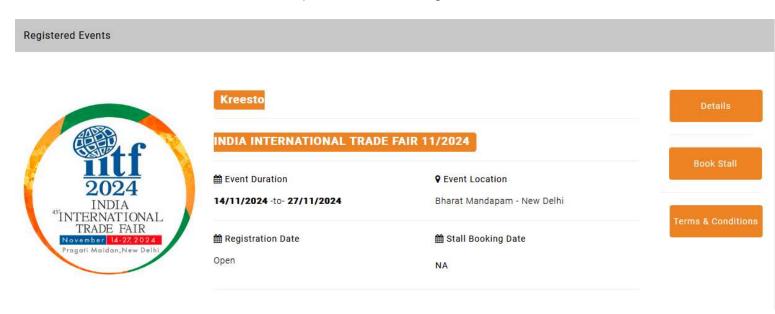
<u>IITF 2024 - BRIEF USER MANUAL FOR ONLINE BOOKING PROCESS</u>

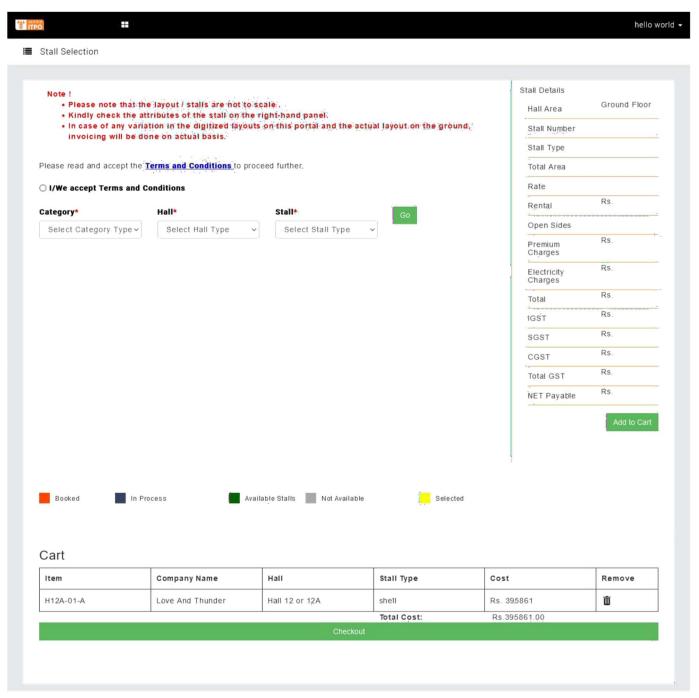
- 1. Only the companies which have successfully registered for IITF 2024 through ITPO's portal (https://domesticbooking.indiatradefair.com/) will be able to participate in the online booking process.
- 2. Registered applicants have to login with the user credentials.
- **3.** On the dashboard you will see the Button for Stall Booking for IITF 2024. You may also use thefollowing navigation to reach the Book Stall Menu from the left-hand menu bar.

Exhibitions --> Registered Exhibitions

4. Click on the "Book Stall" button to proceed for booking.



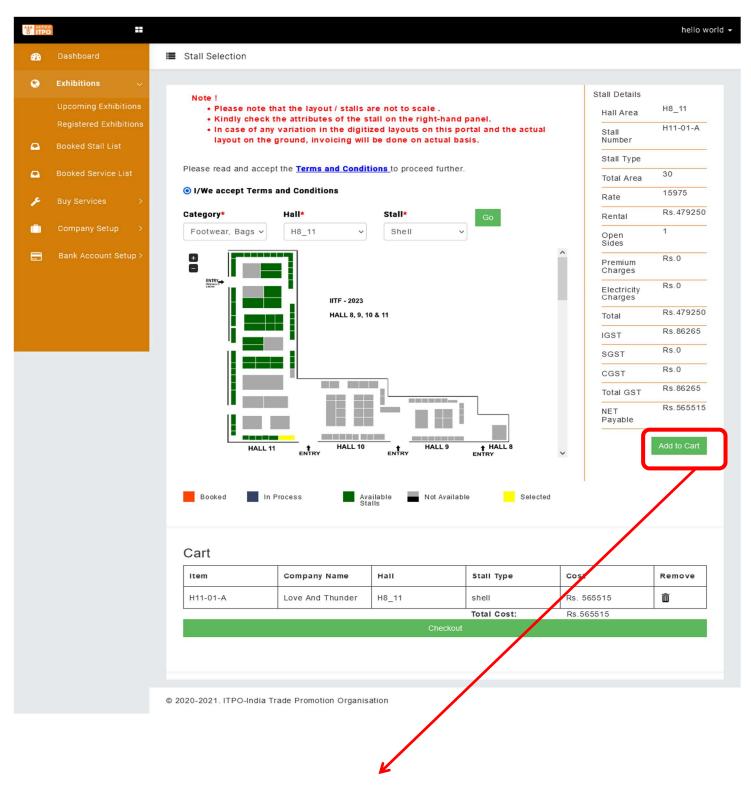
5. After Clicking on Book Stall, the following page will appear.



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- **6.** Please read and accept the **terms and conditions**.
- **7.** Select the **Category** (Product) from the dropdown (only registered product category will be visible in dropdown menu).
- 8. Select the hall from the drop down.
- **9.** Select the **Stall Type** (Shell or Bare) from the dropdown.

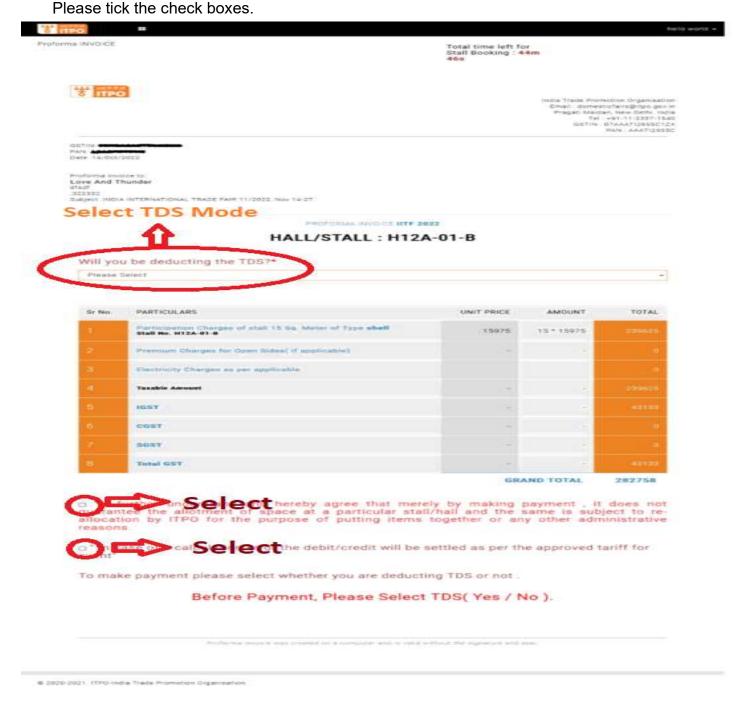
10. Click on GO and the map of the hall will be loaded.



11. Select the available stall of your choice and **Add to Cart**. Only 01 stall can be added to the cart per user.

- 12. Scroll down and click on checkout.
- **13.** 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, without which the Pay Now button will not be visible.



- **14.** Please click on "Pay Now" button. You will be redirected to the Payment Gateway(PG). The payment modes available on PG are Credit/Debit Card, Net Banking, Wallet and UPI.
- **15.** After completing the payment successfully, you will be able to see the completed booking on your dashboard.
- **16.** In case you wish to cancel the selected booth after checkout, 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.
- **17.** Please note that you will not be able to navigate anywhere from the checkout page once the countdown timer begins.
- **18.** For time-out payments or unsuccessful bookings, refunds will be automatically processed by the system in minimum 3-4 days

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