



India Trade Promotion Organisation

NOTICE

New Delhi
9th August, 2024

All exhibitors participating in the ongoing 8th edition of **India International Footwear Fair (IIFF)**, August 8-10, 2024, are hereby informed that **Exit Slips** will be required to take their materials, exhibits, machines, goods, empties, etc. out of the Bharat Mandapam venue after completion of the event on 10th August, 2024.

2. **The Exit Slips can be self-generated and downloaded by exhibitors from their respective user accounts on ITPO's online booking portal <https://domesticbooking.indiatradefair.com/> w.e.f. 10 AM on 10th August, 2024.**

The process for generating exit slips is described below:-

- a. After login, Material Exit Slips will be available under 'Buy Services' button on the left-hand menu bar.
 - b. Exhibitors should fill in the Material Entry Form and print out three copies of each Material Exit Slip.
 - c. The exhibitor's authorized representative must sign and fill in all mandatory details. **Sign/stamp of ITPO officials is not required on exit slips generated online.**
3. Exhibitors will be required to generate and issue exit slips to their service providers also, who would be carrying material related to their booths out of the venue.
4. All the exhibitors / service providers may send their empty trucks to Bhairon Mandir Parking. From there they will be directed to Gate No.1 for Hall 6 and Gate 5B for Hall 5GF as per the space available near the respective halls and the exit will be from the Gate No. 1 for Hall 6 and Gate No. 5A/5C for Hall 5.
5. You are requested to follow the above in order for smooth exit from the exhibition venue.
6. In case of any technical queries regarding the portal, please contact the technical helpdesk on +91 11 23378808 or email – technicalsupport@itpo.gov.in.
