

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 the following navigation to reach the Book Stall Menu from the left-hand menubar.

Exhibition --> Upcoming Exhibition

4. Click on the button to proceed for booking.

The screenshot displays the ITPO India International Leather Fair 2024 Chennai website. The header includes the ITPO logo and the text 'आइ टी पी ओ ITPO' on the left, and 'Kreesto' on the right. The left sidebar menu is orange and contains the following items: Dashboard, Exhibitions (with a dropdown arrow), Upcoming Exhibitions, Registered Exhibitions, Booked Stall List, Booked Service List, Buy Services (with a right arrow), Company Setup (with a right arrow), and Bank Account Setup (with a right arrow). The main content area is titled 'All Upcoming Events' and features a large card for the 'India International Leather Fair 2024'. The card includes a circular logo on the left and event details on the right. The details are organized into two rows: the first row shows 'Event Date' (01 February 2024 to 03 February 2024) and 'Event Location' (Chennai Trade Centre, Chennai); the second row shows 'Registration Starts' (10 December 2023) and 'Stall Booking Opens' (N/A). To the right of the event details are five orange buttons: 'Details', 'Book a Stall', 'Terms & Conditions', and 'Event Registration User manual'. At the bottom of the card, a red text line reads: 'For any technical query or assistance , kindly contact Email at technicalsupport@itpo.gov.in'. The footer of the page states '© 2020-2021. ITPO-India Trade Promotion Organisation'.

Event Date	Event Location
01 February 2024 to 03 February 2024	Chennai Trade Centre, Chennai

Registration Starts	Stall Booking Opens
10 December 2023	N/A

For any technical query or assistance , kindly contact Email at technicalsupport@itpo.gov.in

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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*

Select Category Type ▾

Hall*

Select Hall Type ▾

Stall*

Select Stall Type ▾

Go

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.
1GST	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.

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.

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Category* Hall* Stall* Go

Footwear, Bags v H8_11 v Shell v

IITF - 2023
HALL 8, 9, 10 & 11

HALL 11 ENTRY HALL 10 ENTRY HALL 9 ENTRY HALL 8

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

Stall Details

Hall Area	H8_11
Stall Number	H11-01-A
Stall Type	
Total Area	30
Rate	15975
Rental	Rs.479250
Open Sides	1
Premium Charges	Rs.0
Electricity Charges	Rs.0
Total	Rs.479250
IGST	Rs.86265
SGST	Rs.0
CGST	Rs.0
Total GST	Rs.86265
NET Payable	Rs.565515

Add to Cart

Cart

Item	Company Name	Hall	Stall Type	Cost	Remove
H11-01-A	Love And Thunder	H8_11	shell	Rs. 565515	
Total Cost:				Rs.565515	

Checkout

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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 .

Proforma INVOICE

India Trade Promotion Organisation

Email : domesticfairs@itpo.gov.in

Pragati Maidan, New Delhi, India

Tel : +91-11-2337-1540

GSTIN : 07AAAT12955C12K

PAN : AAAT12955C

GSTIN : ██████████

PAN : ██████████

Date : 14/Oct/2022

Proforma Invoice to:

Love And Thunder

Chief

322332

Subject : INDIA INTERNATIONAL TRADE FAIR 11/2022, Nov 14-27

PROFORMA INVOICE HTF 2022

HALL/STALL : H12A-01-B

Will you be deducting the TDS?*

Please Select

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

☐ I hereby undertake that I 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

☐ I hereby undertake that the debit/credit will be settled as per the approved tariff for the stall.

Select

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 PayNow 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:

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