



**ITPO DOMESTIC FAIRS PORTAL**  
**BOOKING PROCESS USER**  
**MANUAL**

<https://domesticbooking.indiatradefair.com/>

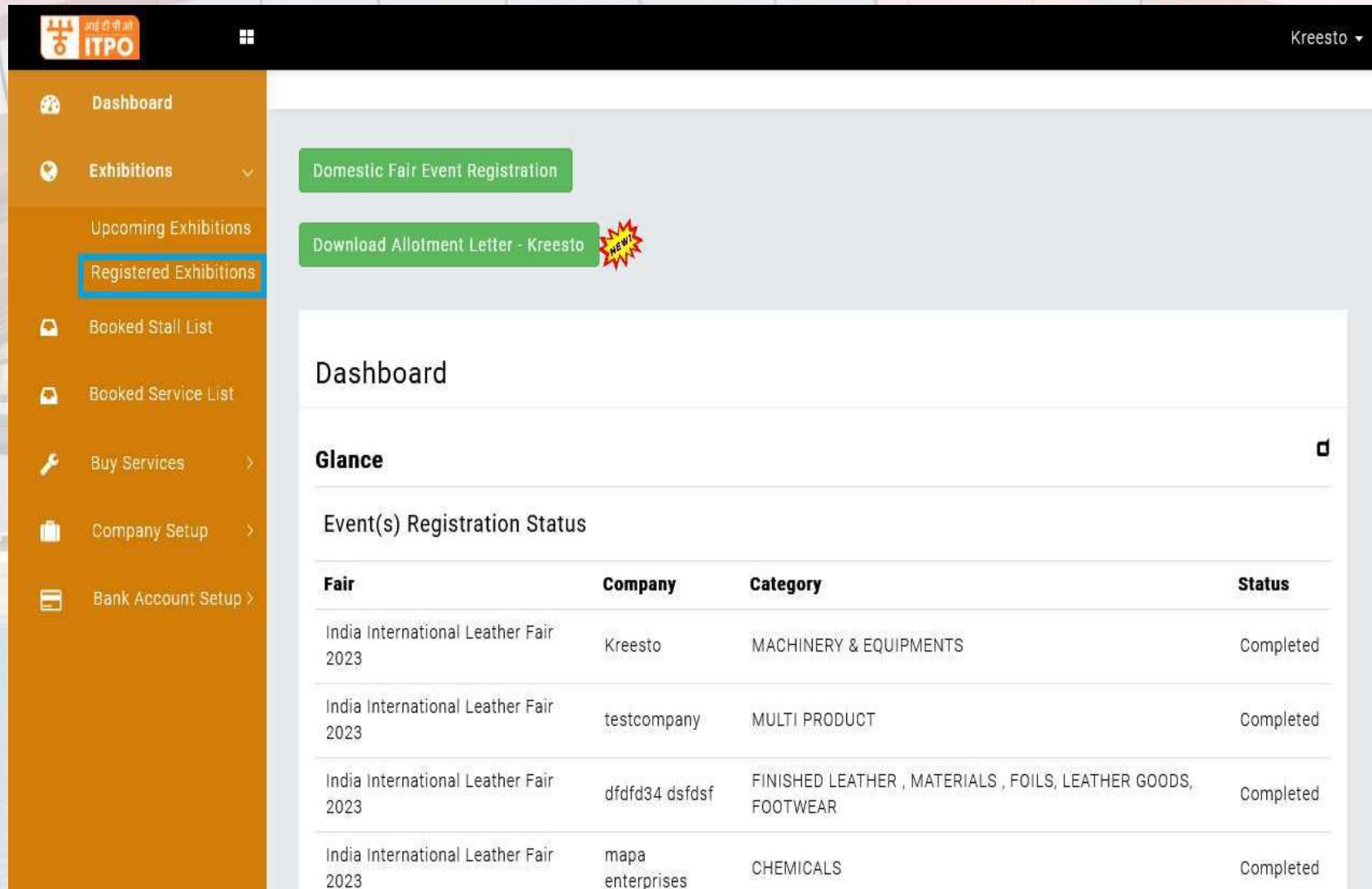
1. Only the companies which have successfully registered for AAHAR 2023 through ITPO's portal will be able to participate in the online booking process.
2. Registered applicants have to login with the user credentials.
3. On the dashboard you will see the Button for Stall Booking for AAHAR 2023. You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

Exhibitions



Registered  
Exhibitions

## 4. Click on the button to proceed for booking.



ITPO

Kreesto

Dashboard

Exhibitions

Upcoming Exhibitions

Registered Exhibitions

Booked Stall List

Booked Service List

Buy Services

Company Setup

Bank Account Setup

Domestic Fair Event Registration

Download Allotment Letter - Kreesto **NEW!**

### Dashboard

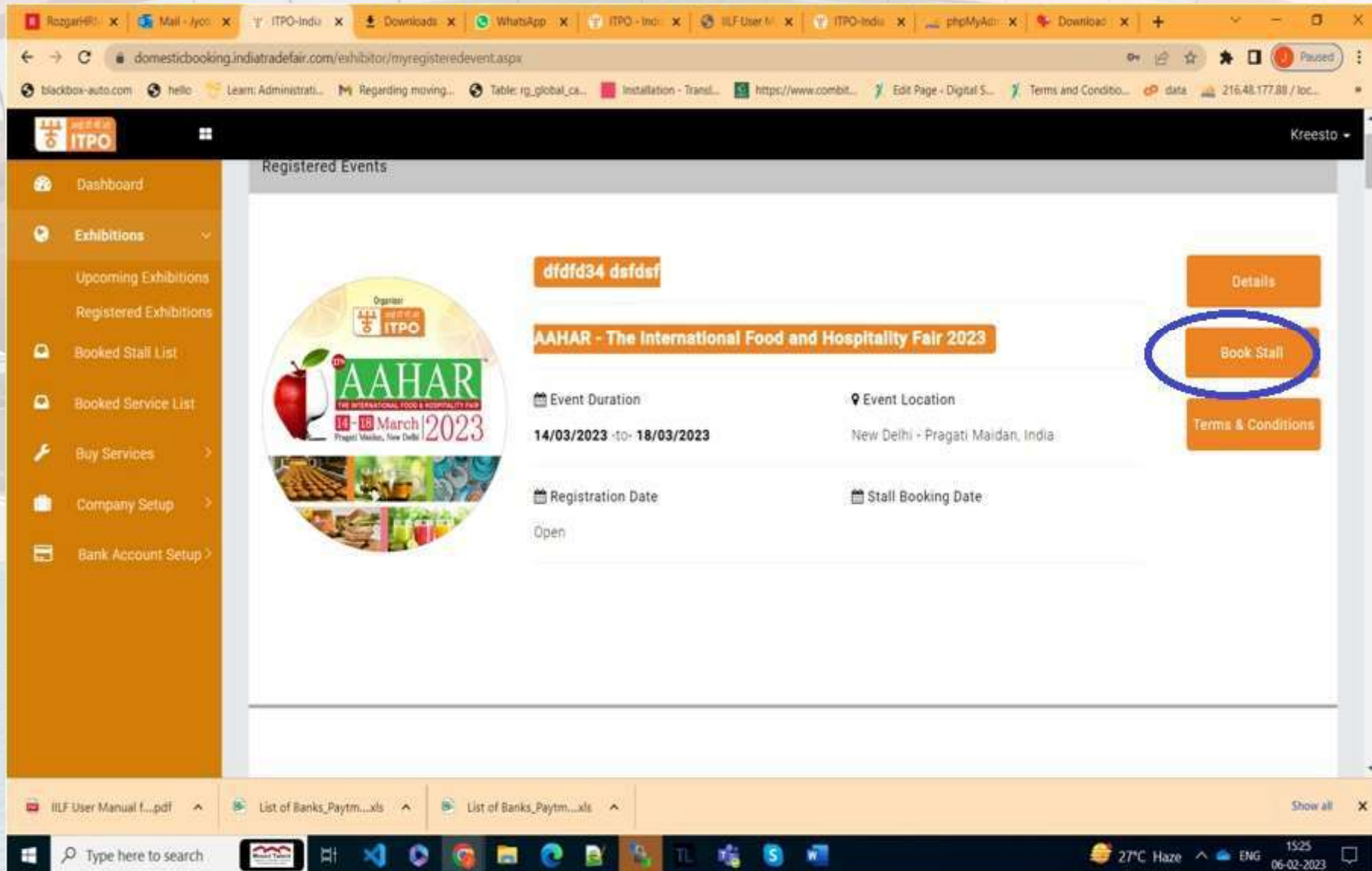
#### Glance

##### Event(s) Registration Status

Fair	Company	Category	Status
India International Leather Fair 2023	Kreesto	MACHINERY & EQUIPMENTS	Completed
India International Leather Fair 2023	testcompany	MULTI PRODUCT	Completed
India International Leather Fair 2023	dfdfd34 dsfsf	FINISHED LEATHER , MATERIALS , FOILS, LEATHER GOODS, FOOTWEAR	Completed
India International Leather Fair 2023	mapa enterprises	CHEMICALS	Completed



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

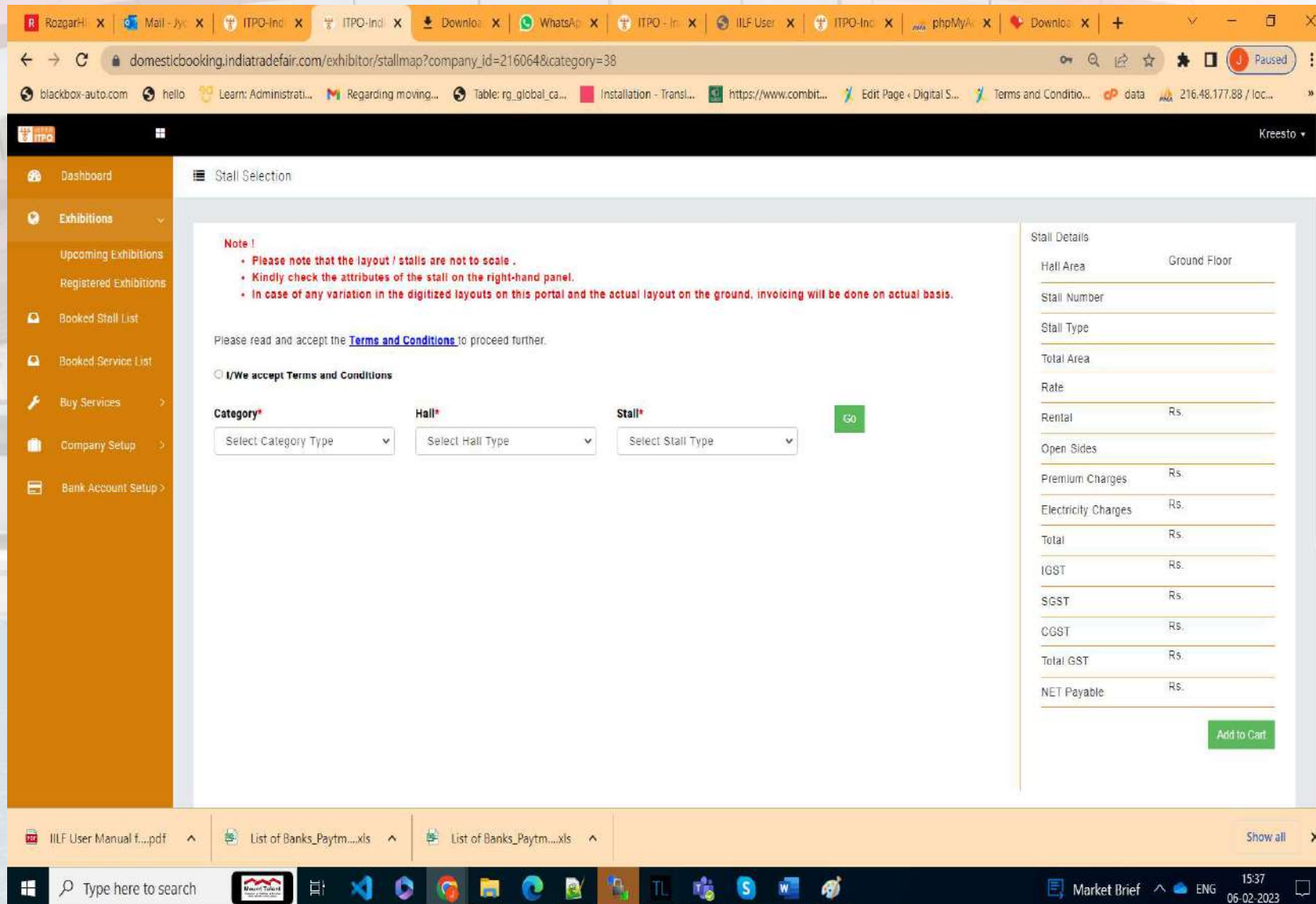


The screenshot displays a web browser window with the URL `domesticbooking.indiatradefair.com/exhibitor/myregisteredevent.aspx`. The page title is "Registered Events". On the left, there is a navigation menu with options like "Dashboard", "Exhibitions", "Upcoming Exhibitions", "Registered Exhibitions", "Booked Stall List", "Booked Service List", "Buy Services", "Company Setup", and "Bank Account Setup". The main content area shows a registered event for "AAHAR - The International Food and Hospitality Fair 2023". The event details include:

- Organizer: ITPO
- Event Duration: 14/03/2023 to 18/03/2023
- Event Location: New Delhi - Pragati Maidan, India
- Registration Date: Open
- Stall Booking Date: Open

On the right side of the event details, there are three buttons: "Details", "Book Stall", and "Terms & Conditions". The "Book Stall" button is circled in blue, indicating the next step in the process.

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



The screenshot shows a web browser window displaying the ITPO Stall Selection page. The browser's address bar shows the URL: `domesticbooking.indiatradefair.com/exhibitor/stallmap?company_id=216064&category=38`. The page features a navigation menu on the left with options like Dashboard, Exhibitions, and Booked Stall List. The main content area is titled "Stall Selection" and includes a "Note!" section with instructions. Below the note, there is a checkbox for "I/We accept Terms and Conditions" and three dropdown menus for "Category\*", "Hall\*", and "Stall\*", each with a "Go" button. On the right side, there is a "Stall Details" panel with a table of attributes and values.

**Note !**

- Please note that the layout / stalls are not to scale .
- Kindly check the attributes of the stall on the right-hand panel.
- In case of any variation in the digitized layouts on this portal and the actual layout on the ground, invoicing will be done on actual basis.

Please read and accept the [Terms and Conditions](#) to proceed further.

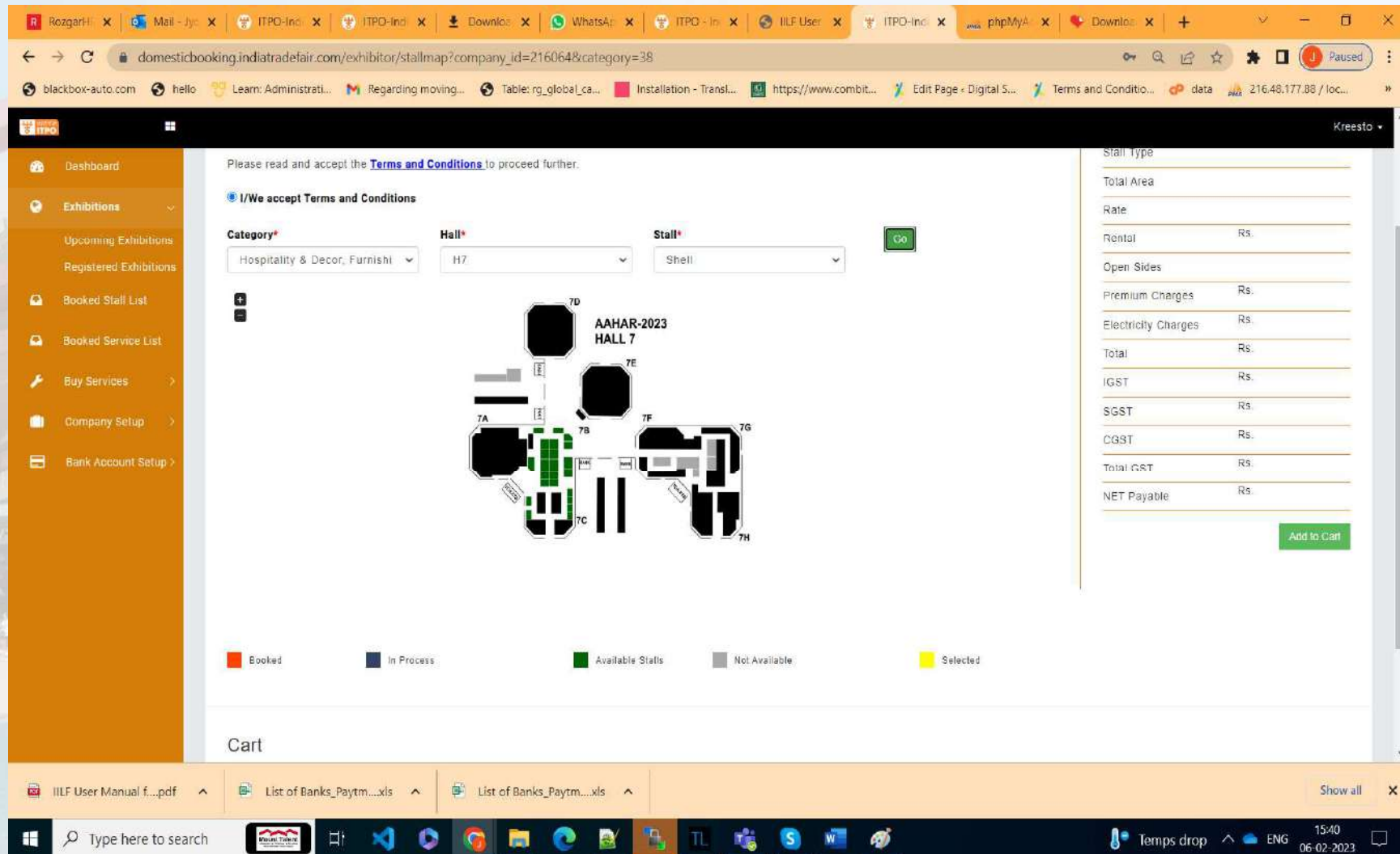
I/We accept Terms and Conditions

**Category\*** 
**Hall\*** 
**Stall\***

Stall Details	
Hall Area	Ground Floor
Stall Number	
Stall Type	
Total Area	
Rate	
Rental	Rs.
Open Sides	
Premium Charges	Rs.
Electricity Charges	Rs.
Total	Rs.
IGST	Rs.
SGST	Rs.
CGST	Rs.
Total GST	Rs.
NET Payable	Rs.

- 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.**





Please read and accept the [Terms and Conditions](#) to proceed further.

I/We accept Terms and Conditions

Category\* Hospitality & Decor, Furnishi Hall\* H7 Stall\* Shell

**AAHAR-2023 HALL 7**

7A 7B 7C 7D 7E 7F 7G 7H

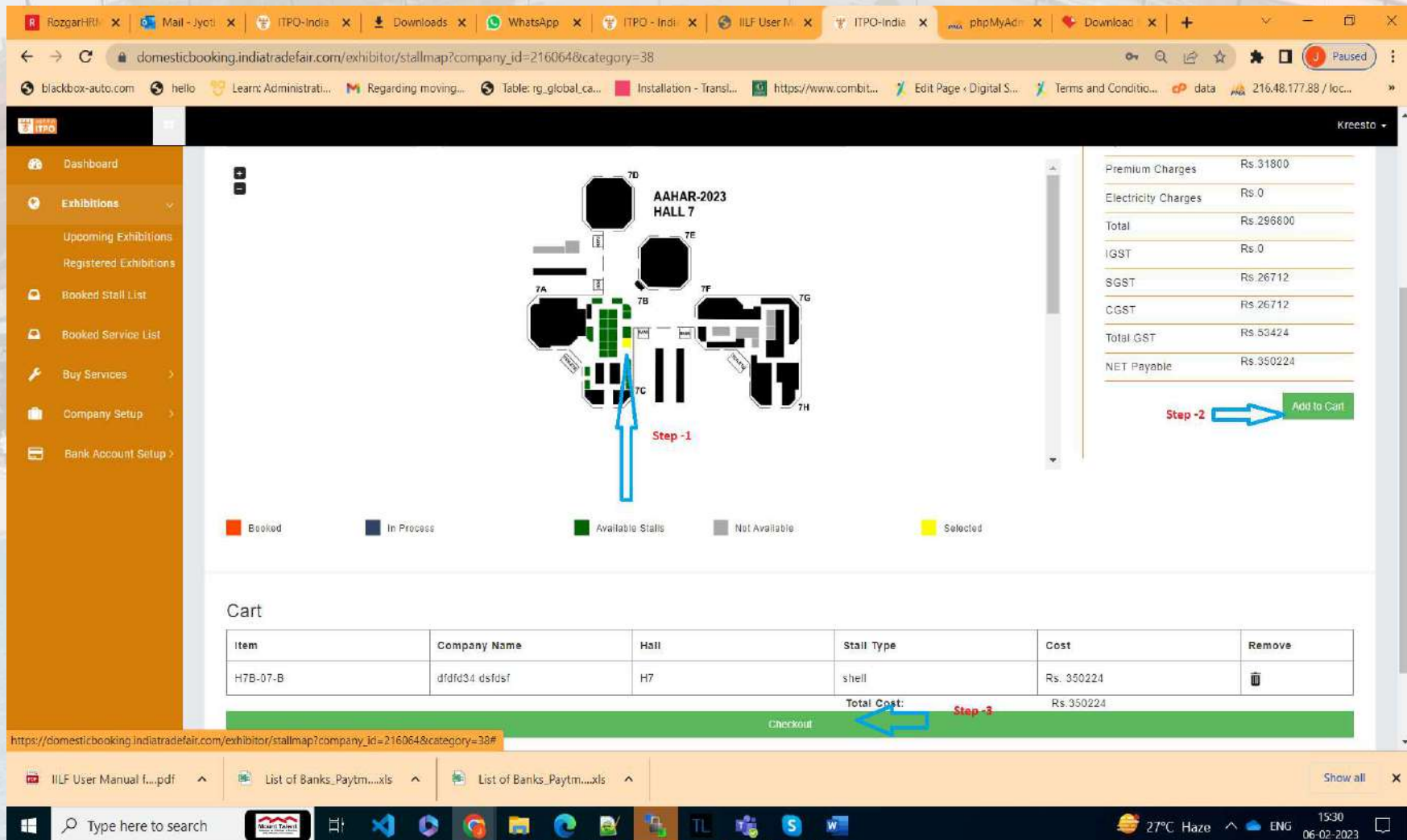
Booked In Process Available Stalls Not Available Selected

Stall Type	
Total Area	
Rate	
Rental	Rs.
Open Sides	
Premium Charges	Rs.
Electricity Charges	Rs.
Total	Rs.
IGST	Rs.
SGST	Rs.
CGST	Rs.
Total GST	Rs.
NET Payable	Rs.

Cart

**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.



AAHAR-2023 HALL 7

7A 7B 7C 7D 7E 7F 7G 7H

Step-1

Step-2

Step-3

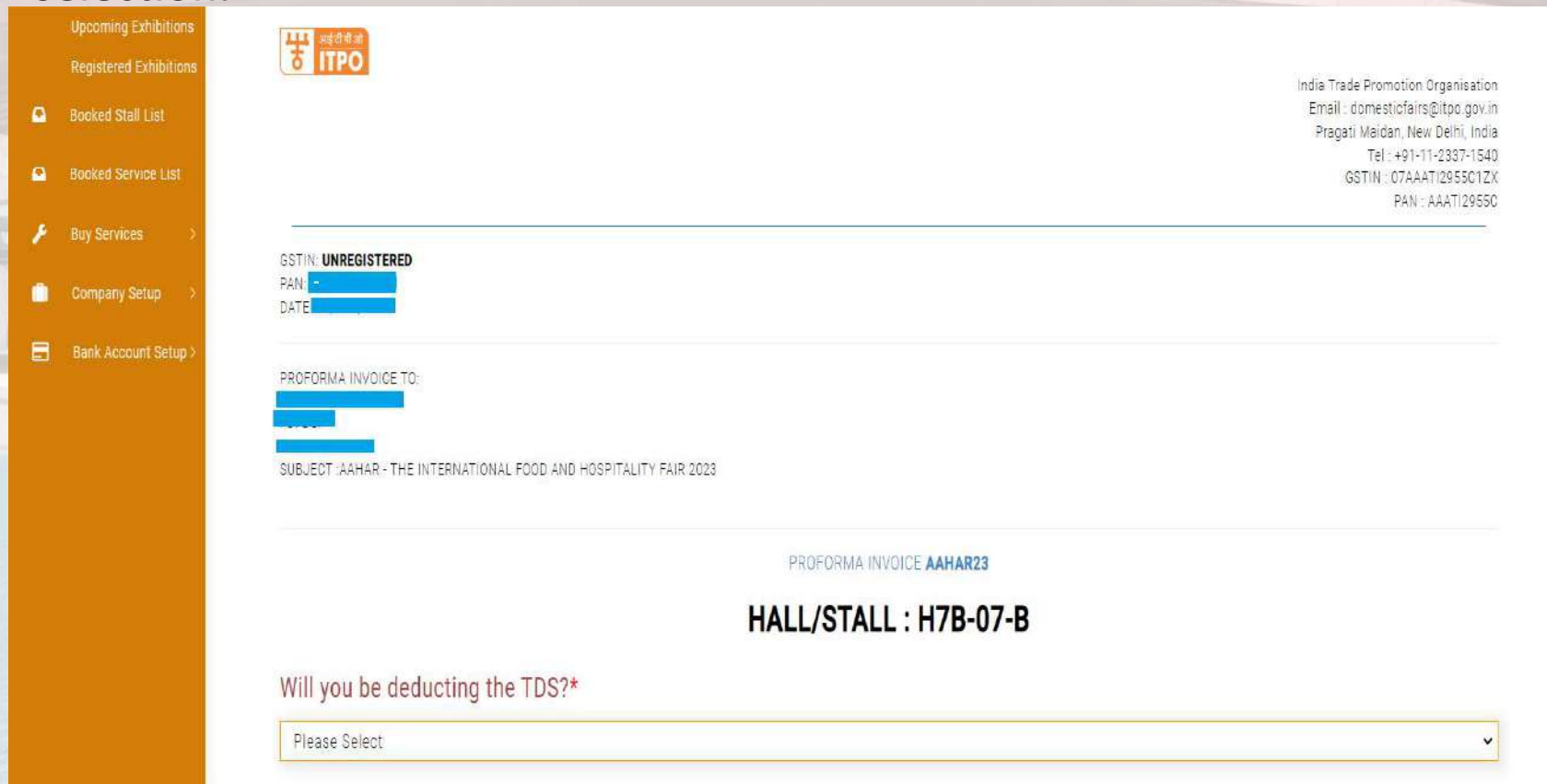
Premium Charges	Rs. 31800
Electricity Charges	Rs. 0
Total	Rs. 296800
IGST	Rs. 0
SGST	Rs. 26712
CGST	Rs. 26712
Total GST	Rs. 53424
NET Payable	Rs. 350224

Item	Company Name	Hall	Stall Type	Cost	Remove
H7B-07-B	ddfdf34 dsfdsf	H7	shell	Rs. 350224	
Total Cost:				Rs. 350224	



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.



The screenshot displays the ITPO website interface. On the left is a vertical navigation menu with orange background and white text, listing: Upcoming Exhibitions, Registered Exhibitions, Booked Stall List, Booked Service List, Buy Services, Company Setup, and Bank Account Setup. The main content area is white and contains the following information:

- ITPO logo at the top left.
- Contact information at the top right: India Trade Promotion Organisation, Email: domesticfairs@itpo.gov.in, Pragati Maidan, New Delhi, India, Tel: +91-11-2337-1540, GSTIN: 07AAAT1295501ZK, PAN: AAAT129550.
- Registration details: GSTIN: UNREGISTERED, PAN: [redacted], DATE: [redacted].
- PROFORMA INVOICE TO: [redacted]
- SUBJECT: AAHAR - THE INTERNATIONAL FOOD AND HOSPITALITY FAIR 2023
- PROFORMA INVOICE AAHAR23
- HALL/STALL : H7B-07-B
- A question: Will you be deducting the TDS?\*
- A dropdown menu with the text "Please Select" and a downward arrow.

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**”.



- Dashboard
- Exhibitions
  - Upcoming Exhibitions
  - Registered Exhibitions
- Booked Stall List
- Booked Service List
- Buy Services >
- Company Setup >
- Bank Account Setup >

(-) 10% TDS Deduction	147015
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**GRAND TOTAL 1734777**

" 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**

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](tel:+919560564488) or landline number [011-23378808](tel:01123378808), Email: [technicalsupport@itpo.gov.in](mailto:technicalsupport@itpo.gov.in).**