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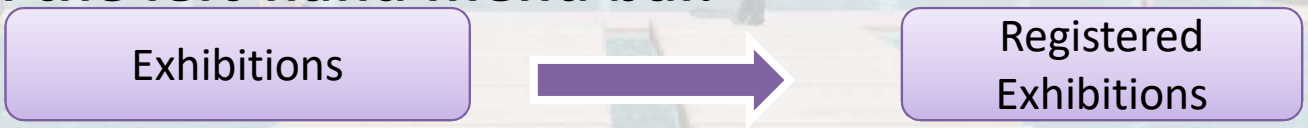
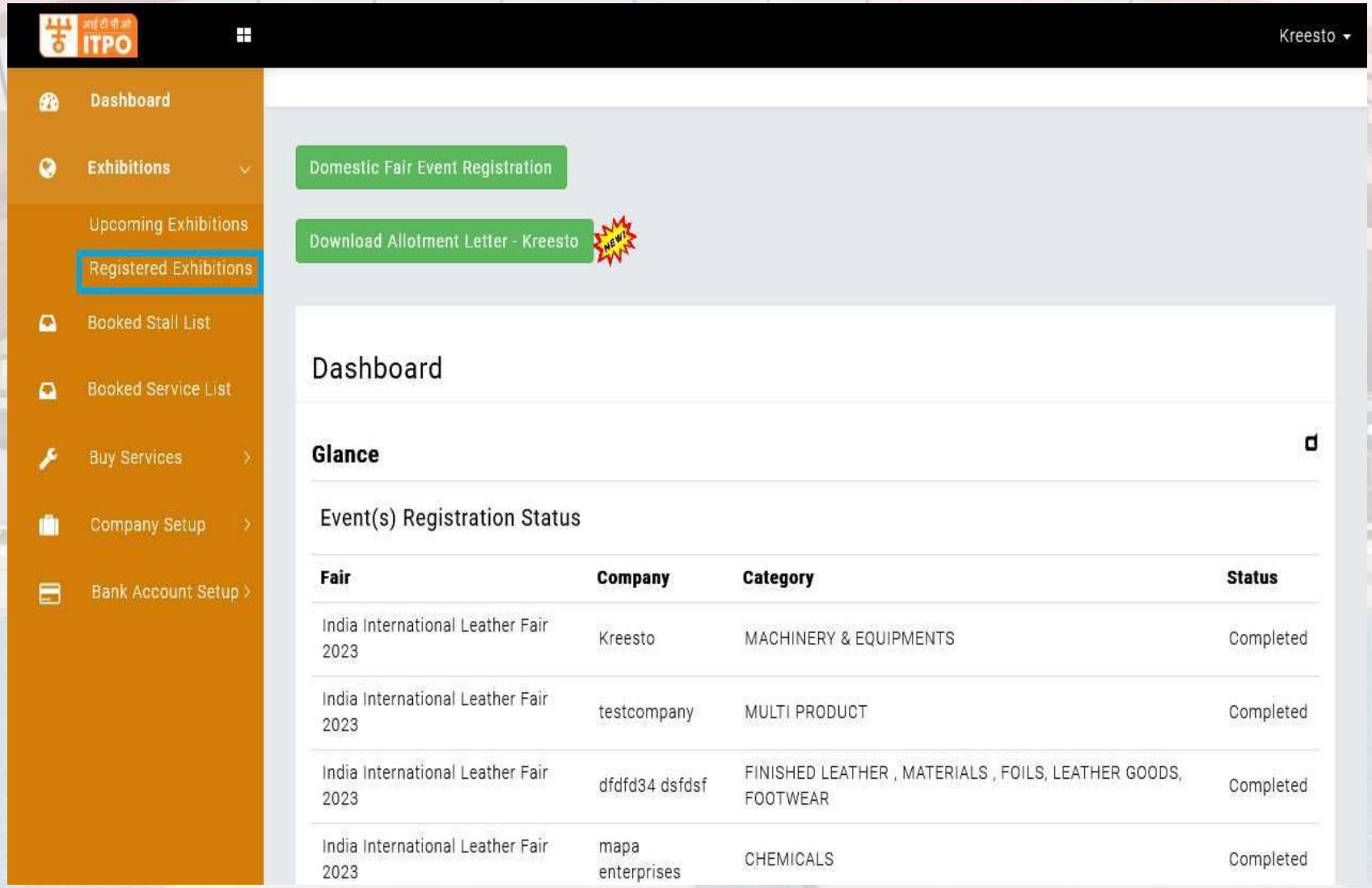
ITPO
ITPO DOMESTIC FAIRS PORTAL BOOKING PROCESS USER MANUAL
https://domesticbooking.indiatradefair.com/

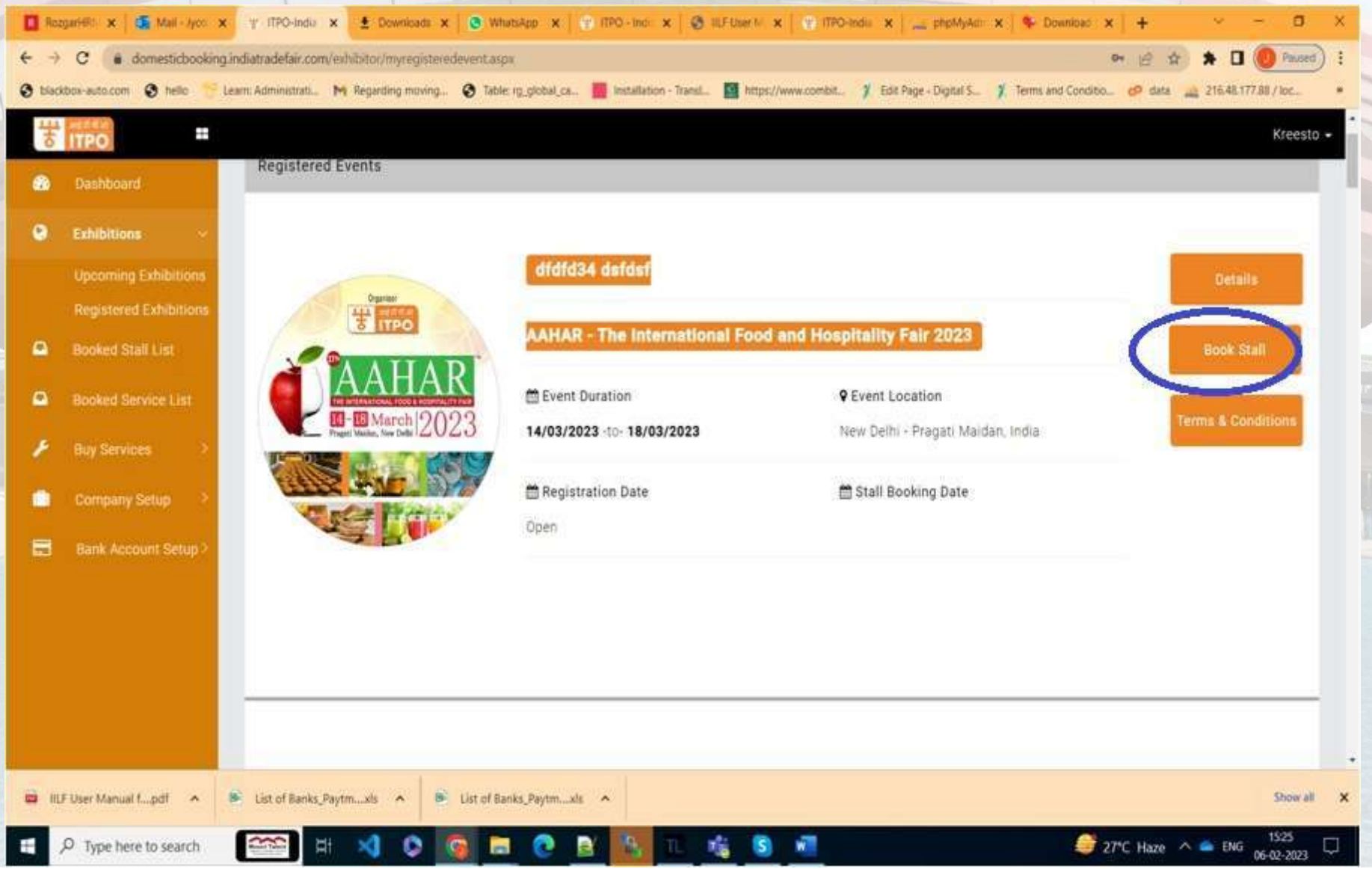
1. **Only the companies which have successfully registered for AAHAR 2023 through ITPO's portal will be able to participate in the online booking process.**
2. **Registered applicants have to login with the user credentials.**
3. **On the dashboard you will see the Button for Stall Booking for AAHAR 2023. You may also use the following navigation to reach the Book Stall Menu from the left-hand menu bar.**



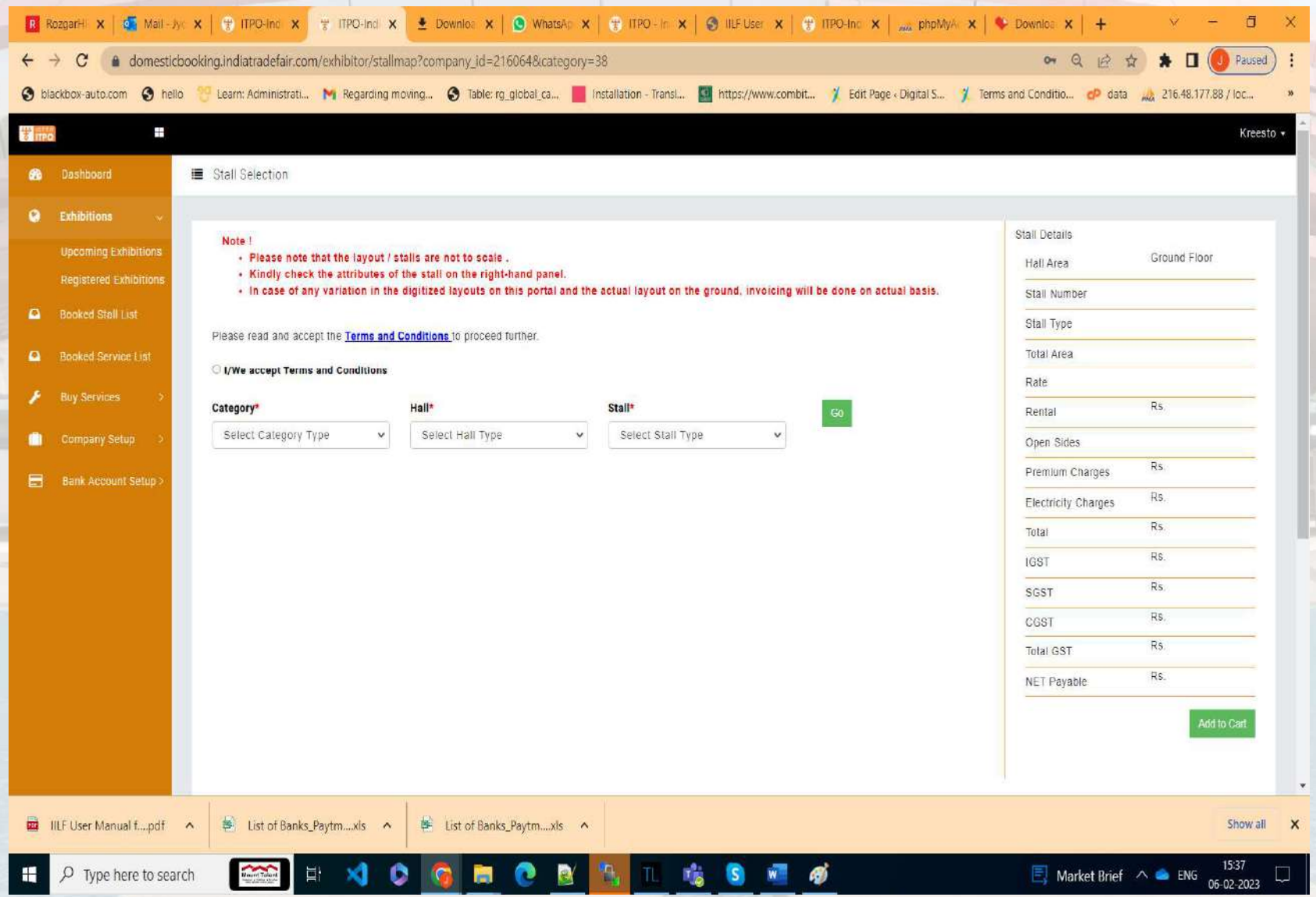
4. Click on the button to proceed for booking.



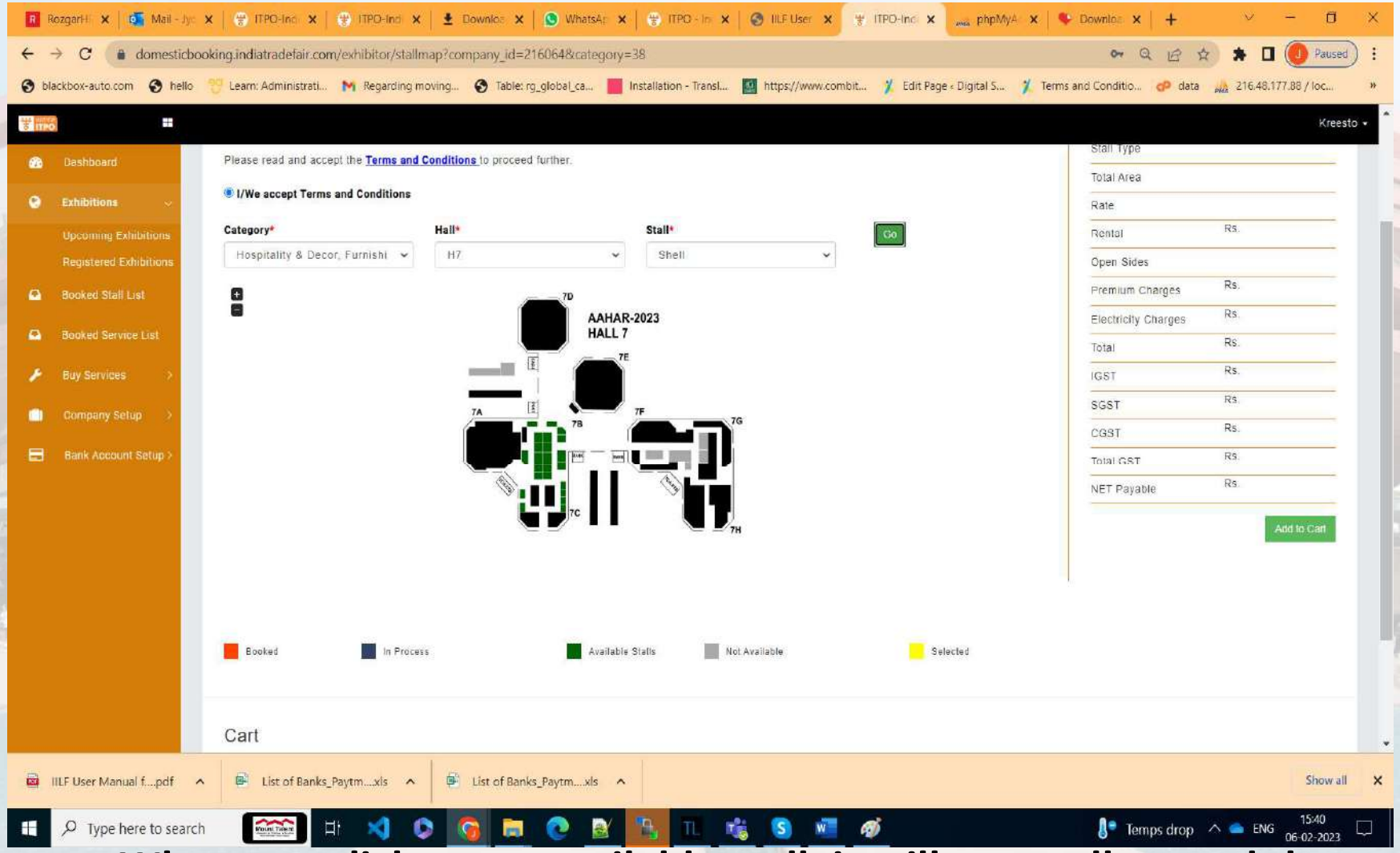
5. On the next page, you will see the registered event and the “Book Stall Button”.



6. Click on Book Stall. The following page will appear.

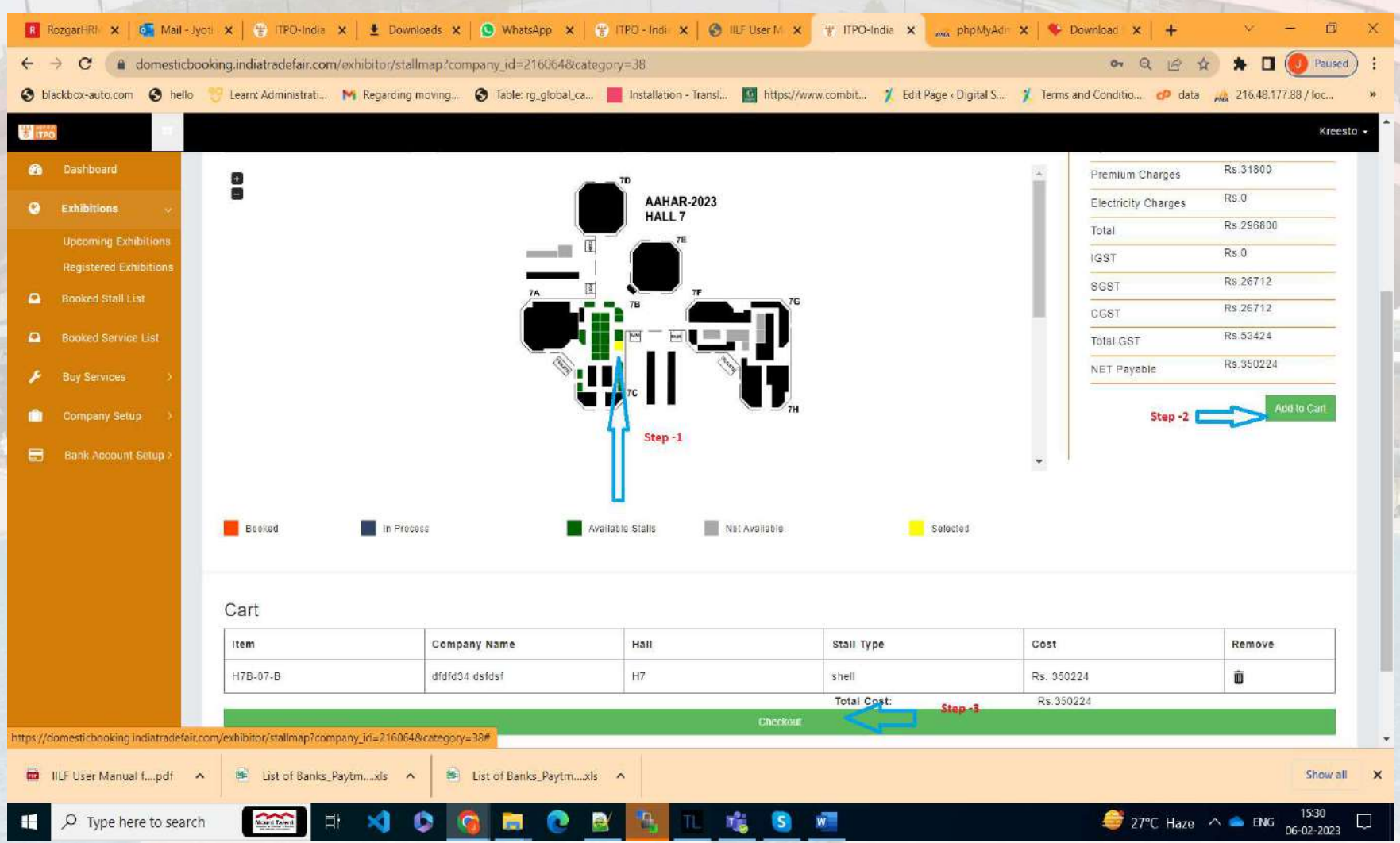


7. On this page, read and accept the terms and conditions using the radio button. Then, select the Participation Category, Hall and Stall Type from the respective dropdowns and click on “Go”.
8. On clicking “Go”, you will see the layout map as shown below. Please pay attention to the color legends at the bottom of the screen. Grey stalls are either not available for booking through online system or are not available in the selected Category. Green stalls are available for booking online.



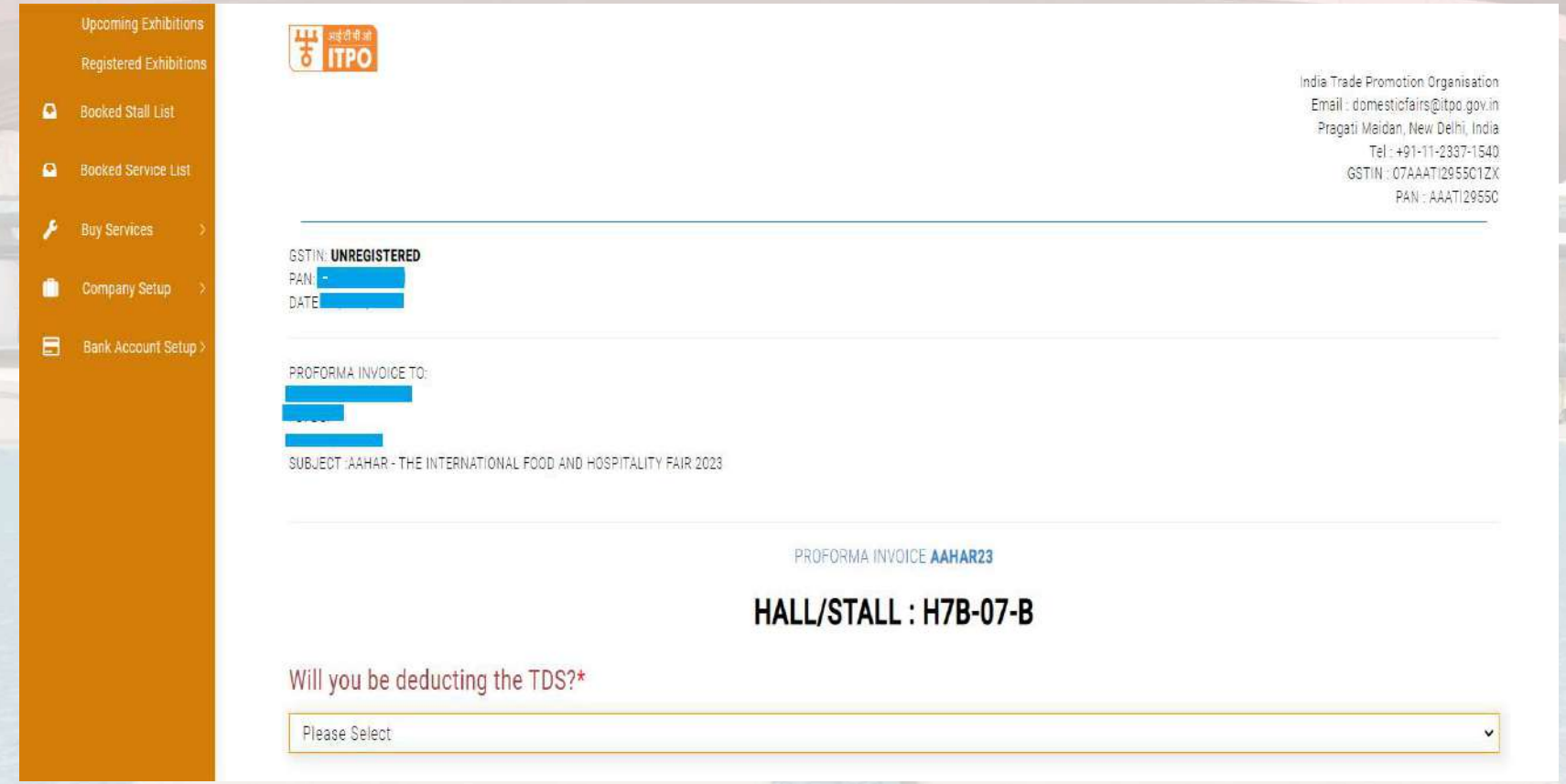
When you click on an available stall, it will turn yellow and the attributes of the booth will be shown in the panel on the right side of the page.

9. The next step is to add the stall into you cart. Please note that any number of users / companies can add the same booth into their respective carts. However, the user / company that clicks on the CHECKOUT button first will get 40 minutes to complete the payment and book the booth.



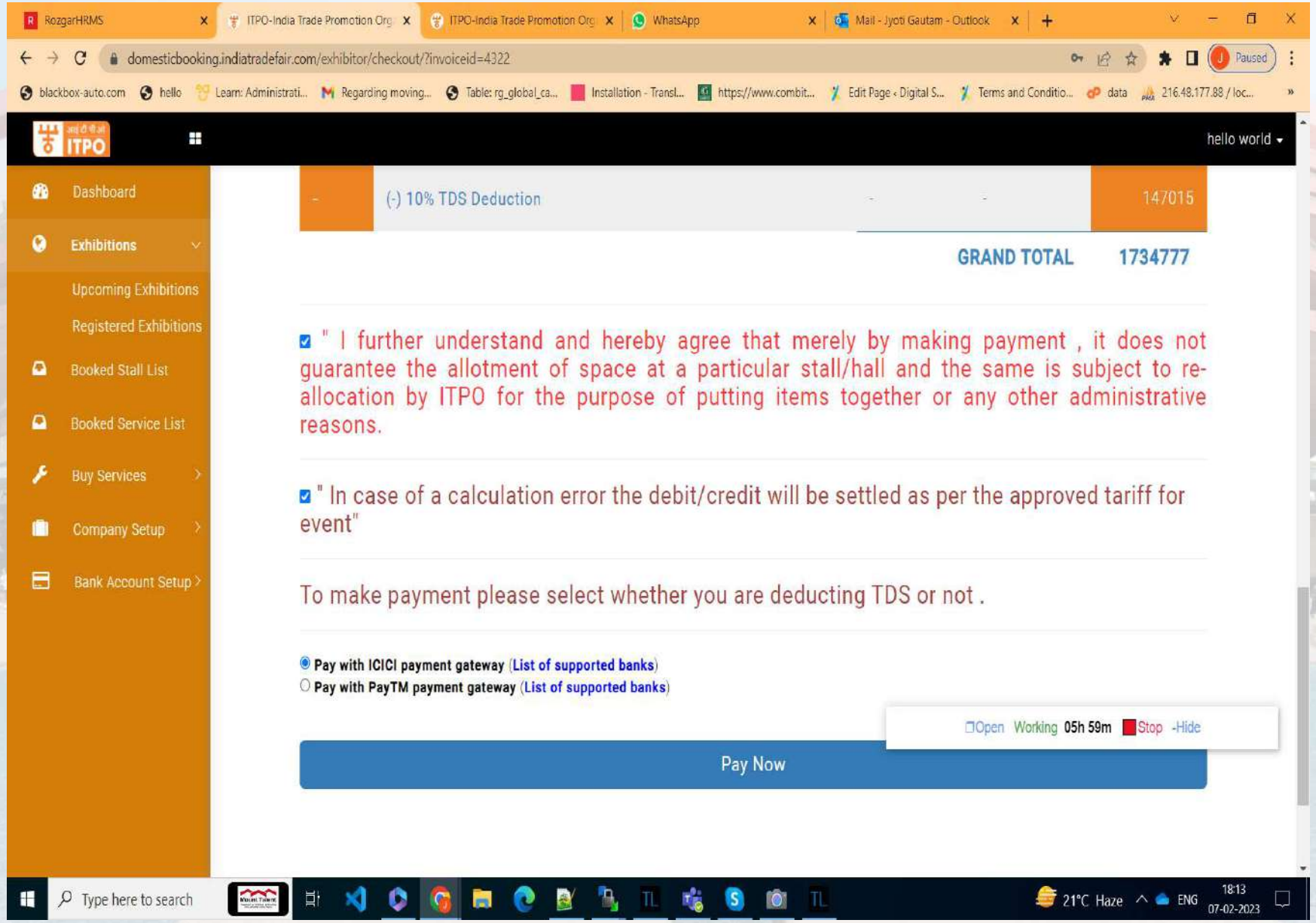
10. On clicking “Add to Cart” button, you will see the Cart at the bottom of the page with the “Checkout” button right below it. In case you want to remove the booth, click on the remove icon.
11. If you wish to proceed, scroll down and click on “Checkout”. Please remember that any number of users / companies can add the same booth into their respective carts. However, the user / company that clicks on the CHECKOUT button first will get 40 minutes to complete the payment and book the booth.
12. On clicking “Checkout”, you will see the Proforma Invoice (PI) on the next page and the countdown timer will appear on the top of the page.
13. At this stage, you will get 40 minutes for completing the payment successfully, failing which the booth will automatically get released and will be available again for all even if the payment gets successful after 40 minutes. The payment received for such failed bookings will be refunded after conclusion of the exhibition.

14. Please note that you will not be able to navigate anywhere from the checkout page where the countdown timer is there.
15. In case you wish to cancel, you will have to make all necessary selections, check boxes and then click on Pay Now and proceed to the payment gateway page to cancel the transaction and make a fresh selection.



16. To continue with the booking, please select if you will be deducting TDS for this transaction by selecting “Yes” or “No” from the dropdown. Please note that the “Pay Now” button will only appear after you have responded to the TDS deduction dropdown.

17. Click on the two instruction check boxes and then click on “Pay Now”.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Booked Stall List
Booked Service List
Buy Services
Company Setup
Bank Account Setup
(-) 10% TDS Deduction
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" I further understand and hereby agree that merely by making payment , it does not guarantee the allotment of space at a particular stall/hall and the same is subject to re-allocation by ITPO for the purpose of putting items together or any other administrative reasons.
" In case of a calculation error the debit/credit will be settled as per the approved tariff for event"
To make payment please select whether you are deducting TDS or not .
Pay with ICICI payment gateway (List of supported banks)
Pay with PayTM payment gateway (List of supported banks)
Open Working 05h 59m Stop -Hide
Pay Now
Type here to search
21°C Haze
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18. Select a payment gateway using radio button “Pay with ICICI payment gateway” or “Pay with PayTM payment gateway” depend on your bank supported by payment gateway , you can check supported banks list on click on List of supported bank link.

19. On clicking pay now, you will be redirected to the payment gateway page. Please complete the payment. If the payment gets successful within the given 40 minutes, the booth will be successfully booked and you will get a confirmation email and SMS on your registered email address and mobile number.

20. After completing the payment successfully, you will be able to see the completed booking on your dashboard.

21. A company can book a maximum of four booths in the registered category.

22. The payment modes available on the payment gateway are:-

Credit Card, Debit Card, Net Banking and UPI.

22. Please note that before booking of stall interested exhibitors shall satisfy themselves as to the suitability of the booth, location, accessibility to booth and hall, entry gates of halls, etc. as no requests for change of booth will be entertained under any circumstances after booking. Cancellation and refund will be as per the terms and conditions of participation in AAHAR 2023.

23. In case of any technical queries, please contact technical helpdesk on +91 9560564488 or landline number 011-23378808, Email: technicalsupport@itpo.gov.in.