

INDIA TRADE PROMOTION ORGANISATION

(Fair Services – 1 Division)

13th April, 2021

Office Order no. 0.3.../2021

Manual for organising overseas exhibitions

The competent authority has approved the manual for organising overseas exhibitions prepared by the FS-1 Division. Fair Services – I Division is the core Division for co-ordinating the organisation of overseas events of ITPO.

1. The manual for organising overseas exhibitions has been prepared with a view to guide the Fair Teams, nominated to implement the overseas trade shows, to work in an organised manner. The manual comprises information for an official to implement a trade exhibition in an overseas market. The manual contains all the basic information relating to overseas exhibitions and relevant forms/documents/proformas etc.
2. The manual shall be updated time to time and best practices being reported / suggested by various teams based on their visit to various fairs shall be incorporated. Any issue which comes in the knowledge of FS-I and is beyond the coverage of this manual shall be put up for framing policy and shall be incorporated in this manual. This will work as standard operating procedure as it contains all important processes for organising foreign fair.
3. The document will work as reference book in case any decision is required at any stage in organisation of foreign fair.
4. All forms and proformas have been tried to standardized and put at one place. General terms and conditions have been standardized for all fairs. Updation on the manual will be done from time to time.

For clarification on any point in the manual, Senior, Manager, FS-I Division may please be contacted.

Hema Maity
(Hema Maity)

GM/ FS-I

To: All employees

Copy for information to:

PS to ED