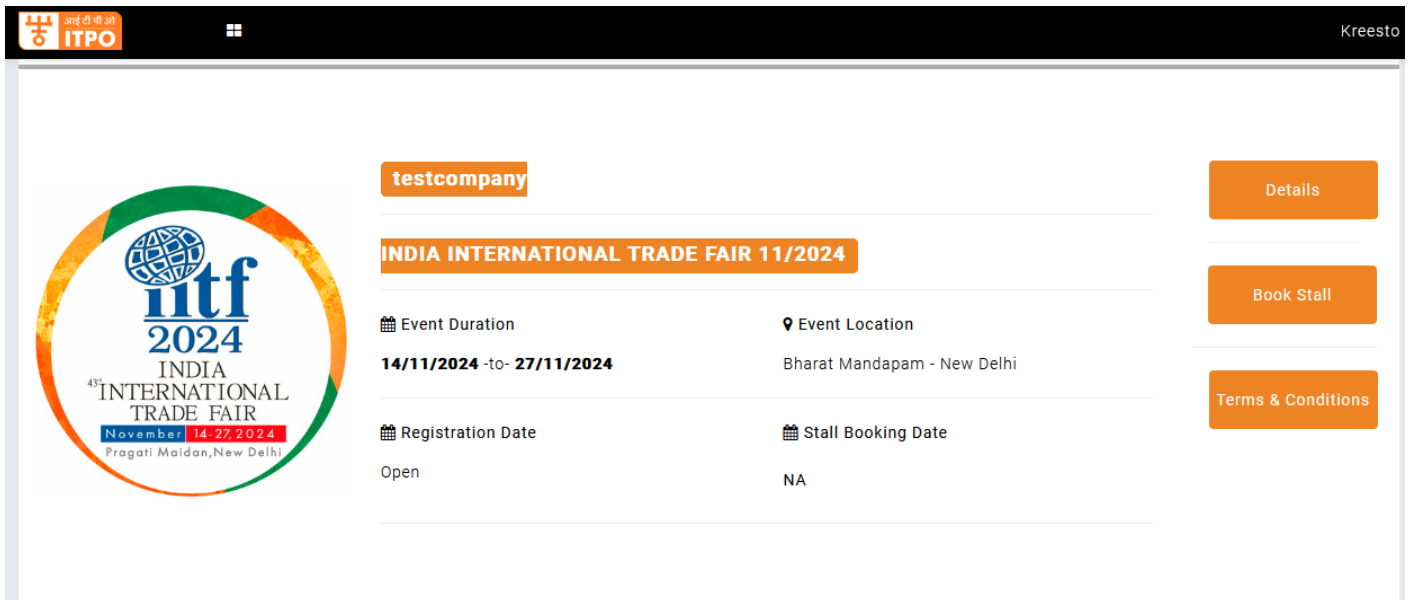


BRIEF USER MANUAL FOR MARQUEE COMPANY BOOKING PROCESS

1. Only the companies which have successfully registered for IITF 2024 through ITPO's portal will be able to participate in the online booking process.
2. Only those Marquee companies that are found to be eligible as per the annual turnover criteria will be able to access the online booking page on the scheduled date of opening.
3. Registered and Eligible Marquee applicants have to login with the user credentials.
4. On the dashboard you will see the Button for Stall Booking for IITF 2024. You may also use the following navigation to reach the Book Stall Menu from the left-hand menu bar:

Exhibition --> Upcoming Exhibition

5. Click on the button 'Book Stall' to proceed for booking.



The screenshot displays the ITPO portal interface. At the top left, there is the ITPO logo with the text 'सर्वे शोचते' and 'ITPO'. At the top right, the name 'Kreesto' is visible. The main content area features a large circular logo for 'IITF 2024 INDIA INTERNATIONAL TRADE FAIR' with the dates 'November 14-27, 2024' and the location 'Pragati Maidan, New Delhi'. To the right of the logo, the company name 'testcompany' is displayed in an orange box. Below this, the event title 'INDIA INTERNATIONAL TRADE FAIR 11/2024' is shown in an orange box. A table provides event details:

📅 Event Duration	📍 Event Location
14/11/2024 -to- 27/11/2024	Bharat Mandapam - New Delhi
📅 Registration Date	📅 Stall Booking Date
Open	NA

On the right side of the page, there are three orange buttons: 'Details', 'Book Stall', and 'Terms & Conditions'.

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

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 in 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***

Select Category Type v Select Hall Type v Select Stall Type v

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.

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	<input type="button" value="Remove"/>
Total Cost:				Rs. 395861.00	

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7. Select your **Category** (Product) from the dropdown.

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

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

10. 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.

Please read and accept the [Terms and Conditions](#) to proceed further.

I/We accept Terms and Conditions

Category* Hall* Stall*

Footwear, Bags H8_11 Shell

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

Cart

Item	Company Name	Hall	Stall Type	Cost	Remove
H11-01-A	Love And Thunder	H8_11	shell	Rs. 565515	<input type="button" value="Remove"/>
Total Cost:				Rs. 565515	

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

12. In case a user attempts to book more than 01 stall, the portal will display the alert as shown in the screenshot below.

The screenshot shows a web portal interface for stall booking. On the left is a navigation menu with items like Dashboard, Exhibitions, Booked Stall List, Booked Service List, Buy Services, Association Members, Company Setup, and Bank Account Setup. The main area displays a grid of stalls with a legend below it: Booked (red), In Process (blue), Available Stalls (green), Not Available (black), and Selected (yellow). A white alert dialog box is centered on the screen, displaying the URL 'domesticbooking.indiatradefair.com' and the message: 'As per terms and conditions, a company is allowed to book maximum 1 stalls.' with an 'OK' button. On the right, a summary table shows financial details: Total (Rs.1934400), IGST (Rs.0), SGST (Rs.174096), CGST (Rs.174096), Total GST (Rs.348192), and NET Payable (Rs.2282592). Below this is an 'Add to Cart' button. At the bottom, a 'Cart' section contains a table with one item.

Item	Company Name	Hall	Stall Type	Cost	Remove
H14G-12-A	testcompany	H14G	shell	Rs. 2282592	

13. After adding the desired stall(s) in the cart, Scroll down and click on **checkout**.

14. After clicking on **Checkout**, 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 :technicalsupport@itpo.gov.in
 Pragati Maidan, New Delhi, India
 Tel : +91-11-2337-1540
 GSTIN : 07AAAT12955C1ZX
 PAN : AAAT12955C

GSTIN: **07BTQPS2632J1Z6**
 PAN: **BTQPS2632J**
 Date :11/Sep/2024

Proforma invoice to:
testcompany
 sss
 ,110091
 Subject :INDIA INTERNATIONAL TRADE FAIR 11/2024

PROFORMA INVOICE IITF24

HALL/STALL : H14G-14-A

Will you be deducting the TDS?*

Please Select

Sr No.	PARTICULARS	UNIT PRICE	AMOUNT	TOTAL
1	Participation Charges of stall 144 Sq. Meter of Type shell Stall No. H14G-14-A	18600	144 * 18600	2678400
2	Premium Charges for Open Sides(if applicable)	-	-	0
3	Web Catalogue Charges for (if applicable) Stall No. H14G-14-A	-	-	0
4	Electricity Charges as per applicable	-	-	0
5	Taxable Amount	-	-	2678400
6	IGST	-	-	0
7	CGST	-	-	241056
8	SGST	-	-	241056
9	Total GST	-	-	482112

GRAND TOTAL 3160512

ITPO Bank Details for remitting participation charges:

Bank Name: ICICI Bank Ltd.**Beneficiary: INDIA TRADE PROMOTION ORGANISATION****Bank Address: 9A, Phelps Building, Inner Circle, Connaught Place, New Delhi- 110001****Account No.: 000701271385, IFSC Code: ICIC0000007****Note :**

1. Deadline for making payment in full - 6 PM on 18th September, 2024.
2. In case of TDS deduction, an equivalent amount is required to be remitted in ITPO as refundable, interest-free security. It will be refunded after submission of TDS certificate in ITPO.

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

Print Proforma Invoice

15. At this stage, you may print the invoice by clicking on 'Print Proforma Invoice' and use it to make full payment through RTGS/NEFT for your booth. You may log out at this stage.
16. After making full payment through RTGS/NEFT, please send the remittance details by email to: tkpant@itpo.gov.in and domesticfairs@gmail.com.

Note:

E. & O.E.