



## India Trade Promotion Organisation

### NOTICE

Date: November 02, 2023

All private exhibitors participating in the 42<sup>nd</sup> edition of India International Trade Fair (IITF), to be held from November 14-27, 2023 at Pragati Maidan (New Delhi) are hereby advised to follow the instruction mentioned below in respect of their participation.

1. Exhibitor's kit consisting of Exhibitor Badges, Material Entry Slips and complimentary visitor passes will be issued with effect from 11AM on Tuesday, 7<sup>th</sup> November, 2023 (tentatively). The exhibitor entitlements are mentioned below:-

S. No.	Items	Entitlement															
1.	Exhibitor Badges	03 Nos. for every 12 sq.mtr. and thereafter 01 Nos. for every 3 sq.mtr.  Additional exhibitor badges, if required, may be purchased @ Rs. 3000/- per additional badge (inclusive of GST)															
2.	Complimentary Business Visitor Passes	01 per sq.mtr.															
3.	Car Parking	<table border="1"><thead><tr><th>S.No.</th><th>Booth Size/Condition</th><th>No. of Car Parking Passes</th></tr></thead><tbody><tr><td>1.</td><td>Area upto 36 sqm</td><td>01 pass</td></tr><tr><td>2.</td><td>37 sqm - 80 sqm</td><td>02 pass</td></tr><tr><td>3.</td><td>81 sqm - 120 sqm</td><td>03 pass</td></tr><tr><td>4.</td><td>Above 120 sq. mtrs.</td><td>04 pass</td></tr></tbody></table>	S.No.	Booth Size/Condition	No. of Car Parking Passes	1.	Area upto 36 sqm	01 pass	2.	37 sqm - 80 sqm	02 pass	3.	81 sqm - 120 sqm	03 pass	4.	Above 120 sq. mtrs.	04 pass
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2. Exhibitors are hereby advised to carry a copy of their Approval of Participation-cum-Possession Letter and the certificate as per annexure duly signed and stamped by the authorized signatory to collect their exhibitor kit.
3. Service passes necessary for entry of the fabrication agencies engaged by exhibitors for providing various services, such as construction and decoration, etc. can be obtained from the Security Division of ITPO on submission of the following documents.
4. Authorization letter on the exhibiting company's letterhead in favour of the service provider (Fabrication agency, etc.) in case of self-construction of the stall by exhibitors.

5. Letter from the fabrication agency on letterhead with the list of names, Aadhaar Number of all the workers along with recent photograph and copy of Aadhaar.
6. Participants who want to convert their shell-type stall to bare-type are requested to send their requests in writing to [technicalsupport@itpo.gov.in](mailto:technicalsupport@itpo.gov.in) latest by 6 PM on 5<sup>th</sup> November, 2023.

As per terms and conditions, the possession of stalls for private exhibitors will start as mentioned below.

<b><i>Bare-Type Stall</i></b>	<b><i>8<sup>th</sup> November, 2023 w.e.f. 10 AM</i></b>
<b><i>Shell-Type Stall</i></b>	<b><i>11<sup>th</sup> November, 2023 w.e.f. 10 AM</i></b>

In case of any queries, please contact helpdesk on landline number [011-23378808](tel:011-23378808), Email: [technicalsupport@itpo.gov.in](mailto:technicalsupport@itpo.gov.in).

Please keep visiting ITPO website <https://www.indiatradefair.com/> for updates and important information regarding IITF 2023.

(Please see the enclosed format of certificate)

**Certificate**

I \_\_\_\_\_, the authorized representative of \_\_\_\_\_, participating in the 42<sup>nd</sup> edition of India International Trade Fair (IITF), 2023, to be held from 14-27 November, 2023 at PragatiMaidan, New Delhi, with stall no. \_\_\_\_\_ hereby certify that I have read, understood and agree to the terms and conditions, exhibitor manual, and other instructions for exhibitors contained in the Approval of Participation-cum-Possession Letter and other such instructions issued on ITPO's website from time-to-time, at the time of collection of the exhibitor's kit.

Place:

Signature of Authorized Representative

Date:

Name

Designation

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