

ITPO DOMESTIC FAIRS PORTAL USER MANUAL

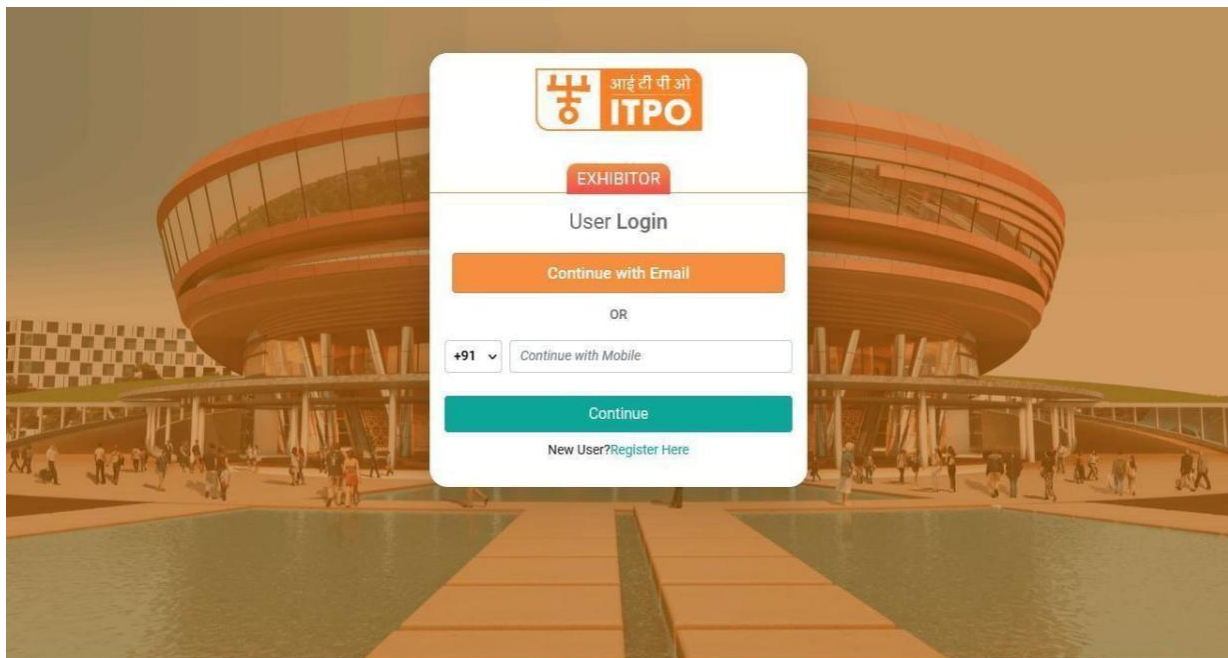
The URL of ITPO's Domestic Fairs Portal is <https://domesticbooking.indiatradefair.com>

STEPS REQUIRED FOR REGISTERING FOR A FAIR:

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

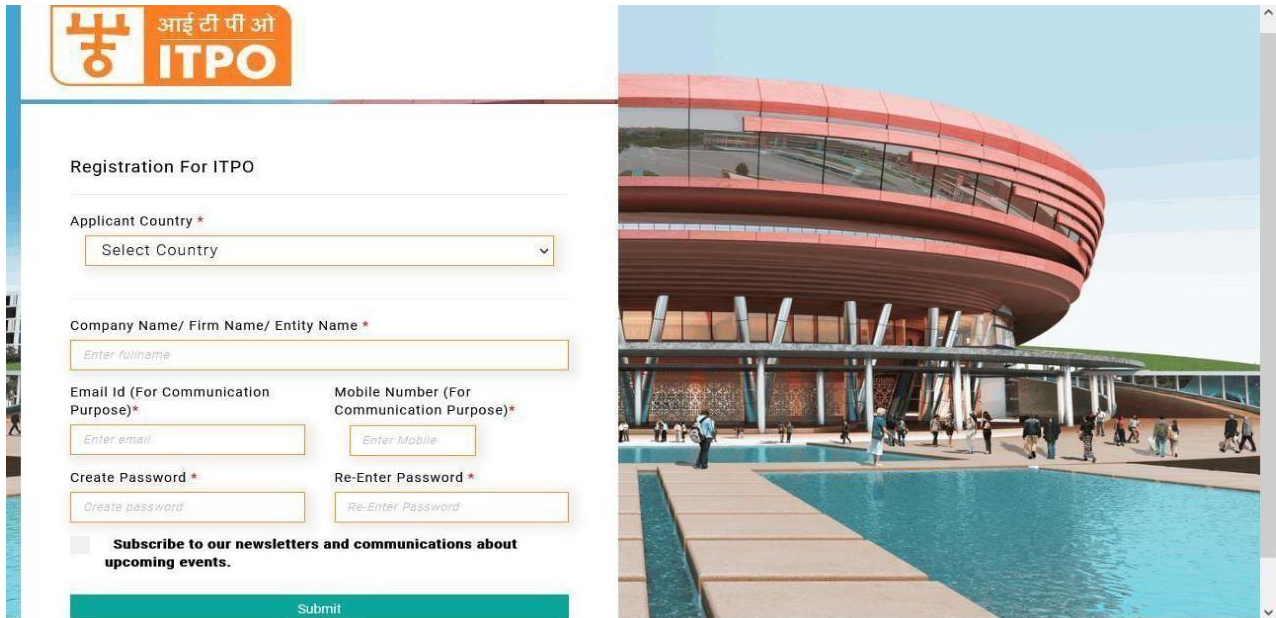
1). Sign-Up / User Registration.

➤ 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 large pool in front of it on the right.

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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

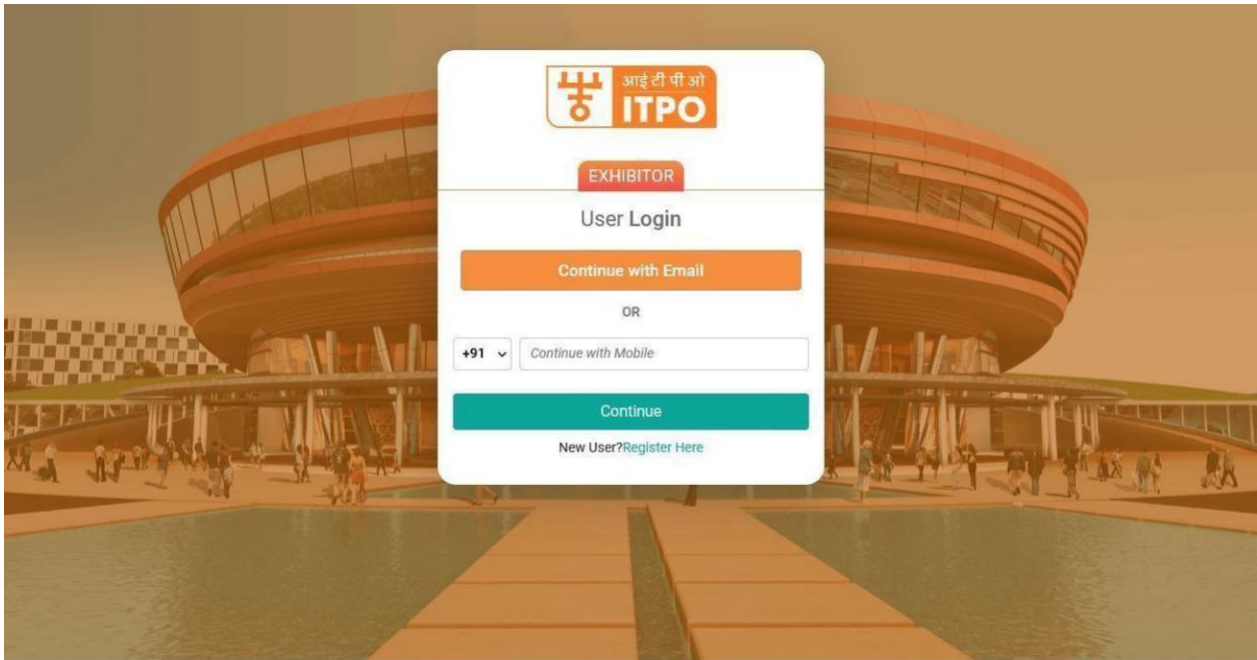
Subscribe to our newsletters and communications about upcoming events.

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)

I.T.P.O. Hello World

Dashboard | All Subscribers | Booked Mail List | My Services | Company Setup | Bank Account Setup

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 *

Do you have GSTIN ?*

Yes
 No

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

Country Name : * State : * City : *

Select Your Country | Please select a State | City

Address Line1 *

Address Line2

Pin Code *

Company Registration Details

Company PAN *(Permanent Account Number)

Enter Last 3 Characters Of GSTIN Number *

Confirm Your GSTIN No. *

Business Type *

Select Business Type

2. Contact Details

Contact Person Name *

Contact Person Designation *

Email ID (For Communication) *

Mobile Number(For Communication)*

Landline Number(For Communication)

Senior Executive Name

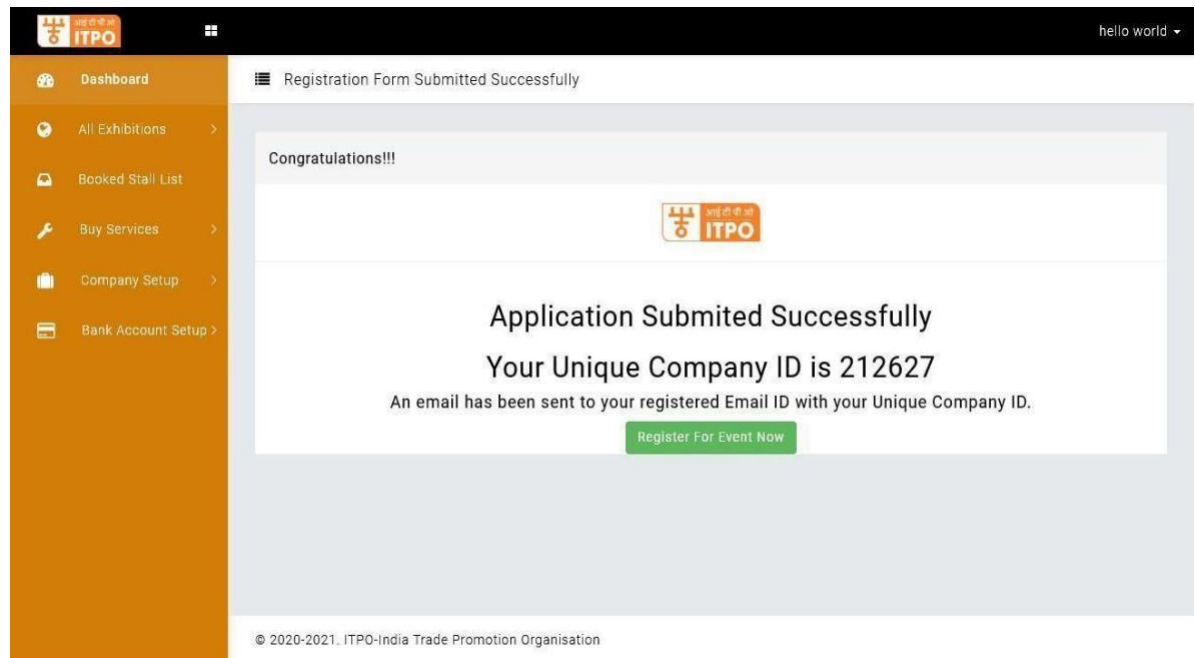
Senior Executive Email ID *

Senior Executive Mobile

Website (if Any)

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.

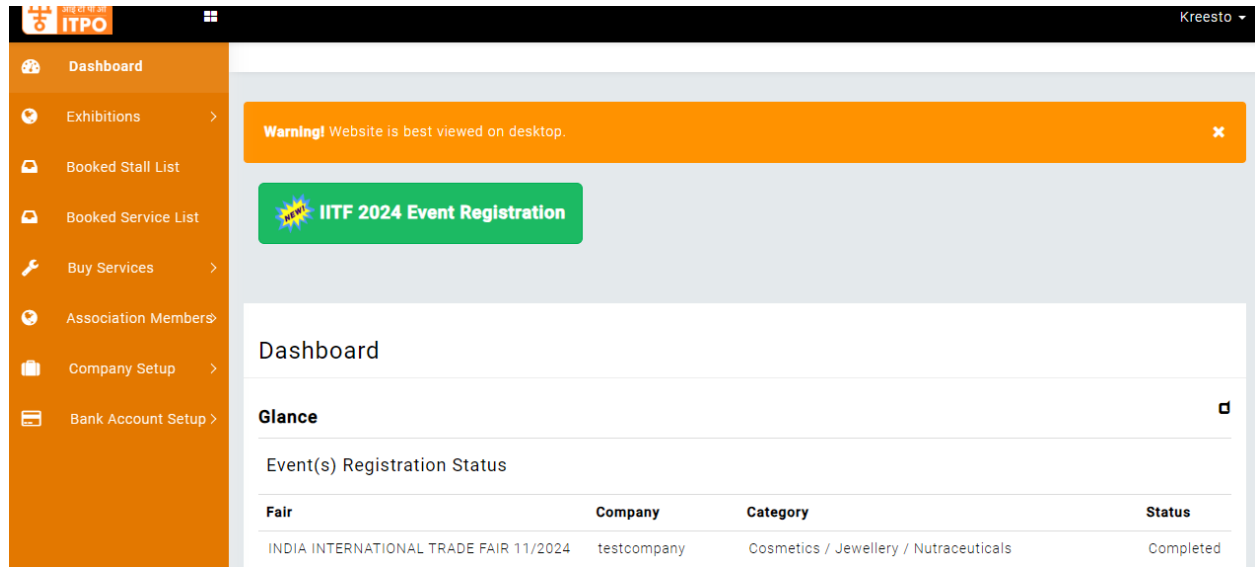
- After filling up the form, check and agree to the declaration and click on **Next**.
- Upon successful submission of the form, you will see a successful company registration page along with an SMS and Email confirmation on your registered mobile number and email id.



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

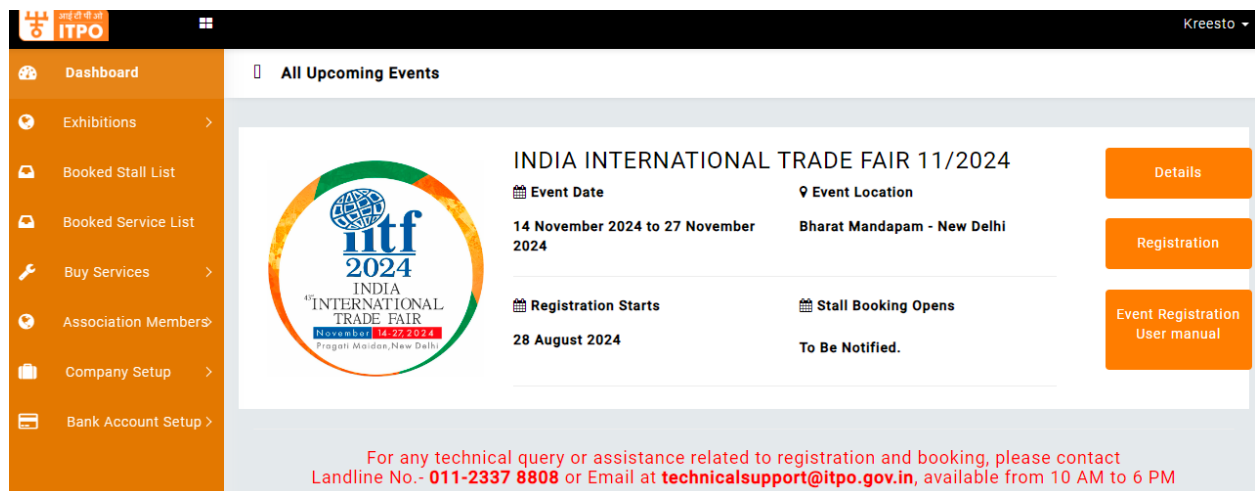
4. Fair Registration

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



The screenshot shows the ITPO dashboard with a sidebar menu on the left containing options like Dashboard, Exhibitions, Booked Stall List, Booked Service List, Buy Services, Association Members, Company Setup, and Bank Account Setup. The main content area features a warning banner, a green button for 'IITF 2024 Event Registration', and a 'Dashboard' section. Under 'Glance', there is a table titled 'Event(s) Registration Status' with the following data:

Fair	Company	Category	Status
INDIA INTERNATIONAL TRADE FAIR 11/2024	testcompany	Cosmetics / Jewellery / Nutraceuticals	Completed



The screenshot shows the 'All Upcoming Events' section of the ITPO dashboard. It features a large card for the 'INDIA INTERNATIONAL TRADE FAIR 11/2024'. The card includes the event logo, a calendar icon for the event date, a location pin icon for the event location, and a calendar icon for the registration start date. The details are as follows:

Event Date	Event Location
14 November 2024 to 27 November 2024	Bharat Mandapam - New Delhi

Registration Starts	Stall Booking Opens
28 August 2024	To Be Notified.

On the right side of the card, there are three orange buttons: 'Details', 'Registration', and 'Event Registration User manual'. At the bottom of the card, there is a red text box with contact information: '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'.

- 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.

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Registration form for INDIA INTERNATIONAL TRADE FAIR 11/2024.

Select Your Company Name*

Select Your Participation Category*

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

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

Whether you are registered MSME* Yes No

Are you a woman entrepreneur?* Yes No

Are you a SC/ST Entrepreneur* Yes No

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

Next

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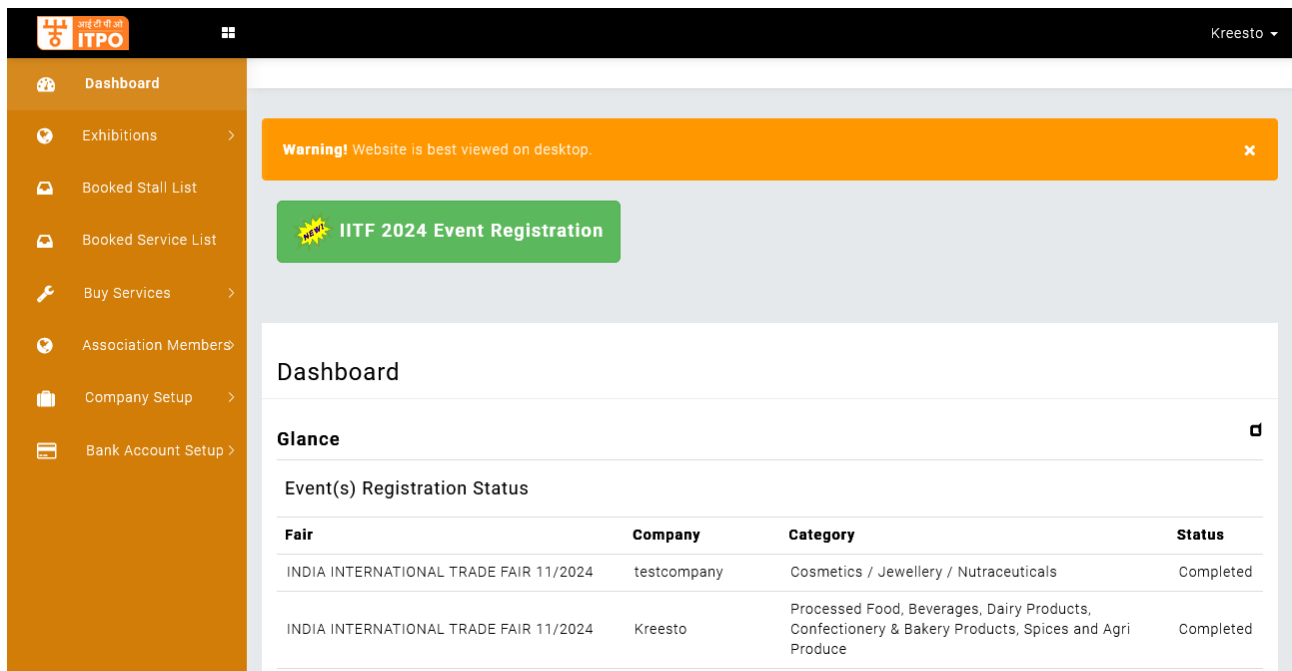
- Next you will be required to select a participation category from the drop-down list.
- Next you will be asked to reconfirm your GSTIN. Please note that the GSTIN once confirmed will not be changed under any circumstances.
- After clicking next your event registration is complete.

➤ After Submission you will see the following Screen :

The screenshot displays the ITPO website dashboard. The top navigation bar includes the ITPO logo and the text 'hello world'. The left sidebar contains a menu with 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 features a notification banner that reads 'Fair Registration Successful'. Below this, the ITPO logo is displayed again, followed by the text: 'India Trade Promotion Organisation', 'Pragati Maidan, New Delhi', 'Thank you for your interest.', 'You Have Successfully Registered for the Event !', 'The stall booking process date will be displayed on ITPO Website as it opens.', and 'Please keep checking your email or login to your account for updates.' At the bottom of the notification area, there are two buttons: 'Go to Dashboard' and 'Go to Stall Booking'.

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 left is the ITPO logo with the text 'संगठन की वेबसाइट' and 'ITPO'. At the top right is the user name 'Kreesto'. A navigation menu on the left includes: Dashboard, Exhibitions, Booked Stall List, Booked Service List, Buy Services, Association Members, Company Setup, and Bank Account Setup. A warning banner at the top states 'Warning! Website is best viewed on desktop.' Below it is a green button for 'IITF 2024 Event Registration'. The main content area is titled 'Dashboard' and contains a 'Glance' section with a table of 'Event(s) Registration Status'.

Fair	Company	Category	Status
INDIA INTERNATIONAL TRADE FAIR 11/2024	testcompany	Cosmetics / Jewellery / Nutraceuticals	Completed
INDIA INTERNATIONAL TRADE FAIR 11/2024	Kreesto	Processed Food, Beverages, Dairy Products, Confectionery & Bakery Products, Spices and Agri Produce	Completed