

# ITPO DOMESTIC FAIRS PORTAL USER MANUAL FOR REGISTRATION PROCESS

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. Event Registration
5. Verifying on Dashboard

### Step 1). Sign-Up / User Registration.

➤ If you have already signed up you can proceed to **Step 2 (Login)**.  
If you are a new user, Click on Register Here Button as shown below : -

Latest Update

### INDIA TRADE PROMOTION ORGANISATION NOTICES

**NEW** IILF Chennai 2025 - Online Registration for Indian Participants will open at 11 am on November 21, 2024.

**NEW** IITF 2024- Online Bookings for Hall 14 First Floor will close on November 11, 2024.

**NEW** IITF 2024 - Revised Design Guidelines.

**NEW** IITF 2024 - Important Information regarding Cargo

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

Registration For ITPO

Applicant Country \*

Canada

Organisation Type \*

Private  Group

Company Name/ Firm Name/ Entity Name \*

Canada

Email Id (For Communication Purpose) \*

Enter email

Mobile Number (For Communication Purpose) \*

9999999999

Create 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 Email.

## Step 2.) Login (After Successful OTP verification).

- Continue to login using the email and password used in Step 1.

The screenshot displays two side-by-side panels. The left panel is the 'EXHIBITOR User Login' page, featuring the ITPO logo at the top. Below the logo, it says 'EXHIBITOR' and 'User Login'. There are two main login options: 'Continue with Email/User ID' and 'Continue with Mobile - Only for Indian Users'. The mobile login option includes a dropdown menu for the country code (currently set to '+91') and a text input field for the mobile number. A 'Continue' button is located below the input fields. At the bottom of the login panel, there is a link for 'New User? Register Here' and a red text block providing technical support contact information: 'For any technical query or assistance related to registration and booking, please contact Landline No.- 011-2337 8808 or Email at technicalsupport@itpo.gov.in, available from 10 AM to 6 PM'. The right panel is titled 'Latest Update' and 'INDIA TRADE PROMOTION ORGANISATION NOTICES'. It lists three notices, each preceded by a 'NEW' starburst icon: 1. 'IILF Chennai 2025 - Online Registration for Indian Participants will open at 11 am on November 21, 2024.' 2. 'IITF 2024- Online Bookings for Hall 14 First Floor will close on November 11, 2024.' 3. 'IITF 2024 - Revised Design Guidelines.' A fourth notice is partially visible at the bottom: 'IITF 2024 - Important Information regarding Cargo'.

- After logging in, the Company registration form opens.

### Step 3.) Company Registration.

- The users who have not yet registered their company/firm will see the company registration form on the landing page after login. If you have already completed Company Registration, you may skip to Step 4, which is 'Event Registration' : -
- You will require following documents handy while registering your company :
  - Company registration or TAX Registration Number (Mandatory) will be the unique identification for a company. Only one company can be registered using one Company/TAX registration number.
  - Company or Tax Registration document upload.

**ITPO** Canada

Setup Your Company Profile

**Domestic participants , kindly keep the following documents handy:-**

- Company's PAN Card
- GSTI Number

**Foreign participants , kindly keep the following documents handy:-**

- Company / TAX Registration Number
- Company / TAX Document Soft Copy

**Note :** For any technical query or assistance , kindly contact Tel.No- +91 11-2337 8808 or Email at [technicalsupport@itpo.gov.in](mailto:technicalsupport@itpo.gov.in)

### 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 \*  
Enter Company Name

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

Country Name: Select Your Country State/Province \* Please select a State City \* City

Address Line1 \*  
Enter

Address Line2  
Enter

ZIP Code \*  
Enter ZIP Code

**Company Registration Details**

Company / TAX Registration Number \*  
Enter TAN Number

Company / TAX Registration Document \*  
Browse... No file selected.

**2. Contact Details**

Contact Person Name \*  
Enter Contact Person Name

Contact Person Designation \*  
Enter Contact Person Designation

Email Id (For Communication) \*  
Enter Company Email Id

Mobile Number(For Communication)\*  
Enter Company Mobile Number

Landline Number(For Communication)  
Enter Company Landline Number

Senior Executive Name  
Enter Company Executive Name

Senior Executive Email Id  
Enter Company Executive Email Id

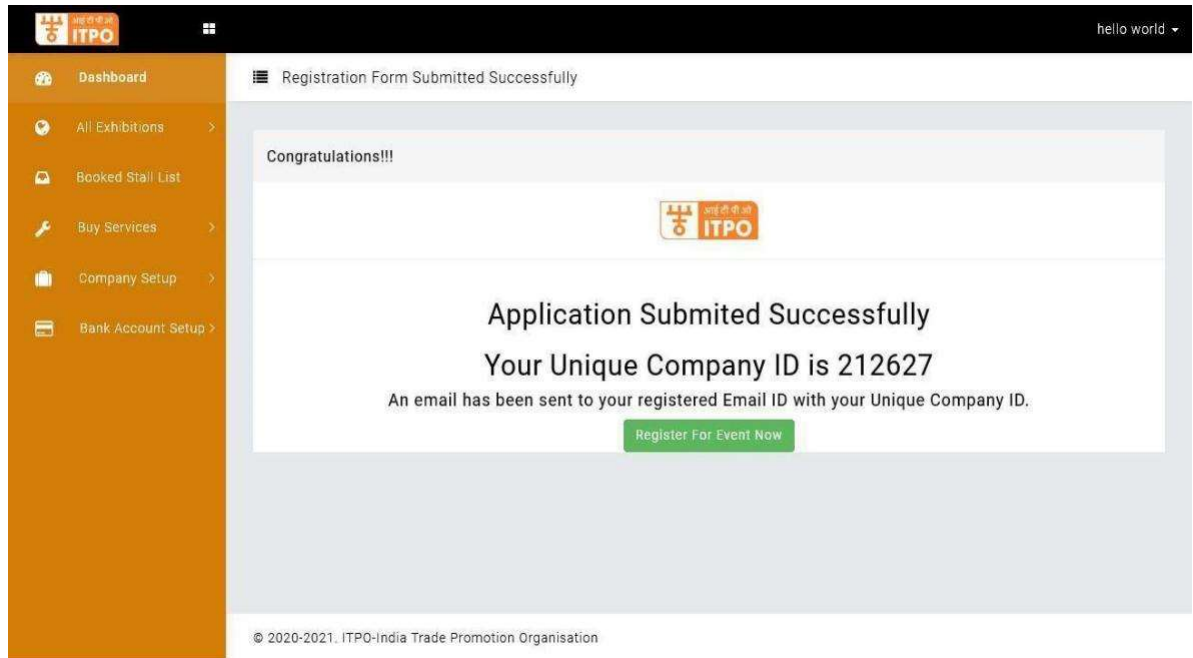
Senior Executive Mobile  
Enter Company Executive Mobile Number

Website (If Any)  
Enter Website

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**.

## Step 4.) Event Registration

- After Logging in, in the left-hand menu, Go to **Exhibitions -> Upcoming Exhibitions**
- You will see a list of Upcoming Exhibitions.



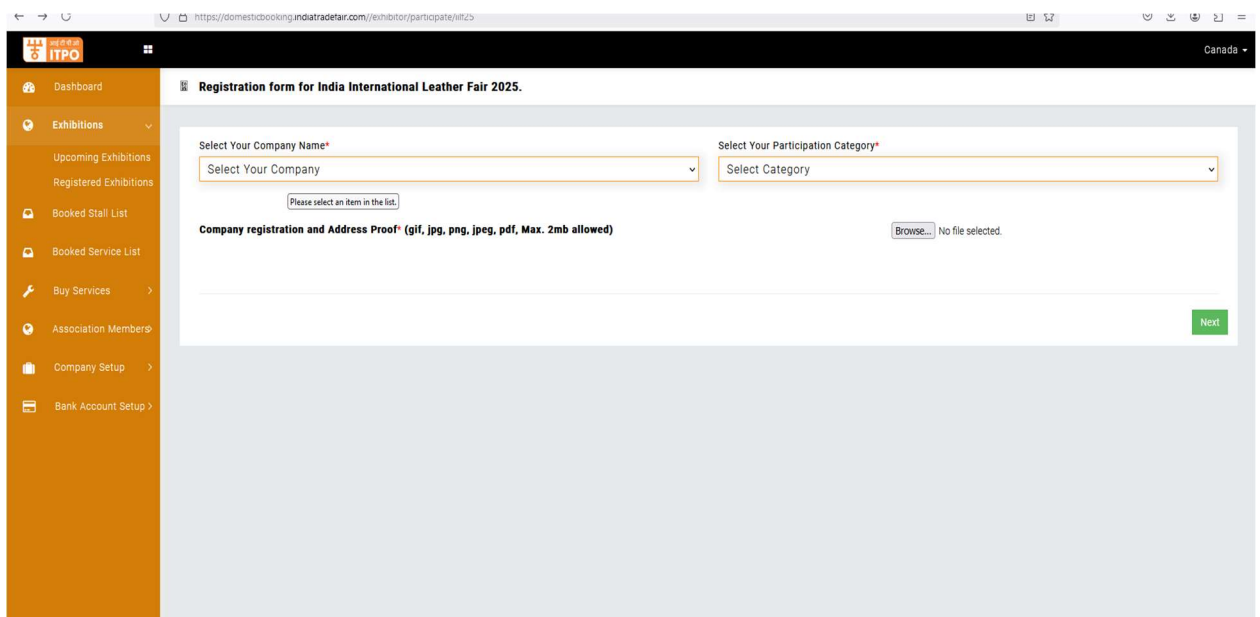
The screenshot shows the ITPO dashboard with a sidebar menu on the left containing options like Dashboard, Exhibitions, Upcoming Exhibitions, Registered Exhibitions, Booked Stall List, Booked Service List, Buy Services, Association Members, Company Setup, and Bank Account Setup. The main content area is titled 'All Upcoming Events' and lists two events:

- India International Leather Fair 2025**
  - Event Date: 01 February 2025 to 03 February 2025
  - Event Location: Chennai Trade Centre, Chennai
  - Registration Starts: 21 November 2024
  - Stall Booking Opens: To Be Notified.
- INDIA INTERNATIONAL TRADE FAIR 11/2024**
  - Event Date: 14 November 2024 to 27 November 2024
  - Event Location: Bharat Mandapam - New Delhi
  - Registration Starts: 28 August 2024
  - Stall Booking Opens: To Be Notified.

Each event entry includes a circular logo, a 'Details' button, a 'Registration' button, and an 'Event Registration User manual' button. At the bottom, there is contact information for technical queries: Landline No.- 011-2337 8808 or Email at [technicalsupport@itpo.gov.in](mailto:technicalsupport@itpo.gov.in), available from 10 AM to 6 PM. The footer mentions © 2020-2021. ITPO-India Trade Promotion Organisation.

- Click on **Registration** Button to register for the Fair.

- A Registration form will appear as given below:

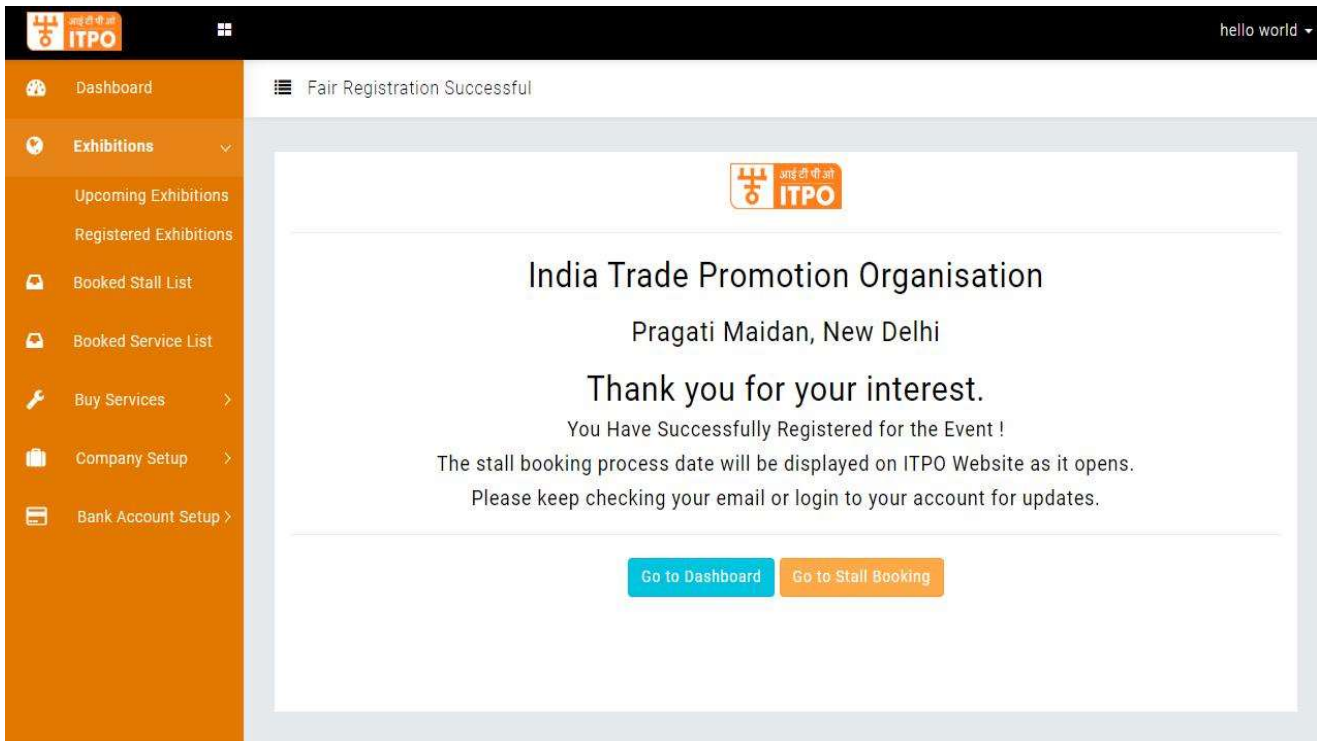


The screenshot shows the registration form for the India International Leather Fair 2025. The form is titled 'Registration form for India International Leather Fair 2025.' and includes the following fields:

- Select Your Company Name\***: A dropdown menu with the placeholder text 'Select Your Company'.
- Select Your Participation Category\***: A dropdown menu with the placeholder text 'Select Category'.
- Company registration and Address Proof\* (gif, jpg, png, jpeg, pdf, Max. 2mb allowed)**: A file upload field with a 'Browse...' button and the text 'No file selected.'.

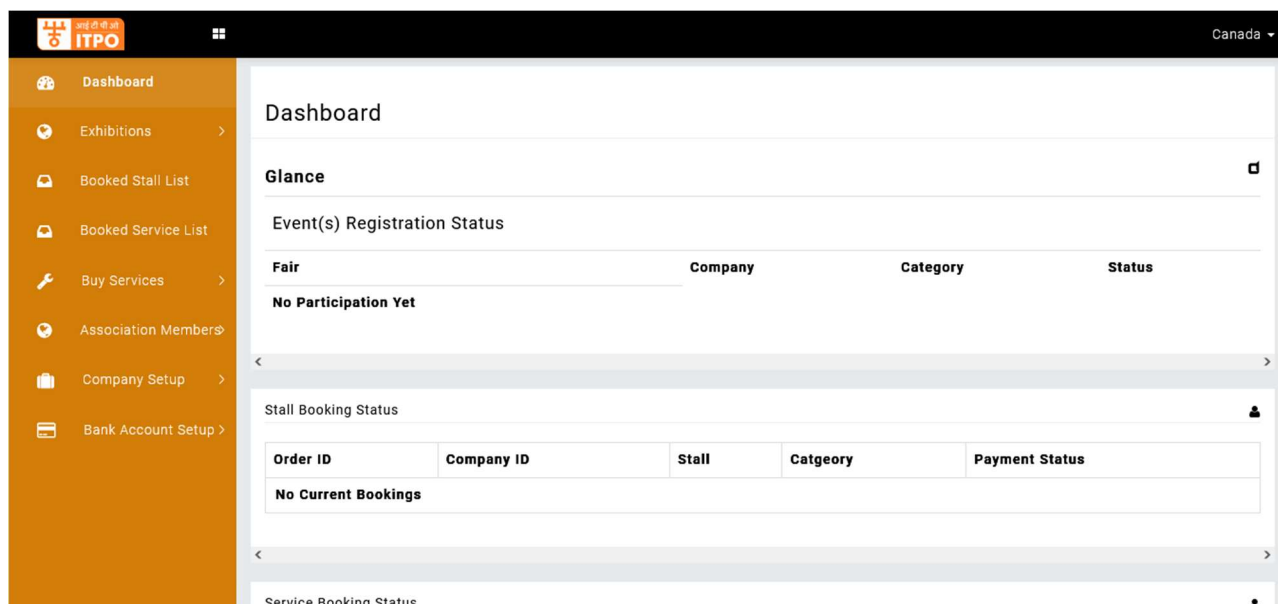
A 'Next' button is located at the bottom right of the form. The sidebar menu on the left is the same as in the previous screenshot.

- Next you will be required to select your company name and a participation category from the drop-down list.
- Next you will be asked to upload your Company Registration or Company Address proof (gif, jpg, png, jpeg, pdf, Max. 2mb allowed)
- After Submission you will see the following Screen :



**To view you dashboard** – After completing all the processes you will receive Email confirmations regarding the registration. However you can also 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.



For any technical queries regarding registration and booking, please contact with details/screenshots of the issue:

Email : [technicalsupport@itpo.gov.in](mailto:technicalsupport@itpo.gov.in), [tkpant@itpo.gov.in](mailto:tkpant@itpo.gov.in)

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