ITPO DOMESTIC FAIRS PORTAL USER MANUAL
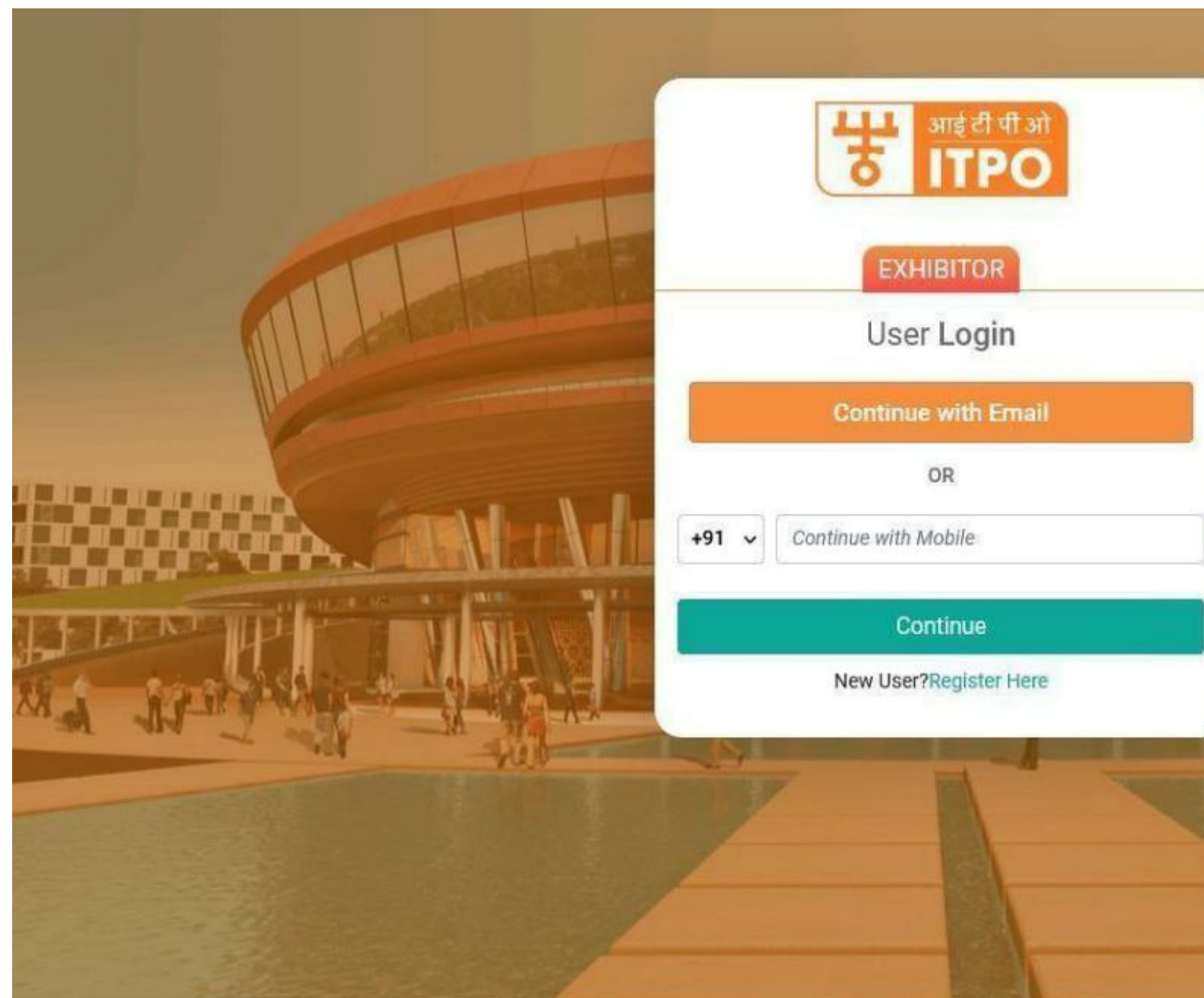
The URL of ITPO's Domestic Fairs Portal is https://domesticbooking.indiatradefair.com

STEPS REQUIRED FOR REGISTERING FOR A FAIR:

1. **Sign-Up / User Registration**
2. **Login**
3. **Company Registration**
4. **Fair Registration**
5. **Verifying on Dashboard**

1). Sign-Up / User Registration.

↰If you have already signed up you can proceed to Step 2 (Login): -

Else, Click on Register Here Button :

- Fill up the user registration form as given below : -

Registration For ITPO

Applicant Country *

Select Country

Company Name/ Firm Name/ Entity Name *

Enter fullname

Email Id (For Communication Purpose)*

Enter email

Mobile Number (For Communication Purpose)*

Enter Mobile

Create Password *

Create password

Re-Enter Password *

Re-Enter Password

☐ **Subscribe to our newsletters and communications about upcoming events.**

Submit

- Please note that numbers and special characters are not allowed in the Company Name/ Firm Name/ Entity Name field.
- Fill up this form and click on Submit.
- On the next screen, you will be asked to Verify OTP.
- Upon Successful registration you will receive confirmation via SMS and Email.

1. **Login (After Successful OTP verification).**
   - Continue to login using the email and password used in Step 1.

- After logging in the Company registration form opens.

1. **Company Registration.**
   - The users who have not yet registered their company/firm will see the company registration form on the landing page after login : -
   - You will require following documents handy while registering your company :
     - PAN (Mandatory) will be the unique identification for a company. Only one company can be registered using a PAN.
     - GSTIN (If Applicable)

Setup Your Company Profile

This is a Company Registration form , kindly keep the following documents handy:-
- Company's PAN Card
- GSTI Number
- Bank Account Documents

Business Details

1. Company Details

* Kindly note that this registration is a one time process and is valid for all the events.

Type of Company*

Select Your Company Type

Company Name / Firm Name / Entity Name *

Do you have GSTIN ?!
○ Yes
○ No

Company Address (Company Address Should be as per GST Registration)

Country Name: *   State *   City *

Select Your Country   Please select a State   City

Address Line1 *

Address Line2 *

PIN Code *

Company Registration Details

Company PAN *(Permanent Account Number)

Enter Last 3 Characters Of
GSTI Number *

Confirm Your GSTIN No. ○

Business Type *

Select Business Type

2. Contact Details

Contact Person Name *   Contact Person Designation *

Email Id (For Communication) *   Mobile Number(For Communication)*

Landline Number(For Communications)

Senior Executive Name

Senior Executive Email Id   Senior Executive Mobile

Website (If Any)

○ I hereby declare, affirm, and verify that the information provided by me in the registration form for India Trade Promotion Organisation (I.T.P.O) is true and as per the original documents available with me and can be produced on demand at any point of time for verification purposes by the I.T.P.O. I understand, agree and undertake that in the event of any of the information provided by me being found false, misleading and incorrect at any stage, I shall be liable to be blacklisted / debarred from participating in any future events in I.T.P.O and that I.T.P.O reserves its rights and remedies to proceed against me as per applicable laws including criminal prosecution.

Next

- After filling up the form, check and agree to the declaration and click on **Next**.
- Upon successful submission of the form, you will see a successful company registration page along with an SMS and Email confirmation on your registered mobile number and email id.

- On this page you can proceed straight to register for an upcoming events by clicking on Register for the Event Now button.

1. **Fair Registration**
   - Go to All Exhibitions -> Upcoming Exhibitions
   - You will see a list of Upcoming Exhibitions.

ITPO

Dashboard

- Dashboard
- Exhibitions >
- Booked Stall List
- Booked Service List
- Buy Services >
- Association Members >
- Company Setup >
- Bank Account Setup >

NEW! India International Footwear Fair 2024 Event Registra

Dashboard

Glance

Event(s) Registration Status

Fair	Company	Categor
8th India International Footwear Fair 2024	ITPO Company	Machin
8th India International Footwear Fair 2024	Kreesto	Footwe

All Upcoming Events

8th India International

📅 **Event Date**

08 August 2024 to 10 August 202...

📅 **Registration Starts**

22 May 2024

For any technical query or assistance related...
Landline No.- **011-2337 8808** or Email at **technicalsu...**

Dashboard

Exhibitions ⌄

Upcoming Exhibitions

Registered Exhibitions

Booked Stall List

Booked Service List

Buy Services ›

Association Members›

Company Setup ›

Bank Account Setup ›

- Click on Register Button to register for the Fair.
- A Registration form will appear as:
- You will be asked to select your company for which the participation is intended.

- Dashboard

Exhibitions ⌄

Upcoming Exhibitions

Registered Exhibitions

- Booked Stall List

- Booked Service List

- Buy Services ›

- Association Members ›

- Company Setup ›

- Bank Account Setup ›

Registration form for 8th India International Footwear Fai

Select Your Company Name*

| Select Your Company ⌄ |

Whether you are registered MSME*

Products to be Displayed(Please fill this information carefully as it wil
listing in Fair Directory)*

Whether you are a member of Confederation of Indian Footwear Indus

Whether you are a member of any other trade association*

PAN Card of the Company* **(gif, jpg, png, jpeg, pdf, Max. 2mb allow**

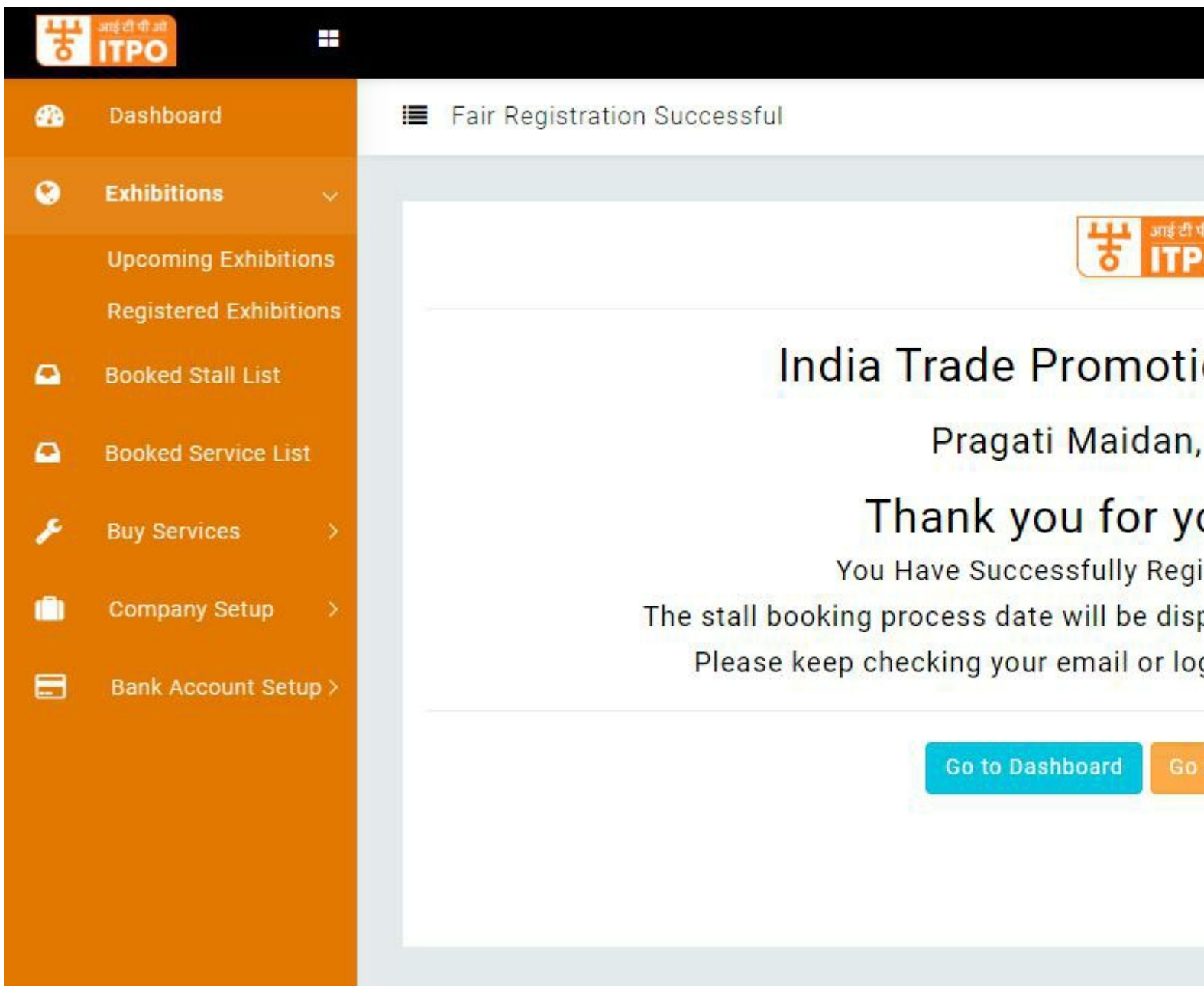**GSTIN** Certificate/Declaration of the Company* **(gif, jpg, png, jpeg, p
allowed)**

How much area would you like to book (in sq. mtrs.)*

**Please check and confirm the GSTIN and the corresponding
now. No changes will be all**

Will the invoicing address for this event be the same as per the GST
you during Company Registration (registered GSTIN displayed above

- Next you will be required to select a participation category from the drop-down list.
- Next you will be asked to reconfirm your GSTIN. Please note that the GSTIN once confirmed will not be changed under any circumstances.
- After clicking next your event registration is complete.

- After Submission you will see the following Screen :

Step 4 – After completion of the process, you will receive SMS and Email confirmations on the same, however you can verify your Fair Registration by going to the Dashboard, where you will see your registered fair in the **GLANCE** as:

- Click on Dashboard
- You will be able to see Event Registration Status.

ITPO
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- Dashboard
- Exhibitions >
- Booked Stall List
- Booked Service List
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NEW! India International Footwear Fair 2024 Event Registrat

Dashboard

Glance

Event(s) Registration Status

Fair	Company	Categor
8th India International Footwear Fair 2024	tamil unregisterd	Footwe
8th India International Footwear Fair 2024	ITPO Company	Machin