USER MANUAL

MARQUEE APPLICATION AND BOOKING

Table of Contents

# Login as Exhibitor

User needs to login as Exhibitor in order to Pre-register themselves for the Event and Apply for Marquee.

1. Users can visit the Website https://booking.indiatradefair.com/login After entering the URL, the User will be redirected to the Portal.

2. Click on the Login Button and enter the Login credentials.
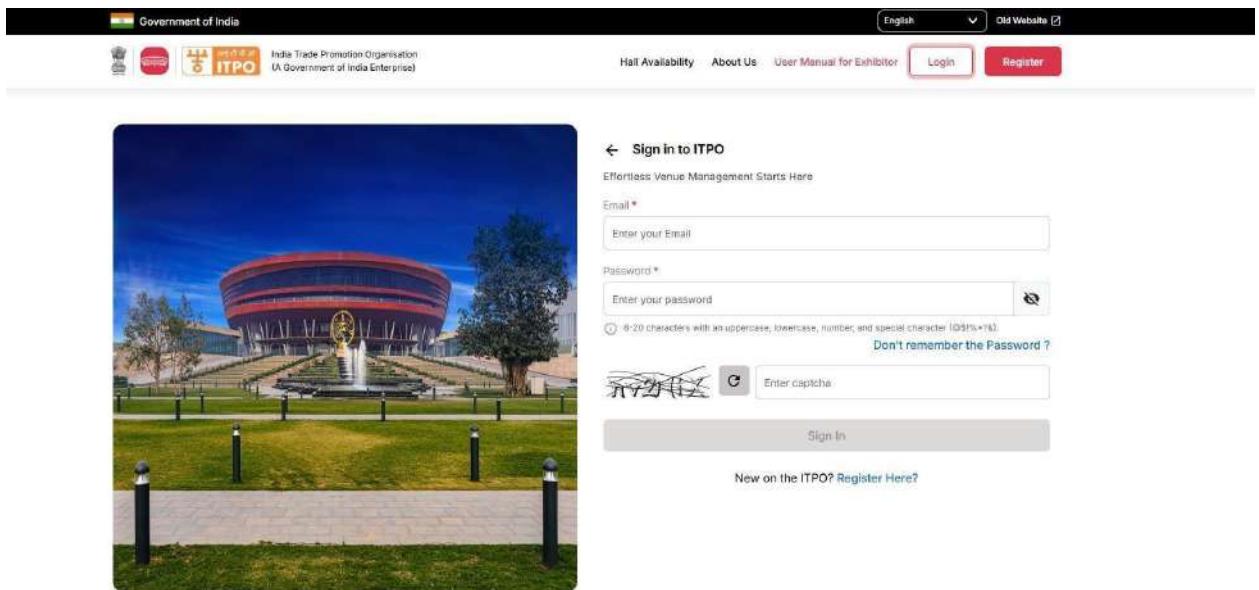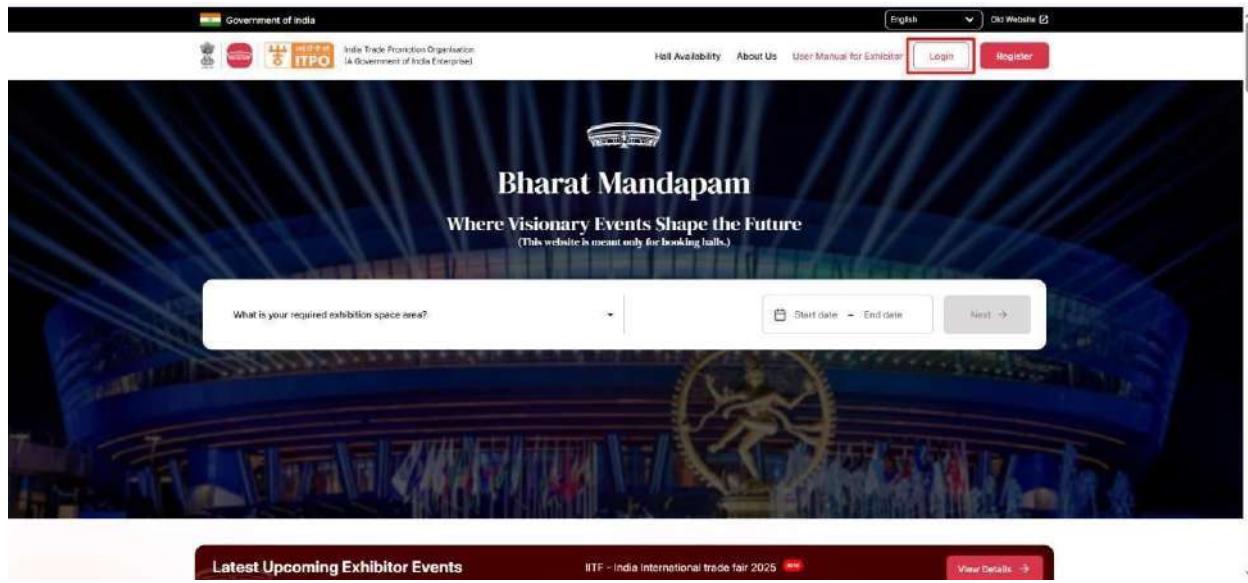
Pre-registration for a specific ITPO event(IITF, AAHAR, IILF etc.)

1. On Homepage, User will see the latest upcoming events section. Click on "View Events" Button.
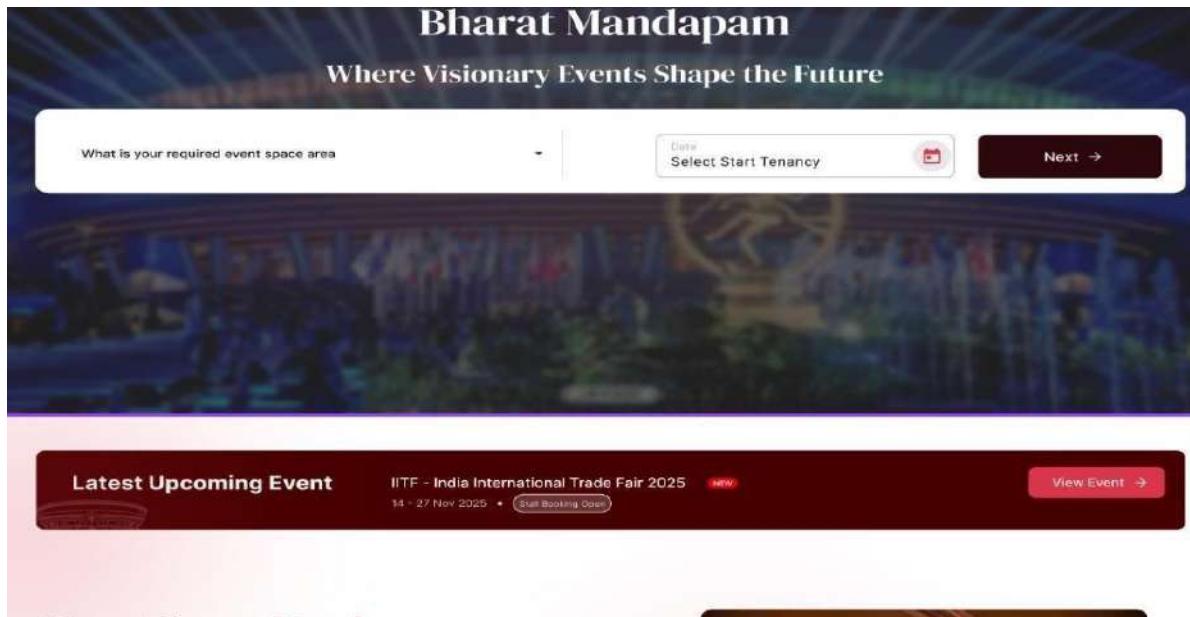
2. User can view all the upcoming internal events along with the basic details.

3. On clicking "View Event Detail", user will be navigated to Event's detail page.
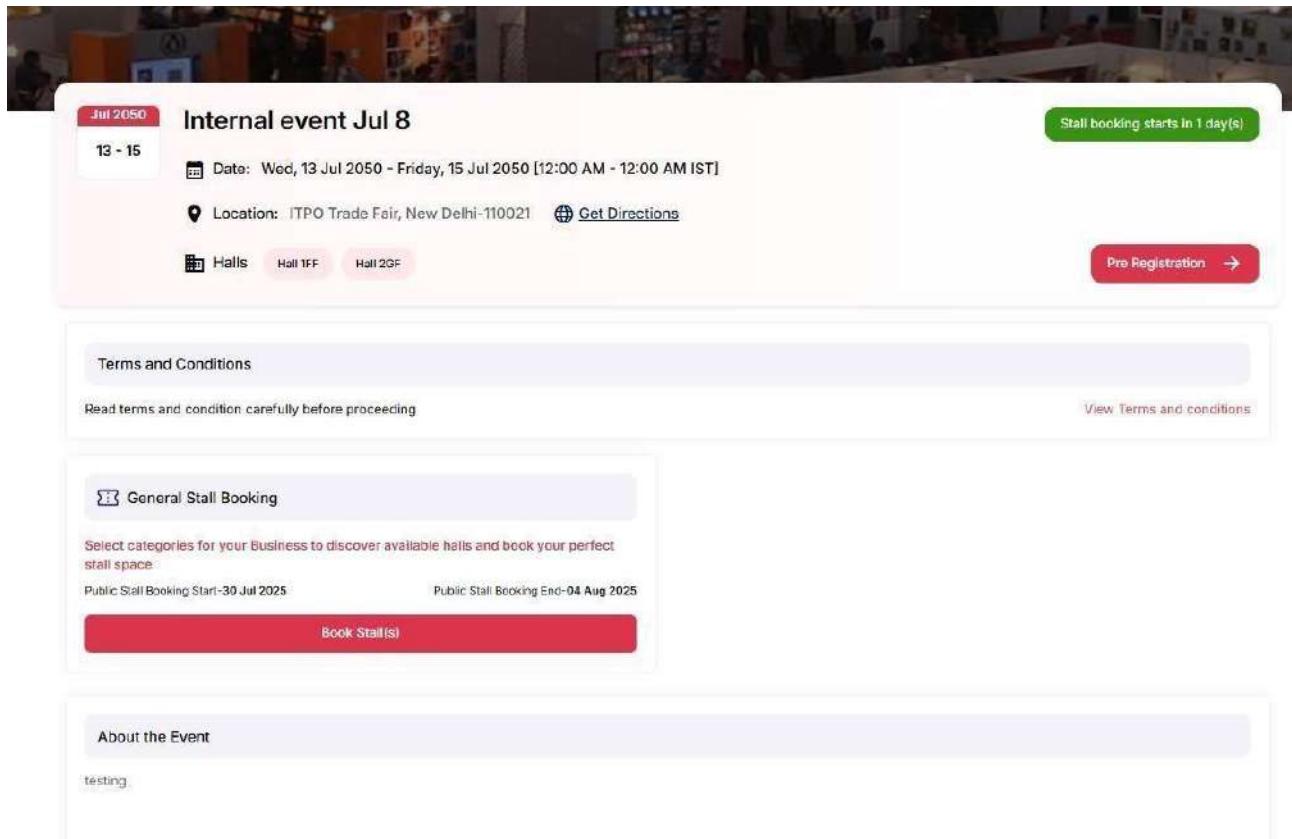
4. Here, User is shown detailed view of the event along with the Pre Registration button.

5. Clicking on "Pre Registration" CTA will redirect user to the pre registration page.

6. User can select the Product category and check if he/she is eligible for SC/ST entrepreneur, Women entrepreneur or MSME.

PRE REGISTER FOR THE EVENT

Confirm Your Product Category

- [ ] Services related to Leather Industry - Laboratory Accreditation, Technical Solutions
- [x] Finished Leather, Leather Goods, Fashion Accessories
- [x] Components, Footwear Components, Materials, Synthetic Materials
- [ ] Chemicals
- [ ] Machinery, Equipment and Technology

Select the below Options:

- [ ] Are you SC/ST entrepreneur?
- [ ] Are you women entrepreneur?
- [x] Are you MSME?

Submit

7. After selecting the relevant options and clicking on "Submit" button, User will be redirected back to event details page.

   Here, User will see the Pre Registration status as Completed.

How to Apply for Marquee stall bookings?

Only after successful Pre Registration, Exhibitor can apply for Marquee Bookings. Below are the steps to apply for it:

1. Click on the "Apply For Marquee" Button.

2. User will be redirected to the page to upload the required documents for the application.

3. User needs to upload Eligibility documents here and have option to add remarks. After upload, click on Submit button.

4. After submission, Approval request is sent to Admin for approval and "Pending" status will be shown to user.

5. After Admin approves the request, status will change to "Approved" and exhibitor will be able to do stall booking during the Marquee Booking period.

Marquee Stall Booking

Once User's Marquee request is approved, he/she will be applicable to book the stalls when Marquee Booking starts. Please follow the steps below to complete the booking process as an Marquee:

1. For Users with "Approved" marquee status, a category dropdown will be shown on stall Booking section. Only the categories that user has selecting while Pre Registration will be shown.

2. Once user selects any desired category, Book stall(s) button will be enabled.

3. On clicking on Book Stall(s) button, user will be taken to stall booking module. The stalls which are available based on the category selected by user will be shown in Green color.

4. User also has flexibility to change the selected categories on this page by clicking on "here" below the category dropdown. Also, user can change the halls from the Hall listing shown above.

5. Once User clicks on any of the available stalls they want to book, Stall information along with Price breakup will be shown. Also, stall that user has selected will show blinking animation.
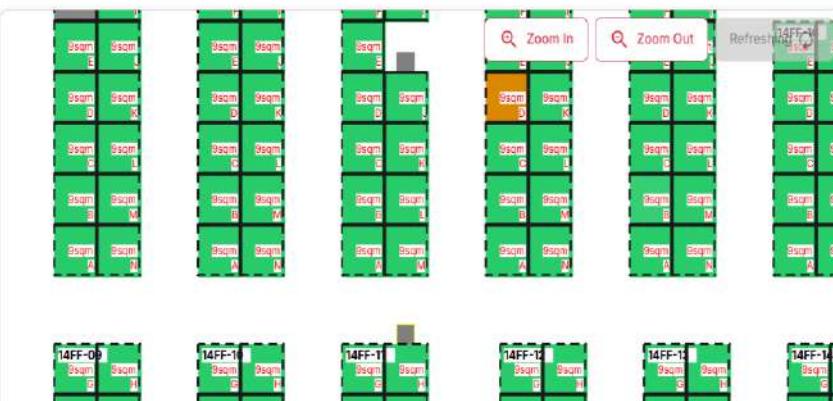
6. User need to click on "Add to Your Cart" button in order to start the booking process for the stall. As soon as User adds the stall to cart, a 40 Minutes timer will be shown indicating the whole booking process should be completed within this time limit. Also, the selected stalls color will change to "Orange"
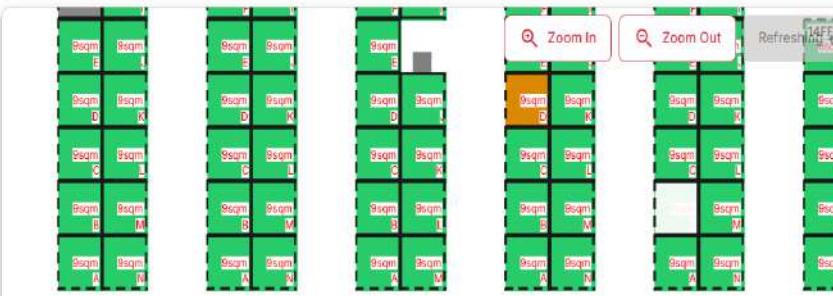
7. After desired Stalls are added to cart, User has option to check out and proceed to the payment flow.

8. On Checkout page, User will be shown the Stall information, payment summary and option to select TDS deduction.

9. Once user selects the Terms and condition check box and clicks on "Proceed to Pay", user will be taken to the payment Gateway with various payment methods.
    User will be shown option of "RTGS/NEFT" to allow payment through "Challan".

10. On clicking "Generate Challan" option, Challan will get downloaded on user's system and User is redirected to the payment acknowledgment page.

How to Upload the challan?

In order to proceed further on Challan payment and complete the stall booking process, User has the upload the challan containing the reference number provided by Bank.

Here are the steps one needs to follow:

1. Go to Dashboard and click on the "View details" button on "My stall bookings" tab.
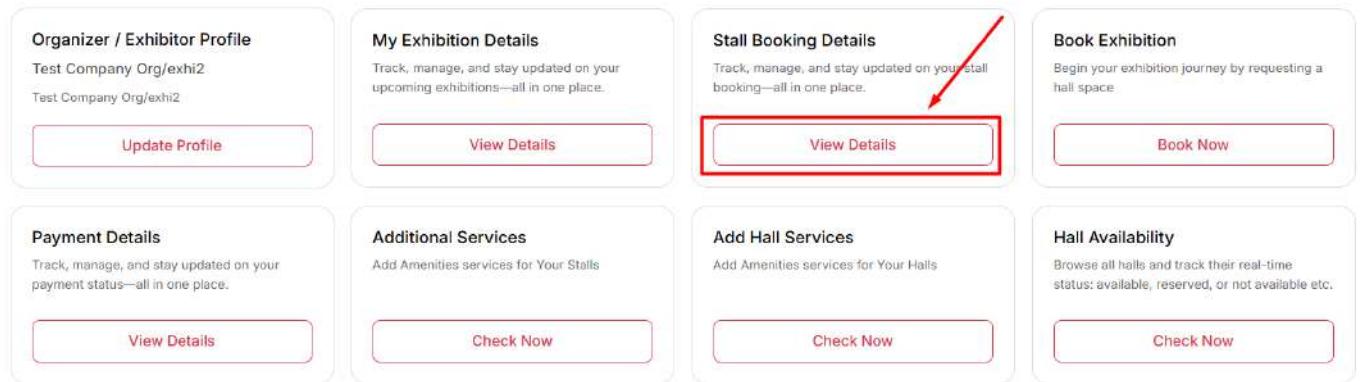
2. On stall booking listing page, click on view details button for the booking for which user needs to complete challan payment.
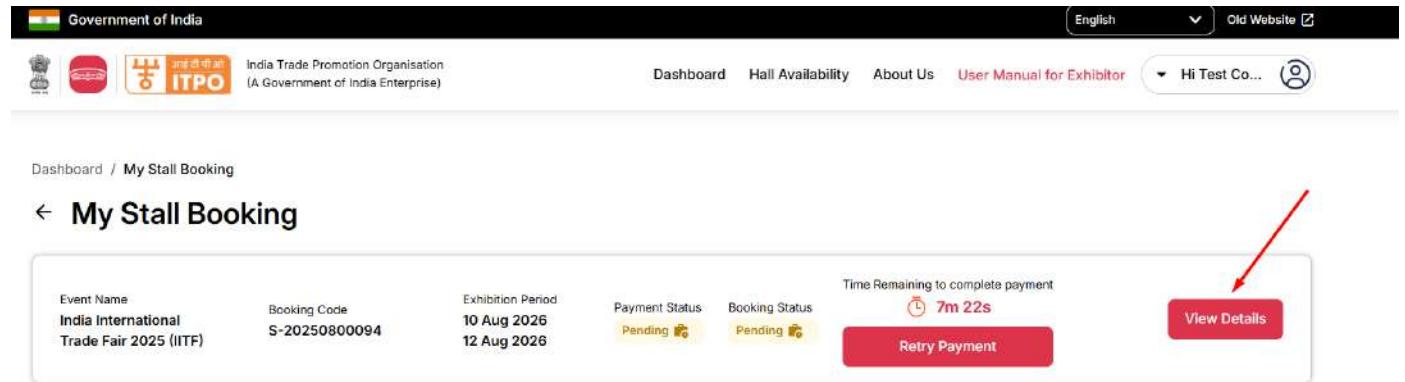
3. On details page, User will be shown an option to upload challan reference on payment details section.

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12 Aug 2026   Pending 🔒   Pending 🔒

Stall Booking Details

Stall Listing

S.No	Date & Time	Hall	Stall Area	Stall No	Stall Type	Status
1	26 Aug 2025, 06:15 pm	Hall 14FF	9	14FF-17-B	Shell	In-progress 🔒

Payment Details

Paid Amounts

Transaction ID	Date & Time	Paid Amount	TDS Amount (%)	Payment Source	Payment Method	Action	Status	Receipt
TXN1756212802138313119	26 Aug 2025, 06:23 pm	₹2,17,710.00	₹0.00 (0.00%)	EazyPay	Challan	Upload Challan	Pending 🔒	-

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Government of India   English ▾   Old Website ↗

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Challan No *

TXN1756212802138 313119

Date of Challan Generated *

26/08/2025 📅

Upload Challan *

⬆ Upload

ⓘ Kindly upload PNG, JPEG and PDF. (maximum size: 10MB)

Date of Challan Receipt *

26/08/2025 📅

Upload Challan Receipt *

⬆ Upload

Close   Submit

Stall Booking Details

Stall Listing

S.No	Date & Time	Type	Status
1	26 Aug 2025, 06:15 pm	ll	In-progress 🔒

Payment Details

Paid Amounts

Transaction ID	Date & Time	Action	Status	Receipt
TXN1756212802138313119	26 Aug 2025, 06:	Upload Challan	Pending 🔒	-

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4. Once user submits the mandatory details and documents, challan payment status will change to "Pending".

Stall Booking Details

Stall Listing

S.No	Date & Time	Hall	Stall Area	Stall No	Stall Type	Status
1	26 Aug 2025, 06:15 pm	Hall 14FF	9	14FF-17-B	Shell	In-progress 🔖

Payment Details

Amounts

...ction ID	Date & Time	Paid Amount	TDS Amount (%)	Payment Source	Payment Method	Action	Status	Receipt	Challan / Ba...
...56212802138313119	26 Aug 2025, 06:23 pm	₹2,17,710.00	₹0.00 (0.00%)	EazyPay	Challan ⧉ Receipt ⧉	-	Pending 🔖	-	TXN17562...

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Email Support
finance@bharatmandapam.com

Helpline Number
+91 98765 43210

Need Help?

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5. Once the payment is approved by Admin, Booking status will change to "Confirmed" and payment status will change to "Completed". On payment details section, status will be shown as "success".

India International Trade Fair 2025 (IITF)

Organizer - Test Company Org/exhi2

Booking Code	Booking Date	Exhibition Start Date
S-20250800094	26 Aug 2025	10 Aug 2026

Exhibition End Date	Booking Status	Payment Status
12 Aug 2026	Confirmed ⊘	Completed ⊘

Stall Booking Details

Stall Listing

S.No	Date & Time	Hall	Stall Area	Stall No	Stall Type	Status
1	26 Aug 2025, 06:15 pm	Hall 14FF	9	14FF-17-B	Shell	Booked ⊘

Services & Add-ons

Services & Add-ons

Add Services

Payment Details

Paid Amounts

Transaction ID	Date & Time	Paid Amount	TDS Amount (%)	Payment Source	Payment Method	Action	Status	Receipt	C
TXN1756212802138313119	26 Aug 2025, 06:23 pm	₹2,17,710.00	₹0.00 (0.00%)	EazyPay	Challan ⧉ Receipt ⧉	-	Success ⊘	-	T

Contact Finance Team

Email Support
finance@bharatmandapam.com

Helpline Number
+91 98765 43210

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6. Booking and payment status will also get updated on "My Stall Bookings" listing.

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Dashboard / My Stall Booking

← My Stall Booking

Event Name	Booking Code	Exhibition Period	Payment Status	Booking Status	
India International Trade Fair 2025 (IITF)	S-20250800094	10 Aug 2026 12 Aug 2026	Completed ⊘	Confirmed ⊘	View Details

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