



India Trade Promotion Organisation

NOTICE

Date: November 04, 2024

All private exhibitors of the upcoming India International Trade Fair (IITF), to be held from November 14-27, 2024, are hereby advised to follow the instructions mentioned below in respect of their participation:

1. The possession of space / booth for Online Private Participants of IITF 2024 will be provided as per the table below: -

Bare Space in All Halls (for construction)	After 12 Noon on November 06, 2024
Shell Scheme in All Halls	After 10 AM on November 11, 2024

2. Electricity of 0.5 KW per 12 sqm is included in space rentals. Participants who require **additional electricity** or water connection may purchase the same through ITPO's online portal <https://domesticbooking.indiatradefair.com/> under the “**Buy Services**” Tab on the left-hand menu bar. Payment for these additional services is to be made online.
3. Service badges for Labour Movement and Entry Slips can be collected after **11 AM on 6th November, 2024** from the **Multipurpose Hall on the Ground floor of ITPO Admin Building** at Gate no. 9, Bharat Mandapam (on Mathura Road, near Supreme Court Metro Station)
4. **Service badges** for workers, fabricators etc. can be obtained on submission of the following documents:
 - i. **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.
 - ii. **Letter from the fabrication agency** on letterhead with the list of Names, Aadhaar Number/ Govt. ID Number of all the workers along with recent photograph and copy of Aadhaar.
5. Exhibitor Kits, including Exhibitor Badges, Car Parking Passes can be collected after **11 am on 11th November, 2024** from the **Multipurpose Hall on the Ground floor of ITPO Admin Building** at Gate no. 9, Bharat Mandapam, as per the details mentioned below:-

S. No.	Items	Entitlement															
1	Exhibitor Badges	01 Exhibitor badge for every 3 sq.mtr. Additional exhibitor badges, if required, may be purchased @ Rs. 3000/- per additional badge (inclusive of GST) from ITPO's online portal https://domesticbooking.indiatradefair.com/ After making payment for additional badges / season ticket booklet, the same can be collected from ITPO office.															
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</td> </tr> <tr> <td>2.</td> <td>37 sqm - 80 sqm</td> <td>02</td> </tr> <tr> <td>3.</td> <td>81 sqm - 120 sqm</td> <td>03</td> </tr> <tr> <td>4.</td> <td>Above 120 sq. mtrs.</td> <td>04</td> </tr> </tbody> </table>	S. No	Booth Size / Condition	No. of Car Parking Passes	1.	Area upto 36 sqm	01	2.	37 sqm - 80 sqm	02	3.	81 sqm - 120 sqm	03	4.	Above 120 sq. mtrs.	04
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6. Exhibitors are hereby advised to carry a copy of their Approval of Participation-cum-Possession Letter to collect their exhibitor kit.
7. Participants who want to convert their shell-type stall to bare-type are requested to send their requests in writing to tkpant@itpo.gov.in and technicalsupport@itpo.gov.in latest by 6 PM on 4th November, 2024. No refund shall be admissible for such conversions.
8. The Design and Public Safety guidelines of ITPO are required to be followed by all exhibitors for construction and decoration of booths. The guidelines are available on ITPO website – <https://indiatradefair.com/iitf/uploads/pdfs/IITF-2024/IITF%202024%20Design%20Guidelines.pdf>
9. Terms and Conditions apply. T&C of IITF 2024 are available online on the website : <https://indiatradefair.com/iitf/uploads/pdfs/IITF-2024/Terms%20&%20Conditions-IITF%202024-Final.pdf>
