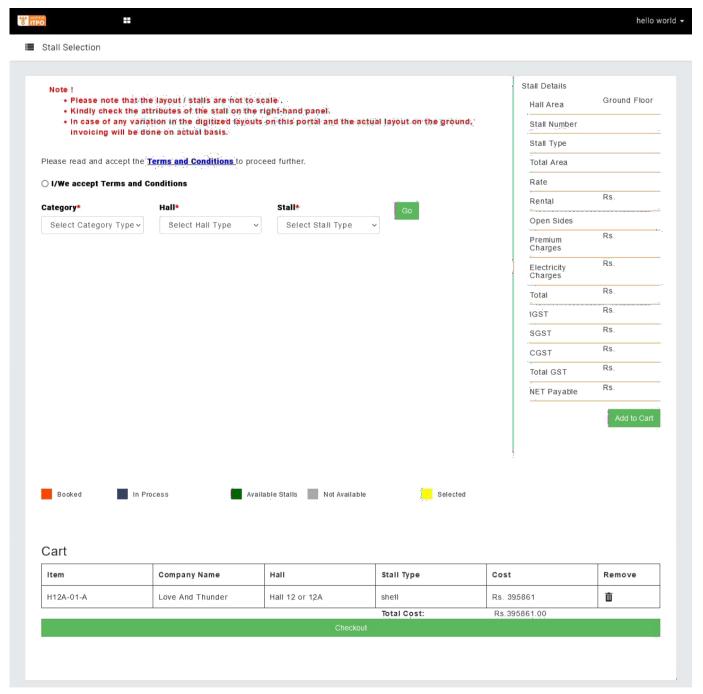
1. **Only the companies which have successfully registered for IILF 2024 through ITPO's portal will be able to participate in the online booking process.**

2. **Registered applicants have to login with the user credentials.**

3. On the dashboard you will see the Button for Stall Booking for IILF 2024. You may also use thefollowing navigation to reach the Book Stall Menu from the left-hand menubar.

    Exhibition --> Upcoming Exhibition

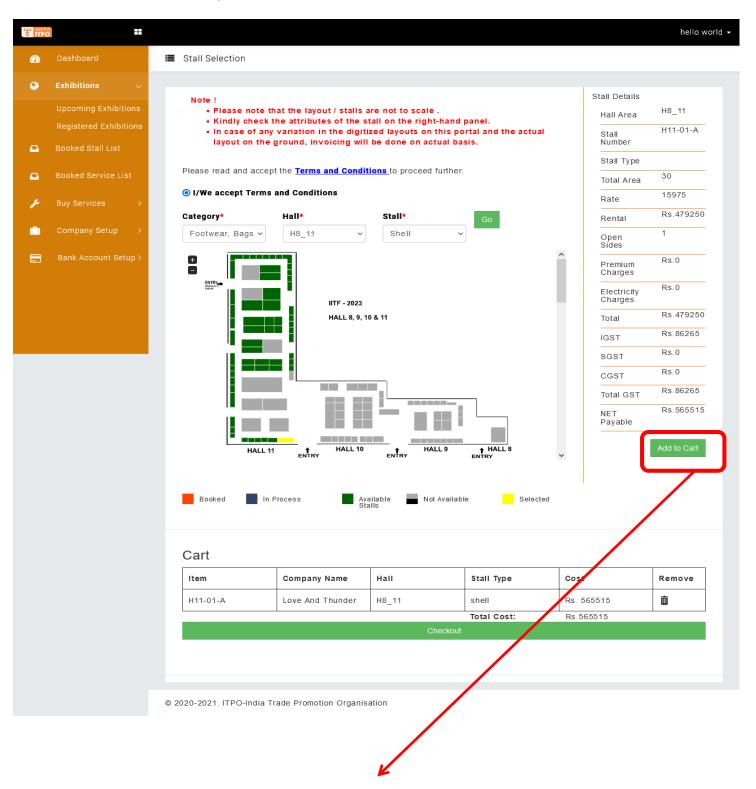4. Click on the button to proceed for booking.

5. Click on Book Stall. The following page will appear.

≡ Stall Selection

Note !
- **Please note that the layout / stalls are not to scale.**
- **Kindly check the attributes of the stall on the right-hand panel.**
- **In case of any variation in the digitized layouts on this portal and the actual layout on the ground, invoicing will be done on actual basis.**

Please read and accept the **Terms and Conditions** to proceed further.

○ **I/We accept Terms and Conditions**

Category*	**Hall***	**Stall***	Go
Select Category Type ▾	Select Hall Type ▾	Select Stall Type ▾	

Stall Details

Hall Area	Ground Floor
Stall Number	
Stall Type	
Total Area	
Rate	
Rental	Rs.
Open Sides	
Premium Charges	Rs.
Electricity Charges	Rs.
Total	Rs.
IGST	Rs.
SGST	Rs.
CGST	Rs.
Total GST	Rs.
NET Payable	Rs.

Add to Cart

■ Booked   ■ In Process   ■ Available Stalls   ■ Not Available   ■ Selected

Cart

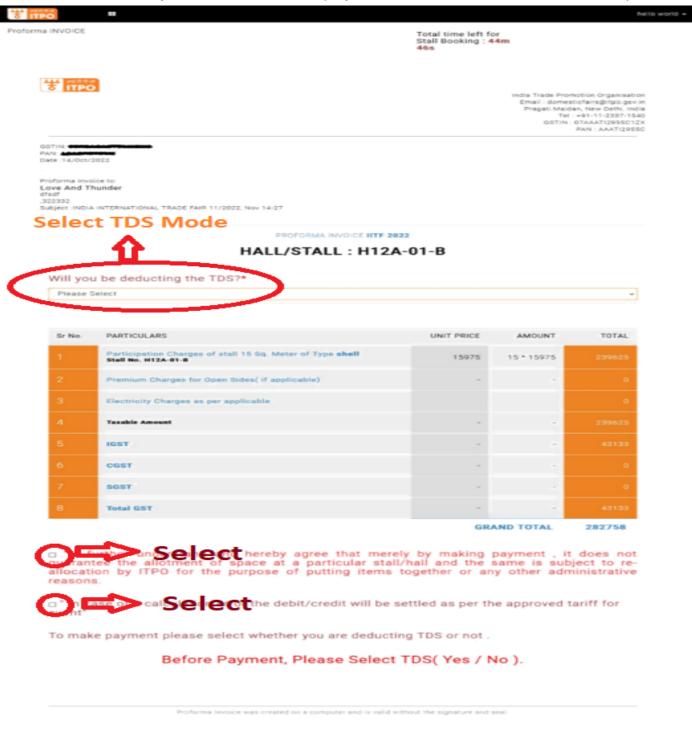| Item	Company Name	Hall	Stall Type	Cost	Remove
H12A-01-A	Love And Thunder	Hall 12 or 12A	shell	Rs. 395861	🗑
			Total Cost:	Rs.395861.00	

Checkout

6. Select the **Category** (Product) from the dropdown.

7. Select the **hall** from the drop down.

8. Select the **Stall Type** (Shell or Bare) from the dropdown.

9. Click on GO and the map of the hall will be loaded.

10. Select the available stall of your choice and **Add to Cart**. Only 01 stall can be added to the cart per user.

11. Scroll down and click on **checkout.**

12. After clicking on **Checkout**, you will get 40 minutes to complete the booking. The Proforma Invoice for the stall you selected will be displayed on the screen. Please select TDS option .

Select TDS Mode

Will you be deducting the TDS?*

Please Select

PROFORMA INVOICE IITF 2022

HALL/STALL : H12A-01-B

Sr No.	PARTICULARS	UNIT PRICE	AMOUNT	TOTAL
1	Participation Charges of stall 15 Sq. Meter of Type **shell** Stall No. H12A-01-B	15975	15 * 15975	239625
2	Premium Charges for Open Sides(if applicable)	-	-	0
3	Electricity Charges as per applicable			0
4	**Taxable Amount**	-	-	239625
5	IGST	-	-	43133
6	CGST	-	-	0
7	SGST	-	-	0
8	Total GST	-	-	43133

GRAND TOTAL   282758

Select hereby agree that merely by making payment , it does not guarantee the allotment of space at a particular stall/hall and the same is subject to re-allocation by ITPO for the purpose of putting items together or any other administrative reasons.

Select case of call the debit/credit will be settled as per the approved tariff for

To make payment please select whether you are deducting TDS or not .

Before Payment, Please Select TDS(Yes / No).

Proforma Invoice was created on a computer and is valid without the signature and seal.

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13. Please note that you will not be able to navigate anywhere from the checkout page once the countdown timer begins.

14. In case you wish to cancel, you will have to make all necessary selections, check boxes and then click on Pay Now and proceed to the payment gateway page to cancel the transaction and make a fresh selection.

15. After completing the payment successfully, you will be able to see the completed booking on your dashboard.

Note:

E.& O.E.