

**India Trade Promotion Organisation
(Fair Services-II Division)**

Date: March 09, 2021

Sub: Corrigendum / Addendum to the Online Registration and Booking Rules

Reference the Online Registration and Booking Rules Documents available on ITPO's website, micro-site and the online portal. A few modifications / additions / changes have been made in the document as per the details below.

In the Para 2(b)(i), the current text is as below-

"Stage-II of registration will be exhibition-specific. Only exhibitors, who have successfully registered through stage-I of registration will be able to proceed to Stage-II, i.e. exhibition-specific registration."

The text is replaced as below-

"Stage-II of registration will be exhibition-specific. Only exhibitors, who have submitted stage-I registration form, will be able to proceed to Stage-II, i.e. exhibition-specific registration."

a. In the Para 2(b)(v), the current text is as below-

"A company may choose to participate in multiple product categories with more than one stall in each category."

The Para is replaced as below-

"A company may choose to participate in multiple product categories with more than one stall in each category, subject to a maximum of four stalls per company across product/display categories."

b. In the Para 2(b)(vi), the current text is as below-

"An exhibitor will be allowed to book stall(s) in the category(ies) which was selected at the time of Stage 2 registration. Accordingly, at the time of space booking, only those stalls will be available for booking which fall in the category(ies) selected by the exhibitor at the time of Stage-II registration."

The Para is replaced as below-

"An exhibitor can book stalls irrespective of product/display category selected at the registration stage. However, the product(s) displayed during the exhibition should match with the product / display category of the hall. If there is a mismatch, ITPO reserves the right to cancel the allocation. During booking through online portal, exhibitor shall receive a prompt message if he tries to book stall from a different category than the one under which he had registered; acceptance of the prompt message will be required to go ahead to book stall."

c. In the Para 2(b)(vii), the current text is as below-

"An important part of Stage-II registration is uploading of product images. Exhibitor will be required to upload an exhaustive list of product images / brochures / catalogues (High Definition Images) in PNG/JPEG/PDF format, containing exhaustive images of products intended for display during the exhibition. The following important information may be noted for compliance."

The Para is replaced as below-

"An important part of Stage-II registration is uploading of product images. Exhibitor will be required to upload an exhaustive list of product images / brochures / catalogues (High Definition Images) in PNG/JPEG/PDF format, containing exhaustive images of products

intended for display during the exhibition.”

d. In the Para 2(b)(ix), the current text is as below-

“The space booking tab will become active for all registered exhibitors whose registrations have been duly accepted by ITPO.”

The Para is replaced as below-

“The space booking tab will become active when space booking is opened for all registered exhibitors whose registrations have been duly accepted by ITPO.”

e. In the Para 3(c), the current text is as below-

“On the space booking tab, the exhibitor will be able to see the interactive layout of the halls with stalls of the product category(ies) which was selected at the time of Stage 2 registration only.”

The Para is replaced as below-

*“On the space booking tab, the exhibitor will be able to see the interactive layout of the halls with stalls on selecting the relevant product/display category, floor and stall type. However, for selecting product/display category as **“Open Display Equipment”**, exhibitor needs to mandatorily select open stalls located outside halls. In other words, products reserved for open display, including Mist fans, air coolers, food truck, etc. shall be displayed only in booths outside halls in the designated space as per layout.”*

f. In the Para 3(d), the current text is as below-

“If a user has opted for booking of multiple stalls across categories, then each stall will be required to be selected and added to the cart one after the other, before proceeding for payment.”

The Para is replaced as below-

“If a user has opted for booking of multiple stalls across categories, then each stall will be required to be selected and added to the cart one after the other, before proceeding for checkout and payment.”

g. In the Para 3(e), the current text is as below-

“On selecting a stall, it will be added into the cart. Once the stall is added into the cart successfully, it will remain there for a maximum of 5 minutes for up to 2 stalls, 8 minutes for 3 or 4 stalls, and 10 minutes for more than 4 stalls; within which the applicant must proceed to the payment page, failing which the stall will automatically get released from the cart for booking by others.”

The Para is replaced as below-

“On selecting a stall, it will be highlighted on the layout and the attributes and calculation, etc. of space rentals will be displayed on the right panel of the page. Multiple users/ companies will be allowed to add same stall in their respective carts. Whoever goes to checkout stage first, will be able to go to payment stage for the booth, rest will get an alert message conveying that the booking of that stall is under process by a different user. One user /company will be allowed to add up to four booths in the cart and simultaneously checkout subject to availability of the booths. Within the ceiling of four booths per company, the booking can be made in multiple sessions subject to availability of booths.”

h. In the Para 3(f), the current text is as below-

“If an exhibitor proceeds to the payment page within the stipulated time of adding the stall(s) into the cart as mentioned above, he will get a maximum of 25 minutes to complete the payment in full for all stalls, failing which the stall will get released for booking by others. It may be noted that during these 25 minutes an exhibitor will be allowed to try multiple times

to complete the payment i.e. in case the payment does not get through for any reason(s). However, once the time limit of 25 minutes is exhausted, the exhibitor will have to go through the process of stall selection and payment again.”

the Para is replaced as below-

“On checkout page, a company will get a maximum of 10 minutes to go to payment stage and complete the payment.”

i. In the Para 3(h), the current text is as below-

“In case, the payment confirmation does not come through to ITPO’s booking portal and despite that the amount gets deducted, refund will be automatically processed by the banking channels and ITPO shall have no role to play in it.”

The Para is replaced as below-

“In case, the payment confirmation does not come through to ITPO’s booking portal and despite that the amount gets deducted, refund will be automatically processed by the banking channels and ITPO shall have no role to play in it. Booth will not be allocated in such case to the user concerned.”

j. In the Para 3(n), the current text is as below-

“It may be noted that the exhibitors will have the option of deducting TDS before payment stage, in which case an interest-free refundable security deposit equivalent to the TDS amount will be charged, which will be refunded after the exhibition on submission of TDS certificate to ITPO by uploading it on the portal using their dashboard within the stipulated time, failing which the security deposit will be forfeited and adjusted against the TDS dues.”

The Para is replaced as below-

“It may be noted that the exhibitors will have the option of deducting TDS at the checkout stage, i.e. before payment stage, in which case an interest-free refundable security deposit equivalent to the TDS amount will be charged, which will be refunded after the exhibition on submission of TDS certificate to ITPO by uploading it on the portal using their dashboard within the stipulated time, failing which the security deposit will be forfeited and adjusted against the TDS dues.”

k. At the end of Para 3, two new Paras are added as Para 3(q) and Para 3(r). The text to be added are mentioned below-

“q. One active login session will be allowed per user on the portal.”

“r. On successful payment within stipulated time, the user will get an email and SMS confirmation from ITPO.”

The above modifications / changes / additions / corrections changes may please be perused and understood before proceeding for space booking which is expected to open soon.