

INDIA TRADE PROMOTION ORGANISATION

Date : October 30, 2025

SUBJECT: IMPORTANT INFORMATION FOR PARTICIPANTS OF IITF 2025

With reference to the participation of Private Exhibitors (Online) in the 44th edition of **India International Trade Fair (IITF)**, to be held from November 14-27, 2025, please see the important information and instructions provided below:

1. The **possession of space / booth** for Online Private Participants of IITF 2025 will be provided as per the dates in the table below: -

FOR BARE SPACE		
a.	1(Ground Floor), 1-5(First Floor), 8,9,10,11,12 & 12A & 14(First Floor)	November 05, 2025 from 11.00 AM onwards
b.	Hall No. 14 (Ground)	November 06, 2025 from 11.00 AM onwards
FOR SHELL SCHEME (BUILT-UP BOOTHS)		
All Domestic & Foreign Participants		November 12, 2025 from 10.00 AM onwards

2. Items for Exhibitors:

S. No.	Items	Due Dates and Process
A.	Approval-cum-Possession Letters for exhibitors who booked stalls Online	<ul style="list-style-type: none"> • Approval-cum-Possession Letters can be generated by exhibitors through their dashboards on https://booking.indiatradefair.com/ • Steps : After logging in, on the Dashboard, click on 'Stall and F&B Booking Details' → Click on 'View Details' → Click on 'Allotment Letter' for the booking • A copy of this is letter to be presented in order to collect physical badges, parking passes etc. • All vendors/contractors hired by exhibitors should also carry a copy of the Allotment letter.
B.	Services Passes for construction workers & technicians (Before Event)	<p>Date : Available from November 03, 2025 after 12 Noon</p> <p>Location : Can be collected from Multi-Purpose Hall at Ground Floor, ITPO Admin. Building, entry from Gate No. 9, Bharat Mandapam, New Delhi</p> <p>Google Maps location of ITPO Admin. Building: https://maps.app.goo.gl/LaZnMXhVqze9NVnf7</p> <p>Process: The procedure mentioned below is to be followed by exhibitors for obtaining Service Badges (Pre-Event and During Event) for entry of workers / labour / technicians and service persons:</p> <ul style="list-style-type: none"> • Authorization letter issued to the service provider / vendor engaged by exhibitor on company letter head, duly signed and stamped by the authorized signatory, is required to be produced

		<p>along with a copy of the online approval letter.</p> <ul style="list-style-type: none"> • This letter should contain the names, contact numbers and AADHAAR / Govt. ID numbers of the workers / labour / technicians and service persons. • Service Badges will not be issued without this letter • Service Staff are requested to bring passport sized photographs and get the badges laminated on site. Lamination facility will be available in the premises from Nov. 04, 2025 															
C.	Online Material Entry Slips for exhibitors who booked stalls Online (including Marquee Companies)	<ul style="list-style-type: none"> • Material Entry Slips can be generated by online exhibitors through their online dashboards after November 03, 2025. • After logging in, Material Entry Slips will be available under 'Additional Services' Link: https://booking.indiatradefair.com/ • Exhibitors should fill all the details and print out three copies of each Material Entry Slip. • The exhibitor's representative must sign and fill in all mandatory details. Sign/stamp of ITPO officials is not required on Online Material Slips 															
D.	Exhibitor Badges, Complimentary Visitor Passes and Parking Passes	<p>Date : From November 08, 2025 after 12 Noon</p> <p>Location : Can be collected from Multi-purpose Hall at Ground Floor, ITPO Admin. Building, near Gate No. 9, Bharat Mandapam</p> <p>Exhibitors are requested to bring passport sized photographs and get the badges laminated on site. Lamination facility will be available in the premises in the covered parking area near ITPO Admin. Block.</p> <p>Exhibitor Entitlements (no. of badges, passes etc.) are given below:</p> <ul style="list-style-type: none"> • 01 (one) Complimentary Exhibitor Badge for every 03 sqm space booked • 01 (one) Complimentary Business Visitor Pass for every 01 sqm. Of exhibition space booked • Car parking passes subject to availability: <table border="1"> <thead> <tr> <th>S. No</th> <th>Booth Size / Condition</th> <th>Tentative No. of Car Parking Passes</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Area upto 36 sqm</td> <td>01</td> </tr> <tr> <td>2.</td> <td>37 sqm - 80 sqm</td> <td>02</td> </tr> <tr> <td>3.</td> <td>81 sqm - 120 sqm</td> <td>03</td> </tr> <tr> <td>4.</td> <td>Above 120 sq. mtrs.</td> <td>04</td> </tr> </tbody> </table>	S. No	Booth Size / Condition	Tentative No. of Car Parking Passes	1.	Area upto 36 sqm	01	2.	37 sqm - 80 sqm	02	3.	81 sqm - 120 sqm	03	4.	Above 120 sq. mtrs.	04
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E.	Additional (Paid) Exhibitor Badges and Season Tickets for exhibitors	<ul style="list-style-type: none"> • Additional exhibitor badges, if required, may be purchased @ Rs. 3000/- per additional badge (inclusive of GST) from ITPO's online portal https://booking.indiatradefair.com/ • Season Ticket booklets (each booklet contains 14 Tickets, valid for single entry from Nov. 14-27) can be purchased @ Rs. 2000/- per 															

		<p>booklet (inclusive of GST) by exhibitors from ITPO's online portal https://booking.indiatradefair.com/</p> <ul style="list-style-type: none"> Exhibitors may log in to their dashboards and purchase these from 'Additional Services' tab. User Guide for purchasing additional badges and season tickets for exhibitors : https://indiatradefair.com/uploads/IITF%202025%20-%20User%20Manual%20for%20Additional%20Services%20Booking.pdf After making payment for additional badges / season ticket booklet, the same can be collected from ITPO office
F.	Requests for conversion of Shell type stall to Bare type	<p>Participants who want to convert their shell-type stall to bare-type are requested to send their requests in writing to tkpant@itpo.gov.in and technicalsupport@itpo.gov.in latest by 6 PM on 4th November, 2025. No refund shall be admissible for such conversions.</p>
G.	Shell scheme booth details	<p>Shell Scheme or Built-up booths connected with prefab system will be provided with the following items as part of Shell scheme package, for every 12 sqm booth:</p> <p><input type="checkbox"/> Three chairs <input type="checkbox"/> One Counter <input type="checkbox"/> One power point <input type="checkbox"/> Five spotlights</p> <p><input type="checkbox"/> One Trash bin <input type="checkbox"/> Fitted carpet <input type="checkbox"/> Fascia</p>
H.	Details of Shell Scheme contractor of ITPO for shell scheme - extra items, extra furniture etc.	<p>For extra furniture, items etc., Shell scheme exhibitors may contact ITPO's contractor:</p> <p>Dara Projects Pvt. Ltd.</p> <p>Email:marketing.daraprojects@gmail.com, daraprojects@rediffmail.com , info@daraprojects.in</p> <p>Mr. Tejesh : 9311195108</p> <p>Mr. Shantanu: 9999316907</p>
I.	CHAs for cargo handling	<p>List of ITPO's CHAs for cargo handling is given on the website here : https://indiatradefair.com/knowledge/details/CHAs/exhibition_complex_sidebar</p>
J.	Hall Layouts	<p>The latest hall layouts would be available on the website https://indiatradefair.com/iitf/ under 'RECENT UPDATES'. These may be updated from time to time. Applicants may refer to the latest layouts.</p>
K.	Fair entry timing from Nov. 14-27, 2025	<p>Fair timing - 10:00 AM to 7:30 PM (14th–27th November, 2025) 9.30 AM to 7:30 PM (Exhibitors) 10.00 AM to 5:30 PM (General Public)</p> <p>Visitor Entry through:</p> <ul style="list-style-type: none"> Gate Nos. 3 and 4 on Bhairon Road Gate Nos. 6 and 10 on Mathura Road <p>Online Entry tickets for visitors will be available on Delhi Metro Rail Corporation (DMRC) Momentum 2.0 App</p>

L.	Hall Masters during the event (Nov. 14-27, 2025)	Hall Master office will be set up in the foyer/lobby area of each Hall from Nov. 14 to 27, 2025. Exhibitors may contact them for any issues.
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3. **ADDITIONAL ELECTRICITY AND WATER CONNECTION :** Electricity of 0.5 KW per 12 sqm is included in space rentals. Participants who require **additional electricity** or water connection may purchase the same through ITPO's online portal <https://booking.indiatradefair.com/> after logging in to the dashboard under the "**Additional Services**" Tab. Payment for these additional services is to be made online.

User guide for booking additional services available here:
<https://indiatradefair.com/uploads/IITF%202025%20-%20User%20Manual%20for%20Additional%20Services%20Booking.pdf>

4. The Design and Public Safety guidelines of ITPO are required to be followed by all exhibitors for construction and decoration of booths. The guidelines are available on ITPO website – <https://indiatradefair.com/uploads/IITF%202025%20Design%20Guidelines.pdf>

5. Terms and Conditions apply. T&C of IITF 2025 are available online on the website : https://indiatradefair.com/iitf/uploads/pdfs/iitf2025/Terms%20%20Conditions_Final_IITF_2025.pdf

6. TRAFFIC MANAGEMENT AND CARGO ROUTE FOR IITF 2025

Exhibitors are requested to note the following regarding movement of cargo & trucks:

Cargo movement

- **For New Halls 1-5**, entry through Gate No. 5B (cargo entry), unload and exit through Gate 5A for Hall 5 and Gate 5C for Hall 1-4 (cargo exit).
- **For Old Halls (8-12) and 14**, entry through Gate No. 1 (cargo entry), unload and exit through Gate 1 (cargo exit).
- **Cargo vehicles will go to Bhairon Mandir Parking and take a token** to enter into Bharat Mandapam Complex. No direct entry into Bharat Mandapam Complex will be allowed.
- Parking entry will be for commercial vehicles and cargo vehicles at Bhairon Mandir Parking carrying the exhibition material entry slip.
- Material entry slip without the name of the company, hall no. and stall no. will not be honored by ITPO Security at entry gates and the entry of that vehicle will not be allowed to enter Bharat Mandapam premises.
- Parking charges for cargo vehicles will be applicable.
- Cargo in Private vehicles (Car/ Scooter) will not be allowed entry even with material entry slips. These vehicles may use the basement parking and avail facilities of porter at Basement.
- Participants who make last minute rush to the exhibition ground, a congestion charge maybe charged on such exhibitors to maintain discipline.

- Any exhibitors / agency which fail to abide the instructions will be penalized by ITPO including foreclosure of booth and not allowed for future participation.
- 15 feet distance to be maintained in new halls while loading unloading the cargo.
