



## India Trade Promotion Organisation

### NOTICE

Date: October 11, 2023

**The online space booking for 42<sup>nd</sup> India International Trade Fair (IITF), November 14-27, 2023, will commence at 12 PM on October 17, 2023.**

2. The online space booking process will strictly be on First-Come-First-Served (FCFS) basis through ITPO's portal <https://domesticbooking.indiatradefair.com/>. The link for the online space booking portal will also be available on ITPO's corporate website <https://indiatradefair.com/> and the micro-site of IITF <https://indiatradefair.com/iitf/>.

3. Completion of the registration process (Company Registration and Fair-Specific Registration) is mandatory to participate in the online space booking process.

4. One company will be able to book only one stall. Before booking of stall, interested exhibitors shall satisfy themselves as to the suitability of the booth, location, accessibility to booth and hall, entry gates of halls, etc. as no requests for change of booth / hall / etc. will be entertained under any circumstances. ITPO reserves the right to change the hall category / placement / layout / etc. Cancellation and refund will be as per the terms and conditions of participation in IITF 2023.

5. Please note that there are different halls for different product categories. You will be able to book a stall in the hall where the product category has been placed as per the table below, subject to availability.

Food & Beverage cos.	Hall No. 7FGH, 8, 9 and 10
Electronics / Electricals, Watches, Jewellery, Footwears, Nutraceutical, Home Appliances, Kitchen Equipment Consumer Durables, etc.	Hall No. 11
Cosmetics / Beauty Products	Hall No. 12
Textile / Garment, Home Furnishing, Gift/Educational Items, Multi-Products, Handicrafts, etc.	Hall No. 12A
Start-Ups	Stall No. 7H-06-A - 12 sqm Stall No. 7H-06-B - 16 sqm Stall No. 7H-06-C - 12 sqm Stall No. 7H-06-D - 12 sqm Stall No. 7H-06-E - 12 sqm Stall No. 7H-06-F - 15 sqm

6. The companies desirous of booking the stalls under Start-Up category will have to satisfy themselves as to their eligibility as per the information given in the factsheet of IITF 2023. ITPO will scrutinize the documents to ascertain the fulfilment of eligibility conditions only at the time of invoicing after the fair. Full payment will be required at the time of booking and the discount will be provided at the time of invoicing after the fair.

7. Full payment will be required to be made through the payment gateway on the portal at the time of booking.

8. Those who have registered under the category “Start-Up” can book a stall from the designated stalls as per table in para 5 above. Only limited number of stalls are available in this category at discounted rates strictly on first-come-first-served basis subject to availability. It is reiterated that at the time of online booking, full rentals will have to be paid even for the discounted booths identified for category “Start-Up” and that the discount will be applied at the time of invoicing after conclusion of the event, subject to satisfactory documentation. It may also be noted that those who have registered under the category “Start-Up” may book a stall at full rentals in hall no. 12A, 7D, 7E and 7FGH in the “Multi-products” category subject to availability, i.e. in case if they are unable get one of the designated booths of their respective category.

9. It is to be noted that interested exhibitors who have registered under a particular category may book a stall either in their own category or in the multiproduct category.

**10. It is to be noted that sub-letting of space, whether in part or in full, is strictly prohibited and will invite strict action on both the parties, i.e. the party sub-letting and party taking the space from the former. Strict action will be initiated which may include closure of stall, confiscation of exhibits, penalty, blacklisting, legal action or any such action as deemed appropriate by the competent authority.**

11. Technical queries will be resolved by technical helpdesk on landline number [011-23378808](tel:011-23378808) and Email: [technicalsupport@itpo.gov.in](mailto:technicalsupport@itpo.gov.in).

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