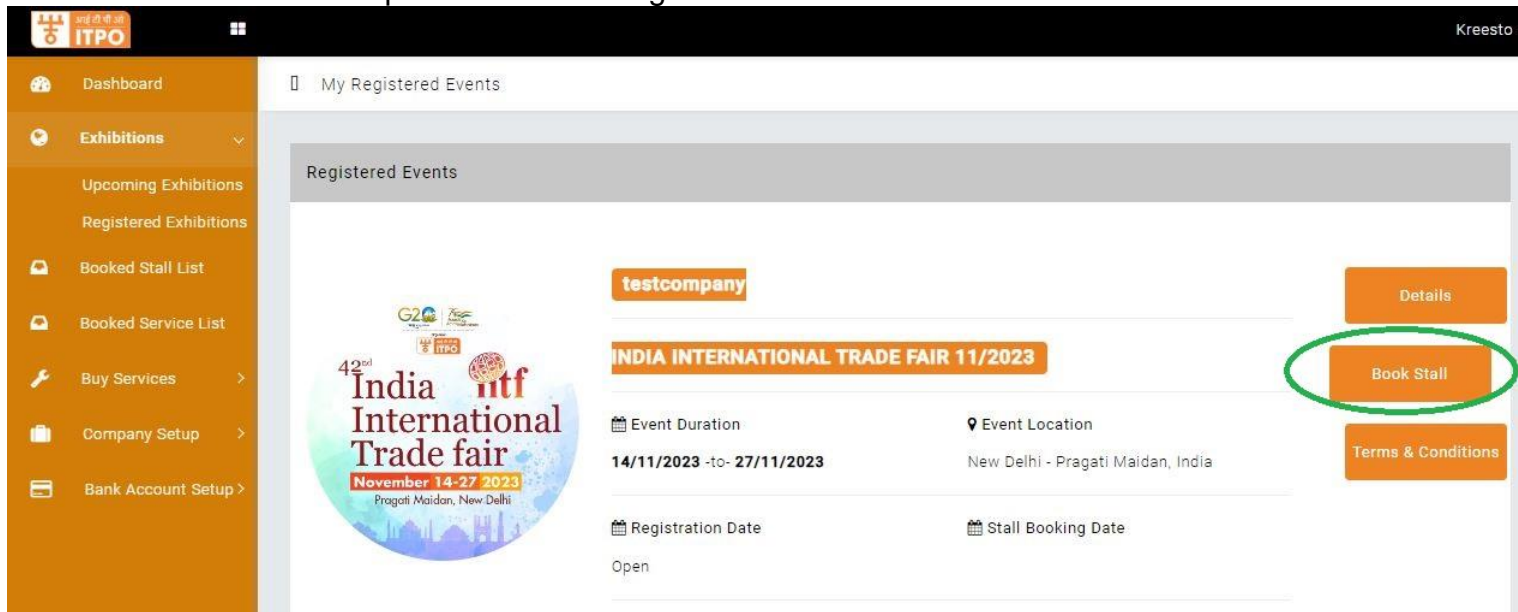


India International Trade Fair - BRIEF USER MANUAL FOR BOOKING PROCESS

1. Only the companies which have successfully registered for IITF 2023 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 IITF 2023. You may also use the following navigation to reach the Book Stall Menu from the left-hand menubar.

Exhibitions --> Registered Exhibitions

4. Click on the button to proceed for booking.



The screenshot shows the ITPO portal interface. On the left is a navigation menu with options like Dashboard, Exhibitions, Booked Stall List, and Company Setup. The main content area is titled 'My Registered Events' and shows a list of registered events. The first event is 'INDIA INTERNATIONAL TRADE FAIR 11/2023' by 'testcompany'. The event details include: Event Duration: 14/11/2023 -to- 27/11/2023; Event Location: New Delhi - Pragati Maidan, India; Registration Date: Open; and Stall Booking Date. A 'Book Stall' button is highlighted with a green circle, indicating the next step in the booking process.

5. 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 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*

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	

Total Cost: Rs.395861.00

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.

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

I/We accept Terms and Conditions

Category* Hall* Stall*

IITF - 2023
HALL 8, 9, 10 & 11

HALL 11 HALL 10 HALL 9 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

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	

© 2020-2021. ITPO-India Trade Promotion Organisation

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

Total time left for
Stall Booking : **44m**
46s

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
d1st
.322332
Subject :INDIA INTERNATIONAL TRADE FAIR 11/2022, Nov 14-27

PROFORMA INVOICE IITF 2022
HALL/STALL : H12A-01-B

Select TDS Mode

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

Select 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 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.

© 2020-2021. ITPO-India Trade Promotion Organisation

- 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:

E.& O.E.