# ONLINE REGISTRATION AND BOOKING RULES

1. Introduction

a. This document is a guide to take you through the online process for registration and booking of space in the upcoming edition of "AAHAR - The International Food & Hospitality Fair" to be held from April 6-10, 2021 at Pragati Maidan, New Delhi.

b. ITPO has introduced the system of one-time company registration leading to creation of a permanent company/exhibitor account, which will enable a company to participate / book exhibition space, services, etc. without having to register the company again. Only exhibition specific registration will be required.

c. The process of registration has been separated from the actual space booking step to ensure that your valuable time is not spent filling company details and uploading supporting documents at the time of space booking. The overall process is broadly divided into the following stages:-
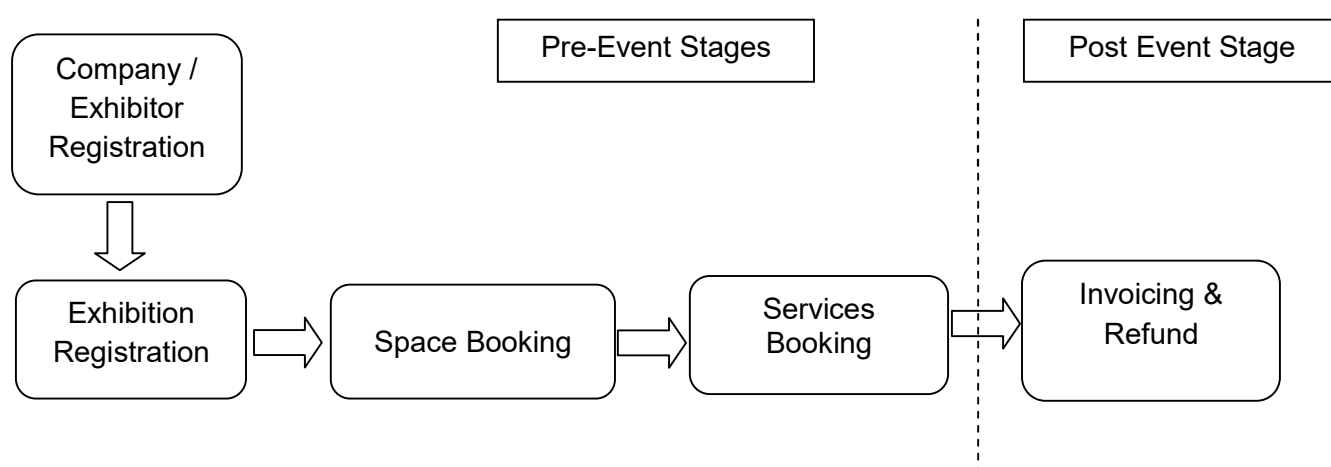
2. Registration (Stage 1 and 2)

Registration has been divided into two stages.

a. Registration Stage-I :- Company/Exhibitor Registration (One-Time Process)

Stage-I registration is company registration only and will remain open throughout the year. Any company / exhibitor wishing to participate in an exhibition will be required to visit ITPO's website for company registration. Login credentials will be generated after successful verification of email address and mobile number (only email in case of companies from outside India) through a One-Time Password (OTP). After successful verification of the same you will be required to fill up company details and upload supporting documents, such as PAN, GSTIN Certificate, Registration document, etc. In case of Indian entities unregistered under GST, a "Declaration cum Undertaking" needs to be uploaded compulsorily. The format of the same is provided as an annexure to this document. On submission of the form a permanent company / exhibitor registered ID will be shared.

b. Registration Stage-II :- Exhibition-Specific Registration

i. 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.

ii. Stage-II registration will be open only for a specific duration and shall be announced on ITPO's website in advance. Exhibitors are advised to keep visiting ITPO website for updates in their own interest.

iii.   The nature of information to be filled-in at this stage will be specific to the exhibition, including address for invoicing, product category, product details and images, tentative space requirements, including type of booth, bank details, etc.

Types of stalls available for booking

Shell Scheme	Bare Space	Open Space (Bare)
Built-up and furnished stall with standard display aids and furniture provided by ITPO.	Bare Space to be constructed by the exhibitors themselves Registration of C&D/Fabricator Mandatory by exhibitor Design and Plan of stall to be submitted to ITPO for approval Electricity consumption to be ordered using the services booking	**Participation under open space will be restricted only to exhibitors with Open Display Equipment which are suitable for display outside the halls.**
Allotment Letter upon payment confirmation and approval by ITPO	**Allotment Letter** on payment confirmation and approval by ITPO	**Allotment Letter** on payment confirmation and approval by ITPO
Possession Letter only after confirmation and payment for additional services (if any).	**Possession Letter** to be active after approval of layout by ITPO and confirmation of payment for additional services including electricity consumption	**Possession Letter** to be active after approval of layout by ITPO and confirmation of payment for additional services including electricity consumption

Note: Conversion of Shell type stall to Bare type at any stage will not lead to refund of the difference in charges. Additionally, such cases will require approval of layout by the Architecture Division of ITPO.

iv.   As mentioned above, the user will be asked to confirm the invoicing address. In case the intended invoicing address is different from the one mentioned at the time of Stage-I registration, the user will be required to provide the new address details and upload the corresponding GSTIN certificate. **The address for invoicing needs to be selected carefully as this address will not be changed in any circumstances for the exhibition for which registration is being done.** GSTIN (GST registration no.) provided at the time of registration for an exhibition will not be changed under any circumstances for that exhibition.

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

vi.   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.

vii.   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.

viii.   After completion of Stage-II of registration, ITPO will scrutinise the details and supporting documents in due course. Exhibitors will be able to proceed with stall booking only after acceptance of the application by ITPO which will be communicated through email and may also be check through the exhibitor's online account. In case of any deficiency ITPO

will provide a one-time opportunity to correct the same within 72 hours of sending the intimation for correction through email.

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

3. Space Booking (Stage 3)

a. Space booking will be entirely online except for specified categories of exhibitors, such as government agencies, foreign group, etc.

b. On the date of opening of space booking, the space booking tab will become active on the dashboard of only those exhibitors, who have successfully completed Stage-I and Stage-II of registration and have received confirmation from ITPO.

c. 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.

d. 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.

e. 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.

f. 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 got 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.

g. It may be noted that a countdown timer will be provided which will indicate the time remaining to complete the transaction.

h. 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.

i. It may be noted that in order to minimize human intervention and for transparency, only online payments through credit/debit card, internet banking and UPI will be accepted.

j. No other means of payment will be accepted in any circumstances, whatsoever.

k. Interested participants shall ensure in their own interest that the transaction limit of the payment mode, such as credit/debit card, internet banking is suitably enhanced well in advance to take care of the value of transaction expected to be done at the time of space booking.

l. Further, in case of corporate Internet Banking, where there is a maker and checker system, the exhibitors will ensure in their own interest that the transaction is completed within the stipulated time limit provided.

m. The participants should use their own bank account, Net Banking, Debit Card/Credit Card for remitting amount to ITPO.

n. 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.

o. As GST TDS is not applicable in the case of ITPO, the participants should not deduct any GST TDS while making payment to ITPO.

p. No payment is to be made directly into ITPO's account on any grounds under any circumstances.

4. Services Booking (Stage 4)

a. Booking and payment for Services is the next stage after space booking and will be opened after space booking. Booking of services is a mandatory process for exhibitors with bare stalls. Only mandatory power connections are levied from the bare stall applicants at the time of booking, hence power load requirement is also to be requisitioned and paid for at the time of services booking.

b. The services booking module will become active on the dashboard of those exhibitors, whose stalls are confirmed. The following services can be booked and availed through the portal on pre-payment basis:-

- Additional Power Connection
- Power Load
- Water Connection
- Branding Sites
- Fascia Name (Not chargeable)
- Sponsorship (Lanyards, exhibitor Badges etc.)
- Advertisement space in Fair Directory/Fair Guide
- Additional Exhibitor Badges
- Additional Passes
- Conversion of Shell stalls to Bare stalls
- Parking Labels (If available)
- Entry / Exit Permits
- Feedback forms (Not chargeable)
- Other services, if any

c. Exhibitors are advised to login and order the required services well in time to avoid last minute rush. **If pre-booking of services is not done by the prescribed date, a surcharge of 30% over and above the usual charges will be levied.** It may be noted that all services are to be requisitioned only through the online portal of ITPO and no offline requests will be accepted in any circumstances.

d. It is to be noted that in order to bring about transparency and ease of access and delivery, offline requests have been done away with. In case of any query/concern please reach out to us at – aahar@itpo.gov.in.

e. It may be noted that Articles 10, 11, 12, 13 and 14 and other articles of the Terms and Conditions are an integral part of this document and be read into it for all intents and purposes.

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DELCARATION CUM UNDERTAKING

FOR PERSONS UNREGISTERED UNDER GST

Date: -

I/We_____ (name of Person) do hereby declare that I/we am/are not liable to obtain registration as normal tax-payer or as a casual / non-resident taxable person in accordance with section 22 or 24(ii)/(v) respectively of the Central Goods and Services Tax Act, 2017.

Signature

Name   : -
Designation   : -
Name of the Company / Firm:-