



# USER MANUAL

## **MARQUEE APPLICATION AND BOOKING**



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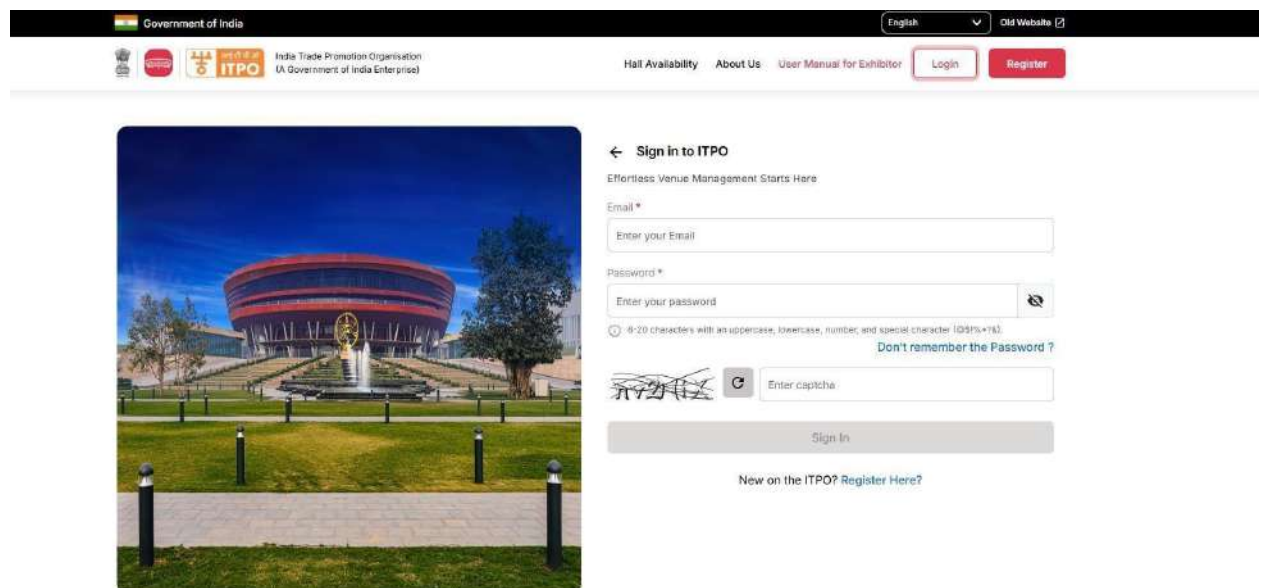
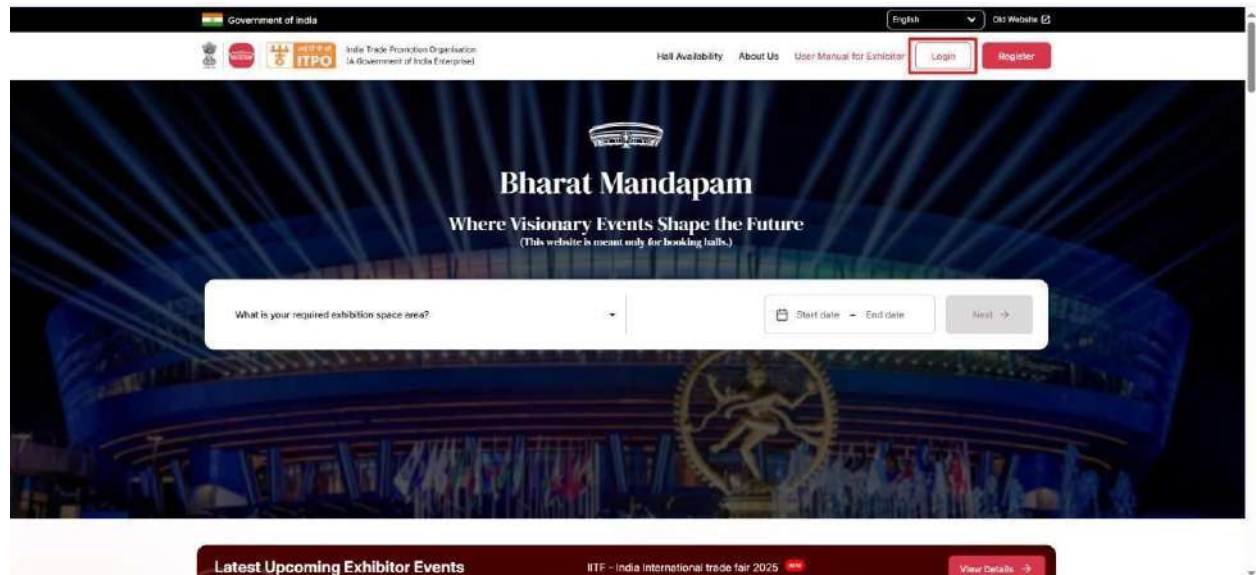
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# Login as Exhibitor

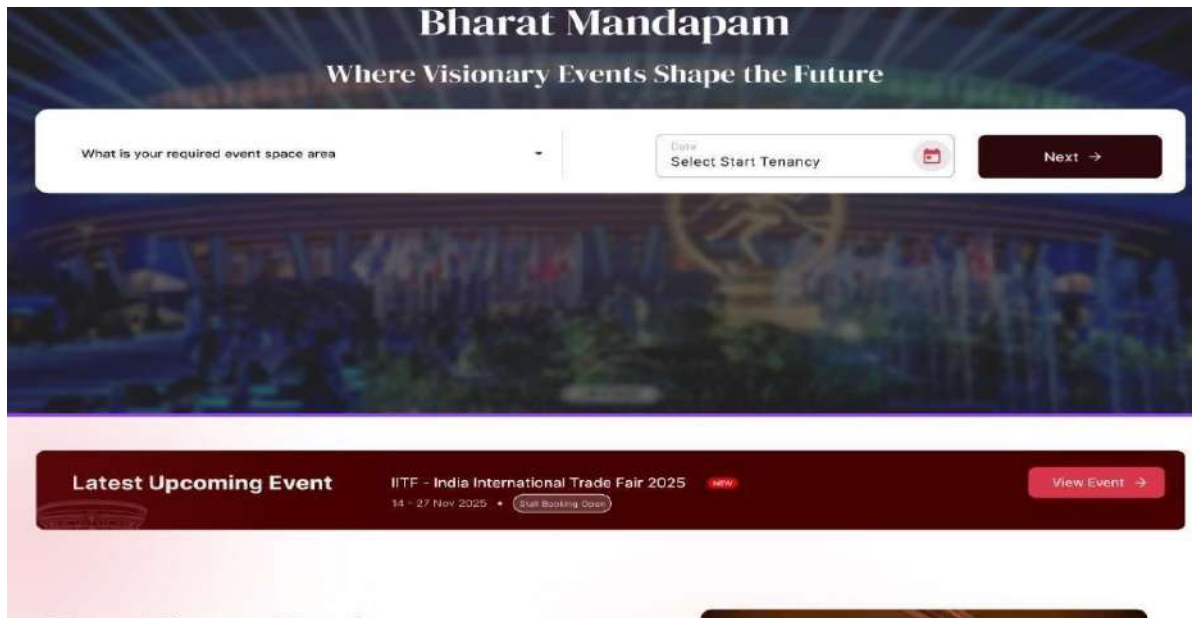
User needs to login as Exhibitor in order to Pre-register themselves for the Event and Apply for Marquee.

1. Users can visit the Website <https://booking.indiatrdefair.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.

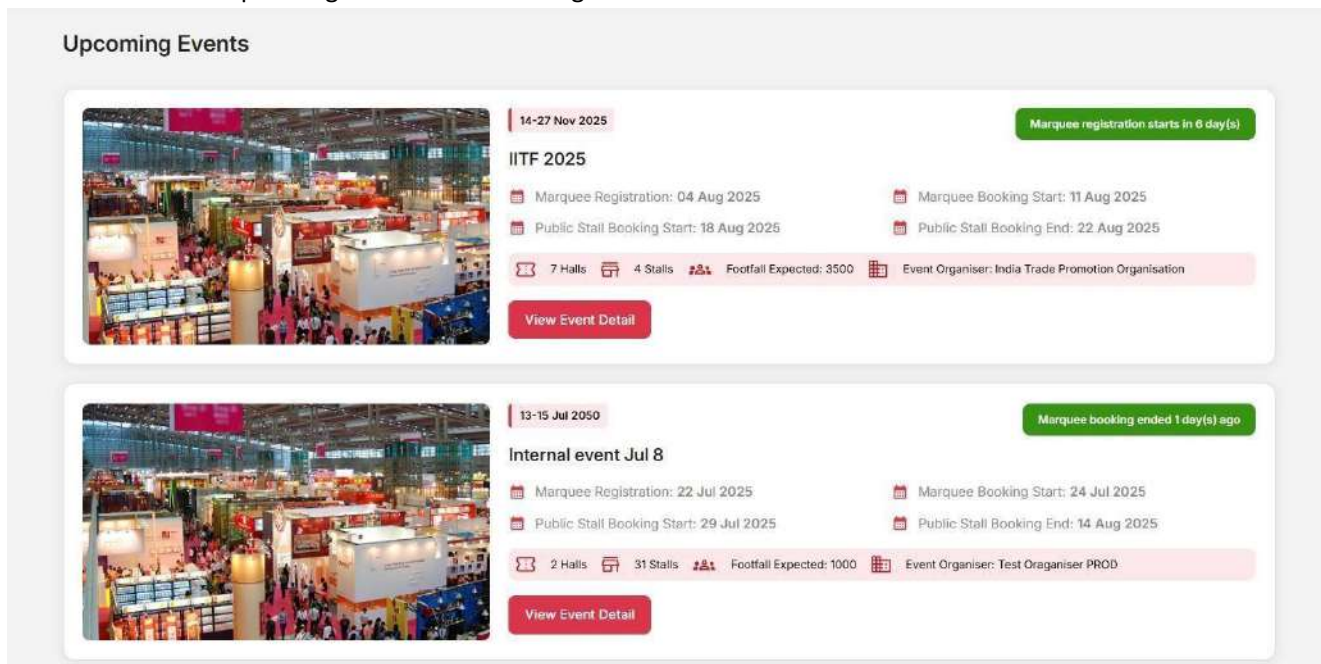


## Pre-registration for a specific ITPO event(IITF, AAHAR, IILF etc.)

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.

**Internal event Jul 8**

Date: Wed, 13 Jul 2050 - Friday, 15 Jul 2050 [12:00 AM - 12:00 AM IST]

Location: ITPO Trade Fair, New Delhi-110021 [Get Directions](#)

Halls: Hall 1FF, Hall 2GF

[Pre Registration](#)

**Terms and Conditions**

Read terms and condition carefully before proceeding [View Terms and conditions](#)

**General Stall Booking**

Select categories for your Business to discover available halls and book your perfect stall space

Public Stall Booking Start-30 Jul 2025 Public Stall Booking End-04 Aug 2025

[Book Stall\(s\)](#)

**About the Event**

testing

- Here, User is shown detailed view of the event along with the Pre Registration button.
- Clicking on “Pre Registration” CTA will redirect user to the pre registration page.

**PRE REGISTER FOR THE EVENT**

Confirm Your Product Category

☐ Services related to Leather Industry - Laboratory Accreditation, Technical Solutions
 ☐ Finished Leather, Leather Goods, Fashion Accessories
 ☐ Components, Footwear Components, Materials, Synthetic Materials

☐ Chemicals
 ☐ Machinery, Equipment and Technology

Select the below Options:

☐ Are you SC/ST entrepreneur?
 ☐ Are you women entrepreneur?
 ☐ Are you MSME?

[Submit](#)

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



## 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.

The screenshot displays the ITPO Trade Fair website interface. At the top, the header includes the ITPO logo, the text "India Trade Promotion Organisation (A Government of India Enterprise)", and navigation links for "Dashboard", "About Us", and "User Manual for Exhibitor". A user profile dropdown shows "Hi Tanwar ...". Below the header, a banner for "10 - 13" features the dates "Sun, 10 Aug 2025 - Wed, 13 Aug 2025", the location "ITPO Trade Fair, New Delhi-110021", and a "Get Directions" link. It also lists "Halls" as "Hall 1FF", "Hall 14GF", and "Hall 11", with an "Edit Registration" button. The main content area is divided into two columns. The left column, titled "Marquee Stall Booking", lists criteria for companies, including an annual turnover of at least Rs. 50 crores and the requirement to upload a GST certificate and a CA-certified turnover certificate. It also specifies a minimum booth size of 100 sqm. Below this, it states the start and end dates for document submission (06 Aug 2025 to 14 Aug 2025) and stall booking (06 Aug 2025 to 14 Aug 2025). A red button labeled "Apply for Marquee" with a right arrow is highlighted with a yellow box. The right column, titled "General Stall Booking", prompts users to "Select categories for your Business to discover available halls and book your perfect stall space". It shows the public stall booking period from 08 Aug 2025 to 12 Aug 2025, a "Select Category" dropdown menu, and a "Book Stall(s)" button.

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



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Dashboard About Us User Manual for Exhibitor Hi Tanwar ...

**Aug 2025**  
**10 - 13**  
**IITF 2025 - DEMO - 5 July, 2025 - 2**  
Stall booking ended 2 day(s) ago

Date: Sun, 10 Aug 2025 - Wed, 13 Aug 2025  
Location: ITPO Trade Fair, New Delhi-110021 [Get Directions](#)

Halls Hall 1FF Hall 14GF Hall 11 [Edit Registration](#)

**SUBMIT ELIGIBILITY DOCUMENT FOR MARQUEE REGISTRATION**

**GST Certificate \***  
[Upload](#)  
Kindly upload PNG, JPEG and PDF. (maximum size: 10MB)

**CA Certified Turnover Certificate \***  
[Upload](#)  
Kindly upload PNG, JPEG and PDF. (maximum size: 20MB)

Remarks  
Write here  
0/200

[Submit](#)

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

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Dashboard About Us User Manual for Exhibitor Hi Tanwar ...

**10 - 13**  
**Date: Sun, 10 Aug 2025 - Wed, 13 Aug 2025**  
**Location: ITPO Trade Fair, New Delhi-110021** [Get Directions](#)

Halls Hall 1FF Hall 14GF Hall 11 [Edit Registration](#)

**SUBMIT ELIGIBILITY DOCUMENT FOR MARQUEE REGISTRATION**

**GST Certificate \***  
[Upload](#)   
  sample1755151603687.pdf (10.99 KB)


**CA Certified Turnover Certificate \***  
[Upload](#)   
  sample1755151603687.pdf (10.99 KB)

Remarks  
Write here  
0/200

[Submit](#)

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




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Dashboard
About Us
User Manual for Exhibitor
Hi Tanwar ...

Location: ITPO Trade Fair, New Delhi-110021
Get Directions

Halls
Hall 1FF
Hall 14GF
Hall 11
Edit Registration →

### Marquee Stall Booking

- The qualifying criteria for companies to be considered for booking under the "Marquee Companies" category is an annual turnover of a minimum of Rs. 50 crores during any one of the previous 05 financial years.
- Eligible companies will be required to upload their GST certificate and a CA-certified turnover certificate.
- The minimum booth size under the Marquee category will be 100 sqm.
- When stall booking for Marquee company opens, the booths will be available at a premium rate over and above the regular rentals.

Start Date to submit documents for Marquee - 08 Aug 2025	End Date to submit documents for Marquee - 14 Aug 2025
Start Stall Booking date for Marquee - 08 Aug 2025	End Stall Booking date for Marquee - 14 Aug 2025

Marquee Status - Pending

### General Stall Booking

Select categories for your Business to discover available halls and book your perfect stall space

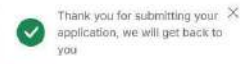
Public Stall Booking Start- 08 Aug 2025      Public Stall Booking End- 12 Aug 2025

Select Category


Select Category

Book Stall(s)

### About the Event


Thank you for submitting your application, we will get back to you

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


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Dashboard
About Us
User Manual for Exhibitor
Hi Tanwar ...

Halls
Hall 2GF
Edit Registration →

### Marquee Stall Booking

- The qualifying criteria for companies to be considered for booking under the "Marquee Companies" category is an annual turnover of a minimum of Rs. 50 crores during any one of the previous 05 financial years.
- Eligible companies will be required to upload their GST certificate and a CA-certified turnover certificate.
- The minimum booth size under the Marquee category will be 100 sqm.
- When stall booking for Marquee company opens, the booths will be available at a premium rate over and above the regular rentals.

Start Date to submit documents for Marquee - 13 Aug 2025	End Date to submit documents for Marquee - 15 Aug 2025
Start Stall Booking date for Marquee - 14 Aug 2025	End Stall Booking date for Marquee - 15 Aug 2025

Marquee Status - Approved

### General Stall Booking

Select categories for your Business to discover available halls and book your perfect stall space

Public Stall Booking Start- 16 Aug 2025      Public Stall Booking End- 18 Aug 2025

Select Category

Select Category

Book Stall(s)

### About the Event

Demo Fair Event2

# 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:

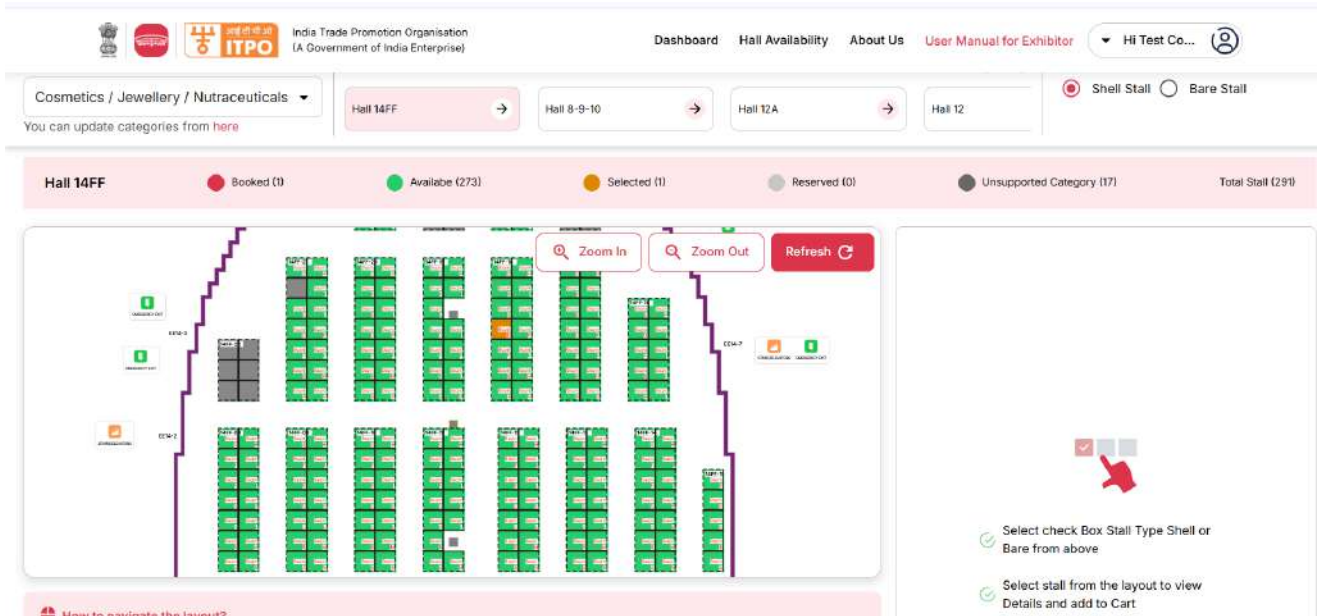
1. For Users with "Approved" marquee status, a category dropdown will be shown on stall Booking section. Only the categories that user has selecting while Pre Registration will be shown.

The screenshot displays the 'Marquee Stall Booking' section of the ITPO Trade Fair website. The top navigation bar includes the ITPO logo, the text 'India Trade Promotion Organisation (A Government of India Enterprise)', and links for 'Dashboard', 'Hall Availability', 'About Us', and 'User Manual for Exhibitor'. A user profile icon is visible in the top right corner. The main content area features a date range of '14 - 27' and 'Date: Fri, 14 Nov 2025 - Thu, 27 Nov 2025'. The location is 'ITPO Trade Fair, New Delhi-110021'. A 'Get Directions' link is provided. Below this, a 'Halls' section lists various hall options: Hall 1FF, Hall 8-9-10, Hall 11, Hall 12, Hall 12A, Hall 14FF, and Hall 14GF. An 'Edit Pre Registration' button is located on the right. The 'Marquee Stall Booking' section contains a list of criteria for booking under the 'Marquee Companies' category. The 'Marquee/General Stall Booking' section includes a dropdown menu for 'Select Category' with options: 'Cosmetics / Jewellery / Nutraceuticals', 'Processed Food, Beverages, Dairy Products, Confectionery & Bakery Products, Spices and Agri Produce', and 'Multi-products'. A red arrow points to the 'Cosmetics / Jewellery / Nutraceuticals' option.

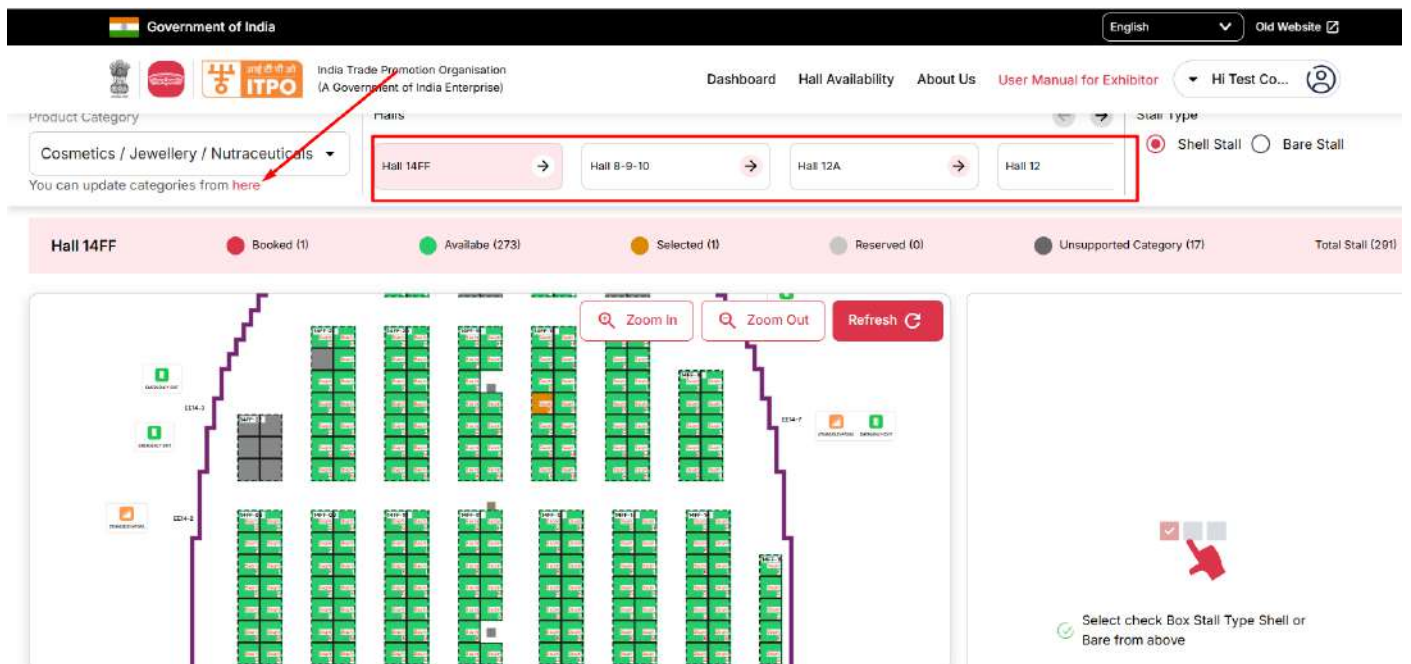
2. Once user selects any desired category, Book stall(s) button will be enabled.

This screenshot shows the same 'Marquee Stall Booking' interface as the previous one, but with the 'Book Stall(s)' button highlighted in red. The 'Select Category' dropdown menu is still set to 'Cosmetics / Jewellery / Nutraceuticals'. The 'Book Stall(s)' button is now visible and clickable, indicating that the user's selection has enabled the booking process.

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.

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Hall 14FF

Booked (1) Available (273) Selected (0) Reserved (0) Unsupported Category (17) Total Stall (291)

Zoom In Zoom Out Refresh

STALL DETAILS

Stall Number 14FF-17-B

Stall Area 9 Sqm

No. of Open Sides 1

Stall Type Shell Stall

Charges ₹1,84,500

GST ₹33,210

Net Payable ₹ 2,17,710

Add to Your Cart →

How to navigate the layout?

Zoom in / Out - Use your mouse scroll wheel (scroll up to zoom in, scroll down to zoom out).  
Pan / Move - Click and hold the left mouse button, then drag to move the layout around.

- 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”

Hall 14FF

Booked (1) Available (273) Selected (1) Reserved (0) Unsupported Category (17) Total Stall (291)

Zoom In Zoom Out Refresh

STALL DETAILS

Stall Number 14FF-17-B

Stall Area 9 Sqm

No. of Open Sides 1

Stall Type Shell Stall

Charges ₹1,84,500

Maximum 2 stall can be selected

1 Stalls Selected 39:55 Time remaining

Total Area 9 Sqm  
Total Maximum Time - 25:00 Min for Stall Selection • 15:00 Min for Payment Completion

Stall 14FF-17-B  
06:15:58 pm

Check Out →

- After desired Stalls are added to cart, User has option to check out and proceed to the payment flow.



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Hall 14FF Booked (1) Available (272) Selected (2) Reserved (0) Unsupported Category (17) Total Stalls (291)

Zoom In Zoom Out Refresh

**STALL DETAILS**

Stall Number	14FF-17-B
Stall Area	9 Sqm
No. of Open Sides	1
Stall Type	Shell Stall
Charges	₹1,84,500

Maximum 2 stall can be selected

1 Stalls Selected 38:28 Time remaining

Total Area 9 Sqm  
Total Maximum Time - 25:00 Min for Stall Selection + 15:00 Min for Payment Completion

Stall 14FF-17-B  
06:15:58 pm

Check Out

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

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### Checkout - Confirm Your Stall Selections

Below are the stalls you've selected. Please review all charges before proceeding. 36:56 Time remaining

Stall Number	Hall	Product Category	Net Payable
14FF-17-B	Hall 14FF	Cosmetics / Jewellery / Nutraceuticals	₹2,17,710

**Stall Information**

Stall Type	Shell Stall
Stall Area	9 Sqm
Rate per Sqm	₹20,500
Participation Charges	₹0
Open Side Premium	1

**Tax Breakdown**

Taxable Amount	₹1,84,500
SGST	₹16,605
CGST	₹16,605
<b>Total GST</b>	<b>₹33,210</b>
<b>Net Payable</b>	<b>₹2,17,710</b>

**TDS Selection**

Will you be Deducting TDS?

☐ Yes ☒ No

**ORDER SUMMARY**

Total Stall Selected	1
Total Area Booked	9 Sqm
TDS Deducted	0%
Total Stall Amount	₹1,84,500
SGST	₹16,605
CGST	₹16,605
Total GST	₹33,210
<b>Total Amount (Incl.GST)</b>	<b>₹2,17,710</b>

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”.

### Payment Mode

Cash  
Cheque / DD  
RTGS / NEFT  
Net Banking  
Debit Card  
Credit Card  
UPI

Transaction ID	2508261783422
Account Number	Generate Challan
IFSC Code	Generate Challan
Amount	Rs. 217710.00
Convenience Fee	Rs. 0.00
GST	Rs. 0.00
Total Bill Amount	<b>Rs. 217710.00</b>

Mobile No :  Optional
Email ID :  Optional

Payer Name :  Optional

*\*Please provide the mobile number for transaction communication & viewing transaction history.*

Generate Challan
Cancel

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

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### Payment Status

**Payment is Pending**

We've received your payment request. Kindly upload your challan receipt on the Booking Details page.

You can access the Booking Details page by clicking the Event Name field below.

Date: 26 Aug 2025 06:25pm

**₹2,17,710**

Payment Summary		
Event Name	Amount	Payment Method
India International Trade Fair 2025 (IITF)	₹2,17,710	NEFT_RTGS
Payment Merchant	Booking Reference ID	Merchant Transaction ID
EazyPay - ICICI	S-20250800094	ICL2508261783422
ITPO Transaction ID		
TXN1756212802138313119		

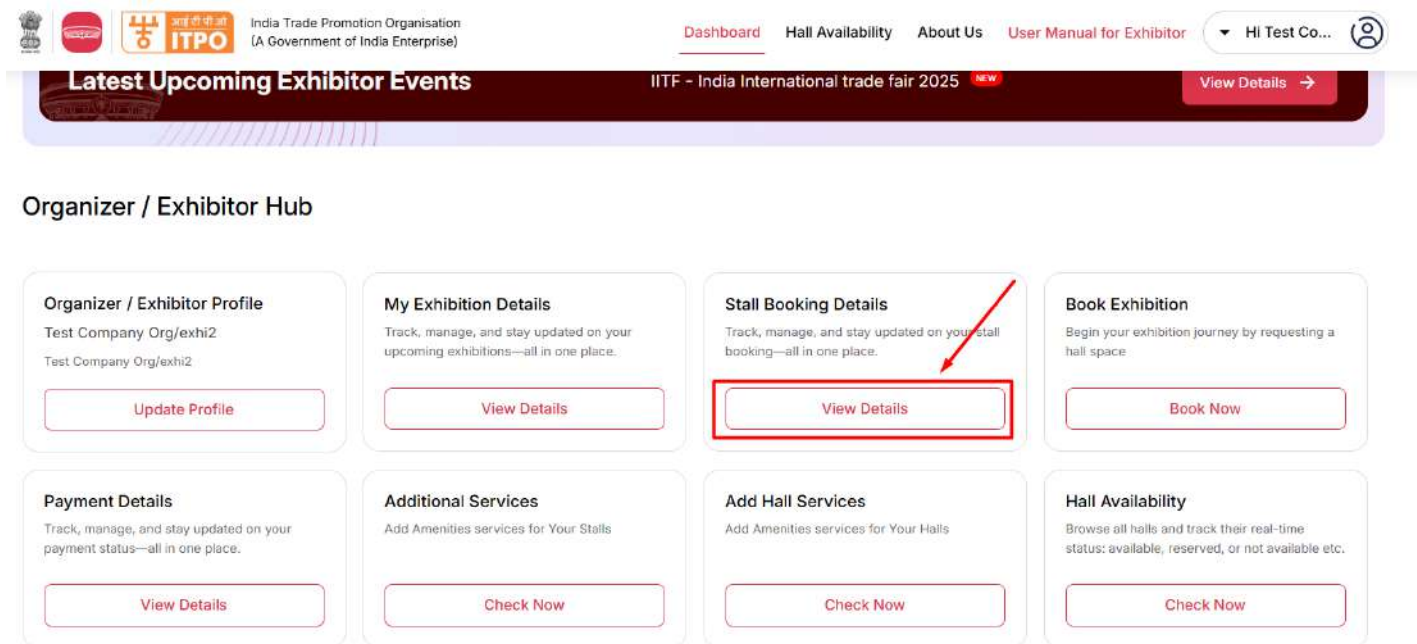
## How to Upload the challan?

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.



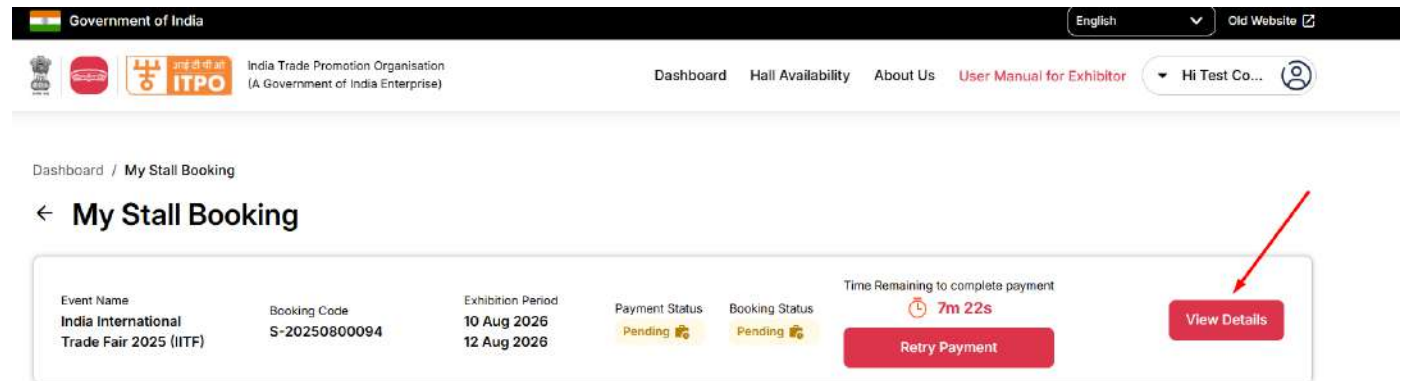
Here are the steps one needs to follow:

1. Go to Dashboard and click on the “View details” button on “My stall bookings” tab.





The screenshot shows the 'Organizer / Exhibitor Hub' dashboard. At the top, there's a header with logos for the Government of India, ITPO, and the India Trade Promotion Organisation. The main navigation bar includes 'Dashboard', 'Hall Availability', 'About Us', and 'User Manual for Exhibitor'. A user profile dropdown shows 'Hi Test Co...'. Below the header, there's a banner for 'Latest Upcoming Exhibitor Events' for 'IITF - India International trade fair 2025'. The main content area is titled 'Organizer / Exhibitor Hub' and contains eight cards. The 'Stall Booking Details' card is highlighted with a red box around its 'View Details' button, and a red arrow points to it.

2. On stall booking listing page, click on view details button for the booking for which user needs to complete challan payment.



The screenshot shows the 'My Stall Booking' page. At the top, there's a header with logos for the Government of India, ITPO, and the India Trade Promotion Organisation. The main navigation bar includes 'Dashboard', 'Hall Availability', 'About Us', and 'User Manual for Exhibitor'. A user profile dropdown shows 'Hi Test Co...'. Below the header, there's a banner for 'Latest Upcoming Exhibitor Events' for 'IITF - India International trade fair 2025'. The main content area is titled 'Organizer / Exhibitor Hub' and contains eight cards. The 'Stall Booking Details' card is highlighted with a red box around its 'View Details' button, and a red arrow points to it.

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	-

Contact Finance Team



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Stall Booking Details

Stall Listing

S.No	Date & Time
1	26 Aug 2025, 06:15 pm

Payment Details

Paid Amounts

Transaction ID	Date & Time
TXN1756212802138313119	26 Aug 2025, 06:23 pm

Contact Finance Team

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

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



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Hi Test Co...

#### 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

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

#### Contact Finance Team

##### Email Support

[finance@bharatmandapam.com](mailto:finance@bharatmandapam.com)

##### Helpline Number

+91 98765 43210

[Need Help?](#)

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”.



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Hi Test Co...

## India International Trade Fair 2025 (IITF)

Organizer - Test Company Org/exh12

Booking Code

S-20250800094

Booking Date

26 Aug 2025

Exhibition Start Date

10 Aug 2026

Exhibition End Date

12 Aug 2026

Booking Status

Confirmed

Payment Status

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 <input checked="" type="checkbox"/> Receipt <input checked="" type="checkbox"/>	-	Success	-	T

Contact Finance Team

Email Support




finance@bharatmandapam.com

Helpline Number

+91 98765 43210

Need Help?

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

India International  
Trade Fair 2025 (IITF)

Booking Code

S-20250800094

Exhibition Period

10 Aug 2026  
12 Aug 2026

Payment Status

Completed

Booking Status

Confirmed

View Details

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Your email address

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