

ITPO DOMESTIC FAIRS PORTAL USER MANUAL

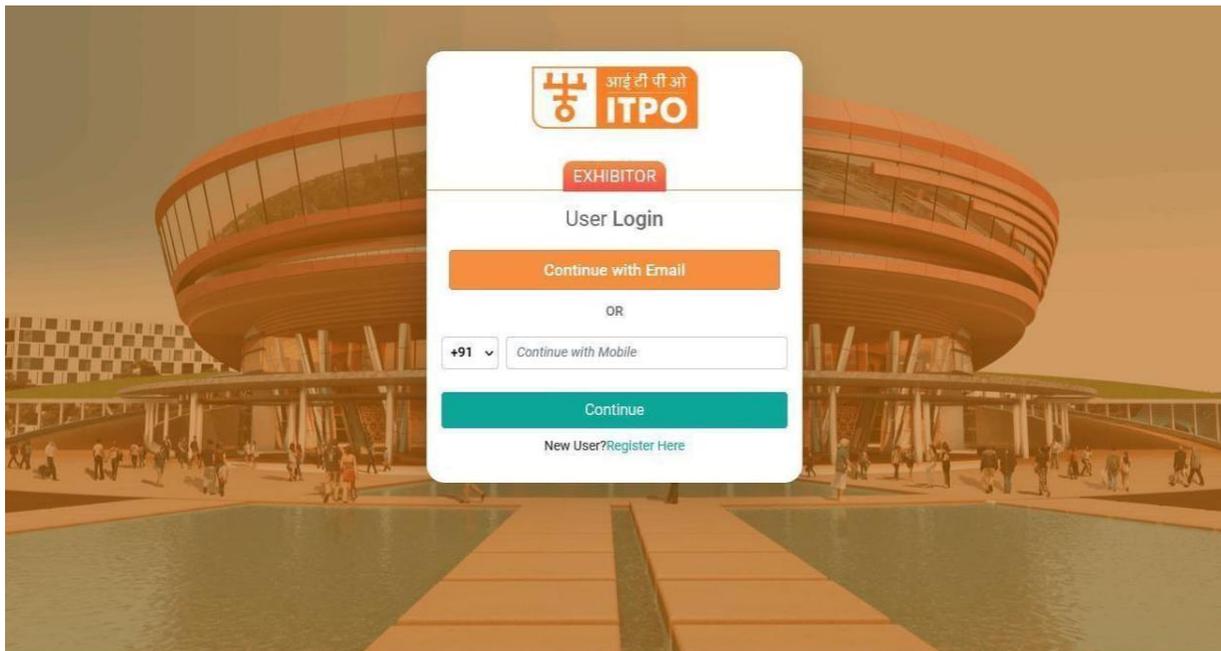
The URL of ITPO's Domestic Fairs Portal is <https://domesticbooking.indiatradefair.com>

STEPS REQUIRED FOR REGISTERING FOR A FAIR:

1. Sign-Up / User Registration
2. Login
3. Company Registration
4. Fair Registration
5. Verifying on Dashboard

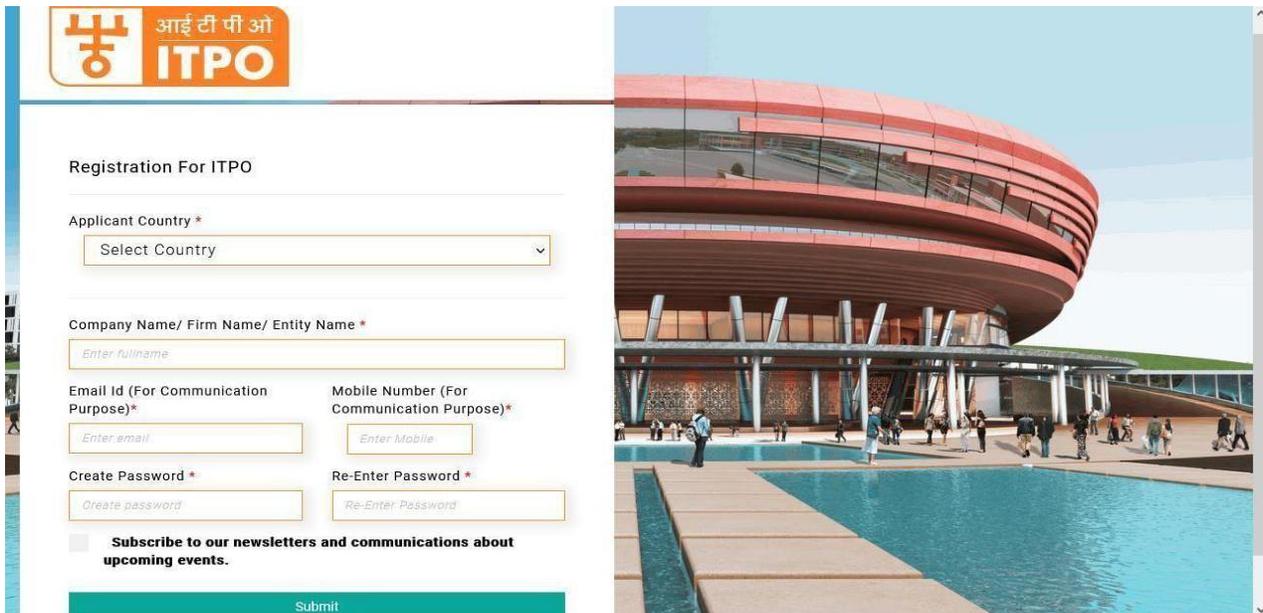
1). Sign-Up / User Registration.

- If you have already signed up you can proceed to Step 2 (Login): -



Else, Click on Register Here Button :

- Fill up the user registration form as given below : -



The image shows a registration form for ITPO (Institution of Technologists, Professionals and Officers) on the left and a background image of a modern, curved building with a red facade and a large pool in the foreground on the right.

ITPO आई टी पी ओ

Registration For ITPO

Applicant Country *

Select Country

Company Name/ Firm Name/ Entity Name *

Enter fullname

Email Id (For Communication Purpose) *

Enter email

Mobile Number (For Communication Purpose) *

Enter Mobile

Create Password *

Create password

Re-Enter Password *

Re-Enter Password

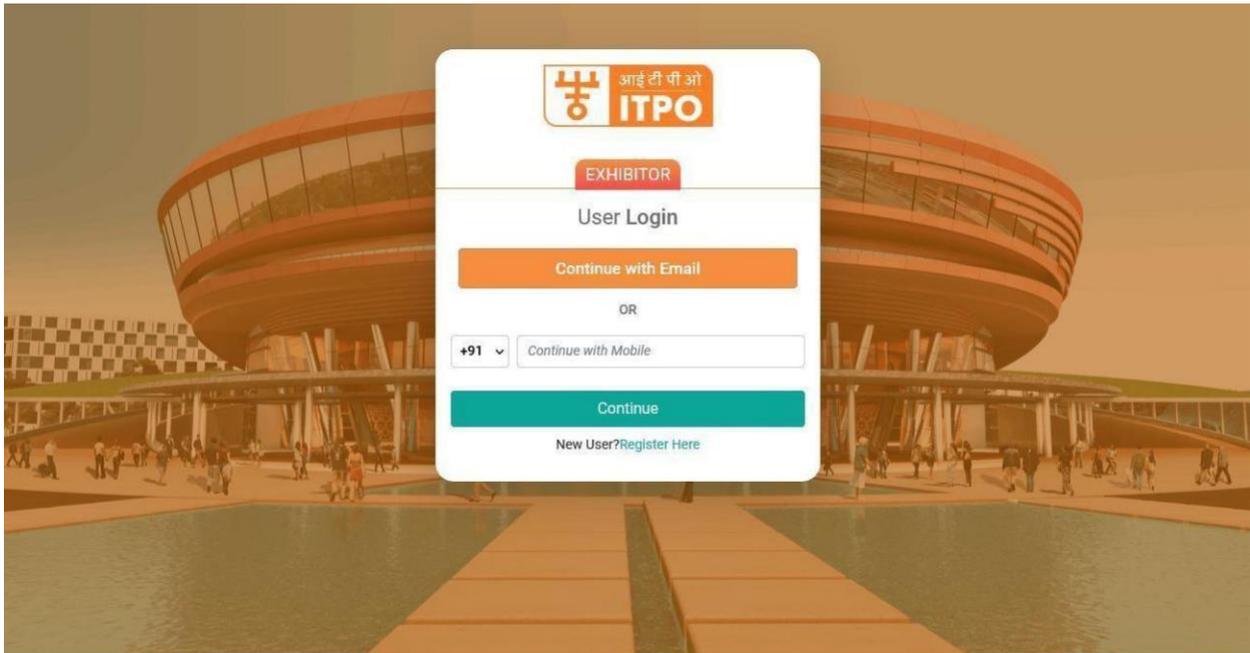
Subscribe to our newsletters and communications about upcoming events.

Submit

- Please note that numbers and special characters are not allowed in the Company Name/ Firm Name/ Entity Name field.
- Fill up this form and click on Submit.
- On the next screen, you will be asked to Verify OTP.
- Upon Successful registration you will receive confirmation via SMS and Email.

2. Login (After Successful OTP verification).

- Continue to login using the email and password used in Step 1.



- After logging in the Company registration form opens.

3. Company Registration.

- The users who have not yet registered their company/firm will see the company registration form on the landing page after login :-
- You will require following documents handy while registering your company :
 - PAN (Mandatory) will be the unique identification for a company. Only one company can be registered using a PAN.
 - GSTIN (If Applicable)

Setup Your Company Profile

This is a Company Registration form , kindly keep the following documents handy:-

- Company's PAN Card
- GSTI Number
- Bank Account Documents

Business Details

1. Company Details

** Kindly note that this registration is a one time process and is valid for all the events.*

Type of Company*
Select Your Company Type

Company Name / Firm Name / Entity Name *

Do you have GSTIN **
 Yes
 No

Company Address (Company Address Should be as per GST Registration)

Country Name: * State * City *

Select Your Country Please select a State City

Address Line1 *

Address Line2

Pin Code *

Enter the code ZIP

Company Registration Details

Company PAN *(Permanent Account Number)

Enter Last 5 Characters Of GSTI Number *

Confirm Your GSTIN No.

Business Type *

Select Business Type

2. Contact Details

Contact Person Name *

Contact Person Designation *

Email Id (For Communication) *

Mobile Number(For Communication)*

Landline Number(For Communication)

Senior Executive Name

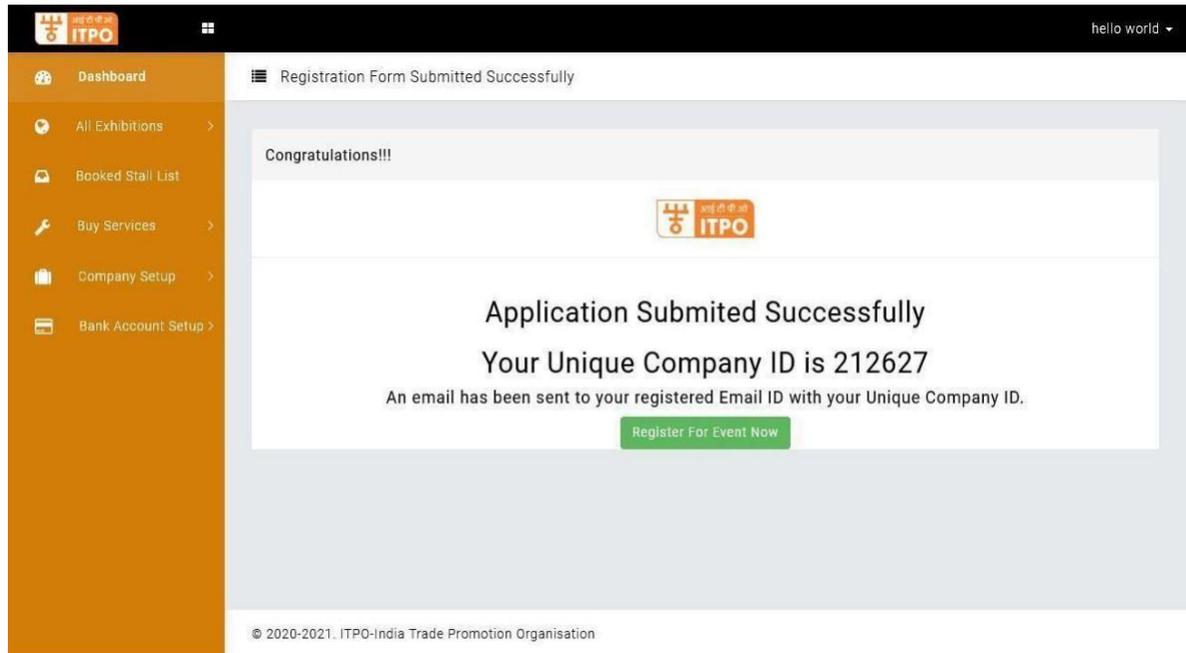
Senior Executive Email Id

Senior Executive Mobile

Website (if Any)

I hereby declare, affirm, and verify that the information provided by me in the registration form for India Trade Promotion Organization (I.T.P.O) is true and as per the original documents available with me and can be produced on demand at any point of time for verification purposes by the I.T.P.O. I understand, agree and undertake that in the event of any of the information provided by me being found false, misleading and incorrect at any stage, I shall be liable to be blacklisted / debarred from participating in any future events in I.T.P.O and that I.T.P.O reserves its rights and remedies to proceed against me as per applicable laws including criminal prosecution.

- After filling up the form , check and agree to the declaration and click on Next .
- Upon successful submission of the form, you will see a successful company registration page along with an SMS and Email confirmation on your registered mobile number and email id.



- On this page you can proceed straight to register for an upcoming events by clicking on **Register for the Event Now button**.

4. Fair Registration

- Go to All Exhibitions -> Upcoming Exhibitions
- You will see a list of Upcoming Exhibitions.



The screenshot displays the ITPO website interface. On the left is a navigation menu with options: Dashboard, Exhibitions (with a dropdown arrow), Upcoming Exhibitions, Registered Exhibitions, Booked Stall List, Booked Service List, Buy Services (with a right arrow), Company Setup (with a right arrow), and Bank Account Setup (with a right arrow). The main content area is titled "All Upcoming Events" and features a large circular logo for "AAHAR THE INTERNATIONAL FOOD & HOSPITALITY FAIR MARCH 7-11 2024". To the right of the logo, the event title "AAHAR - The International Food and Hospitality Fair 2024" is displayed. Below the title, key details are listed: Event Date (07 March 2024 to 11 March 2024), Event Location (New Delhi - Pragati Maidan, India), Registration Starts (15 December 2023), and Stall Booking Opens (N/A). On the far right, there is a vertical stack of orange buttons: "Details", "Registration", "Terms & Conditions", and "Event Registration User manual".

- Click on Register Button to register for the Fair.
- A Registration form will appear as:
asked to select your company for which the participation is intended.

ITPO अहिं दी पी ओ

hello world

Registration for AAHAR - International Food & Hospitality Fair 2023.

Select Your Company Name*

Select Your Participation Category*

How much area would you like to book (in sq. mtrs.)*

Are you a Start-Up recognized by the Department for promotion of Industry and Internal Trade (DPIIT), Govt. of India?* Yes No

Whether you are registered MSME* Yes No

Are you a woman entrepreneur?* Yes No

Are you a SC/ST Entrepreneur* Yes No

Please check and confirm the GSTIN and the corresponding address. In case you wish to change it, you may do so now. No changes will be allowed after this stage.

Will the invoicing address for this event be the same as per the GSTIN provided by you during Company Registration (registered GSTIN displayed above)?* Yes No

I/We accept Terms and Conditions

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- Next you will be required to select a participation category from the drop-down list.
- Next you will be asked to reconfirm your GSTIN. Please note that the GSTIN once confirmed will not be changed under any circumstances.
- After this, you will be asked to select the radio button to confirm your acceptance of the terms and conditions of participation in the fair.
- After clicking next you will be redirected to setup your bank account.

ITPO

hello world

Dashboard

Setup Your Company Bank Account

Great !!, You Have Successfully Registered for the Fair!

Bank Account Details (For Refund Purpose)

Name of the Beneficiary*

Name of Bank*

IFSC Code / SWIFT Code*

Bank Account Type*

Bank Account Number*

Submit

- After Setting up your bank account click on Submit to finish the Fair registration process .
- After Submission you will see the following Screen :

ITPO

hello world

Dashboard

Fair Registration Successful

ITPO

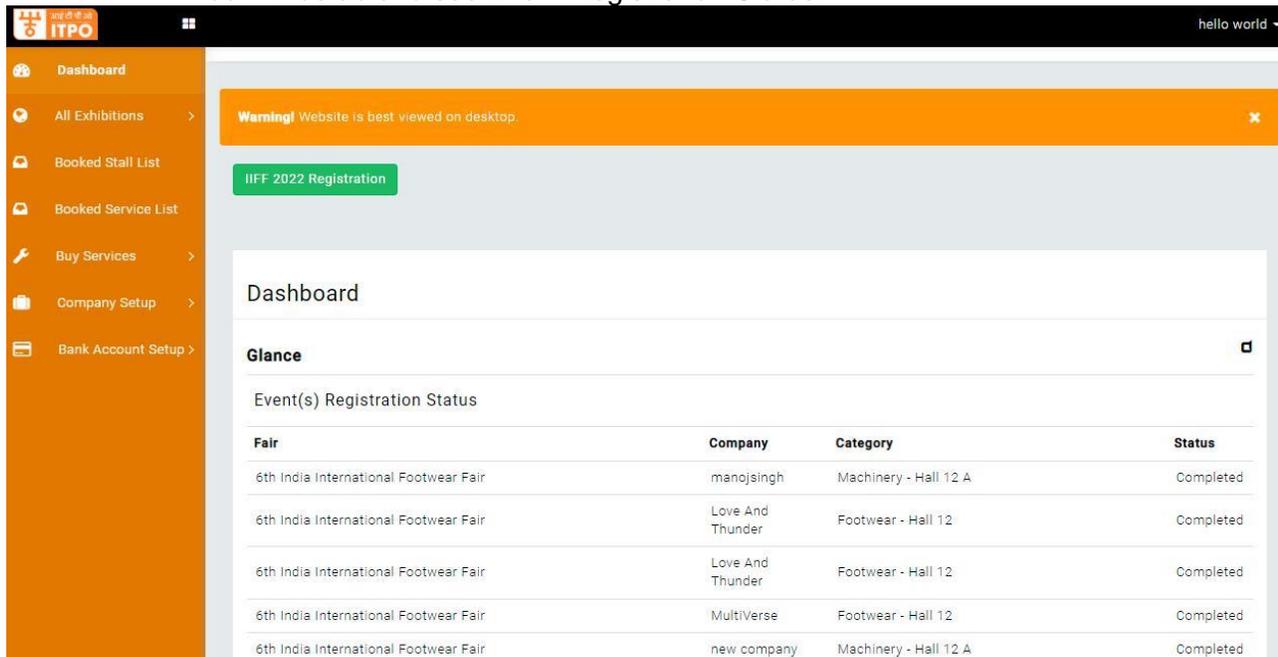
India Trade Promotion Organisation
 Pragati Maidan, New Delhi

Thank you for your interest.
 You Have Successfully Registered for the Event !
 The stall booking process date will be displayed on ITPO Website as it opens.
 Please keep checking your email or login to your account for updates.

Go to Dashboard Go to Stall Booking

Step 4 - Completes all the process and along the way you will receive all the SMS and Email confirmations on the same , however you can verify your Fair Registration by going to the Dashboard , where you will see your registered fair in the **GLANCE** as :

- Click on Dashboard
- You will be able to see Event Registration Status.



The screenshot displays the ITPO dashboard interface. At the top, there is a navigation menu on the left with options like 'Dashboard', 'All Exhibitions', 'Booked Stall List', 'Booked Service List', 'Buy Services', 'Company Setup', and 'Bank Account Setup'. The main content area features a 'Warning!' banner at the top, followed by a 'IIF 2022 Registration' button. Below this, the 'Dashboard' section is titled 'Glance' and contains a table titled 'Event(s) Registration Status'. The table lists five entries for the '6th India International Footwear Fair', each with a unique company name and a 'Completed' status.

Fair	Company	Category	Status
6th India International Footwear Fair	manojssingh	Machinery - Hall 12 A	Completed
6th India International Footwear Fair	Love And Thunder	Footwear - Hall 12	Completed
6th India International Footwear Fair	Love And Thunder	Footwear - Hall 12	Completed
6th India International Footwear Fair	MultiVerse	Footwear - Hall 12	Completed
6th India International Footwear Fair	new company	Machinery - Hall 12 A	Completed