



USER MANUAL

For IILF Chennai Account Creation and Registration

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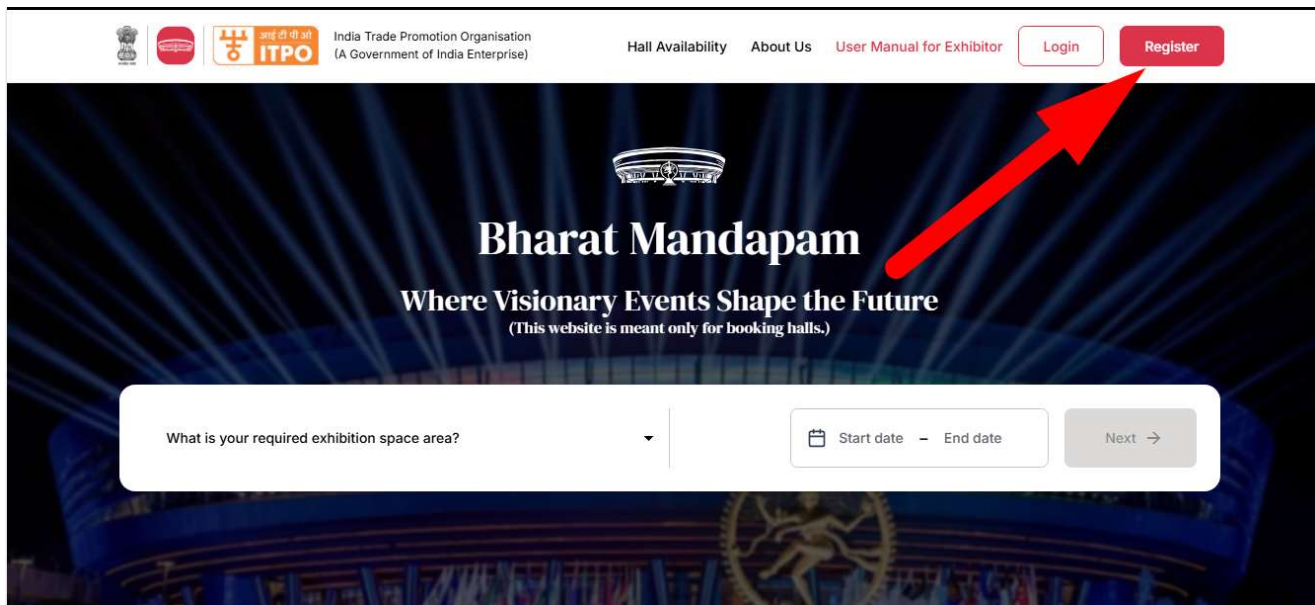
IILF Registration and Document Upload

All interested exhibitors will be required to create a NEW account (mandatory) and complete the registration process through the portal. The link for creation of account is: <https://booking.indiatradefair.com/create-organiser>

After registration, they would be allowed to book stalls for the event when the booking opens.

Indian User Registration/Account Creation

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



2. After clicking the 'Registration' button, the user will be redirected to the registration form, where they must fill in all the required details to complete the registration process.
 - a) Purpose of Account creation Select "Stall and F&B Food Court Booking As Exhibitor At ITPO Fairs" if User wants to register as Exhibitor.
 - b) Company name
 - c) Organiser / Contact Person Name
 - d) Email
 - e) Mobile number
 - f) New Password
 - g) New Password (Confirmation)



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← Create New Organiser/Exhibitor Account

Effortless Venue Management Starts Here

I would like to create account for:

☐ Hall Booking As Organiser At Bharat Mandapam
☒ Stall and F&B Food Court Booking As Exhibitor At ITPO Fairs
☐ Both

Organiser/Firm Details and Address of correspondence

Type of Company * Company Name *

Select Company Type Enter your Company Name

Organiser / Contact Person Name *

Enter your Organiser / Contact Person Name

Email * Mobile Number *

- After filling in all the details, the organizer clicks the 'Submit' button, which redirects them to their Edit Profile section. On this page, the exhibitor can view and update all their details.

Basic details

- Organiser / Contact Person Name
- Company Name
- Type of Company

Note: All the details are pre-filled, and the information is not editable.

1 Basic Details
2 Finance Details
3 Bank Details

Basic Details

Organiser / Contact Person Name * Company Name * Type Of Company *

Prod test dummy stall Prod test dummy stall State Ministry/Department

Address

Country * State *

Location

Address Details

- d. Country
- e. State
- f. City/District
- g. Registered Addressed line1
- h. Address Line 2
- i. Pin-Code

The exhibitor is required to fill in all the above-mentioned information.

Address	
Country *	State *
India	
City/District *	Registered Address Line1 *
	REGISTERED ADDRESS
Address Line 2	PIN Code *
REGISTERED ADDRESS	PIN CODE

2. Exhibitor Contact Details

- a. Mobile Number
- b. Email
- c. Whatsapp
- d. Website
- e. STD Code
- f. Landline Number

After filling in all the information, the 'Next' button is enabled, and the user is redirected to the Finance Details page.

Organiser / Exhibitor Contact Details	
Mobile *	Email *
9454224067	utkarsh.singh+91@daffodilsw.com
Whatsapp 	Website:
ENTER WHATSAPP NUMBER	WEBSITE URL
STD Code	Landline Number
STD CODE	LANDLINE NUMBER
Next	

3. 1. Finance Details

In this section, the exhibitor is required to provide their finance details. Indian Applicants are requested to keep ready scanned copies of the following documents beforehand: PAN card, GST Certificate (if GST registered) and Company's cancelled cheque. Format: PNG, JPEG or PDF, size: 2 KB to 1.6 MB

- a. PAN
- b. TAN
- c. Upload Pan Number
- d. Upload Tan Number
- e. CIN
- f. GST
- g. GSTIN

Basic Details

2 Finance Details

3 Bank Details

Finance Details

PAN *

PAN NUMBER

Eg. ABCDE1234F

Upload PAN Number *

Upload

Kindly upload PNG, JPEG and PDF. Size between 2KB to 1.6MB

TAN

TAN NUMBER

Eg. ABCD12345F

Upload TAN Number

Upload

Kindly upload PNG, JPEG and PDF. Size between 2KB to 1.6MB

CIN

CIN

Eg. U74999MH2011PTC223344

Upload Company/Proof of CIN

Upload

Kindly upload PNG, JPEG and PDF. Size between 2KB to 1.6MB

Are You a Startup?

☒ Yes
 ☐ No

Upload Valid DPIIT Certificate *

Upload

Kindly upload PNG, JPEG and PDF. Size between 2KB to 1.6MB

GST *

Registered

GSTIN *

07AJHPS8080Q1Z8

Verify

Eg. 27ABCDE1234F1Z5

Upload GST Registration Certificate *

Upload

Kindly upload PNG, JPEG and PDF. Size between 2KB to 1.6MB

6.1. Bank Details (for e-refund)

Here, the exhibitor adds their bank details so that any refunds from ITPO can be credited directly to this account and the exhibitor fills in all the required details.

- Party/Beneficiary Name
- IFSC Code
- Bank Account Number
- Name of the Bank
- Bank Branch Name
- Account Type
- Cancelled Cheque

Bank Details (for e-refund)

Party/Beneficiary Name *
ACCOUNT HOLDERS NAME

IFSC Code *
ENTER IFSC CODE

Bank Account Number *
ENTER ACCOUNT NUMBER

Name of the Bank *
ENTER BANK NAME

Bank Branch Name *
ENTER BANK BRANCH NAME

Account Type *

Cancelled Cheque *
Upload

Kindly upload PNG, JPEG and PDF. Size between 2KB to 1.6MB

☐ I hereby declare that all the information provided is true and correct to the best of my knowledge. *

After filling in all the information, the 'Submit' button becomes enabled, and the exhibitor is redirected to the Dashboard.





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Hi JAKESH ...

Welcome to Bharat Mandapam



ORGANIZER / EXHIBITOR PROFILE
Pending

UPCOMING STALL
No Upcoming Exhibitions

Organizer / Exhibitor Hub

Organizer / Exhibitor Profile
JAKESH SETHI
JAKESH SETHI

Update Profile

Stall Booking Details
Track, manage, and stay updated on your stall booking—all in one place.

View Details

Payment Details
Track, manage, and stay updated on your payment status—all in one place.

View Details

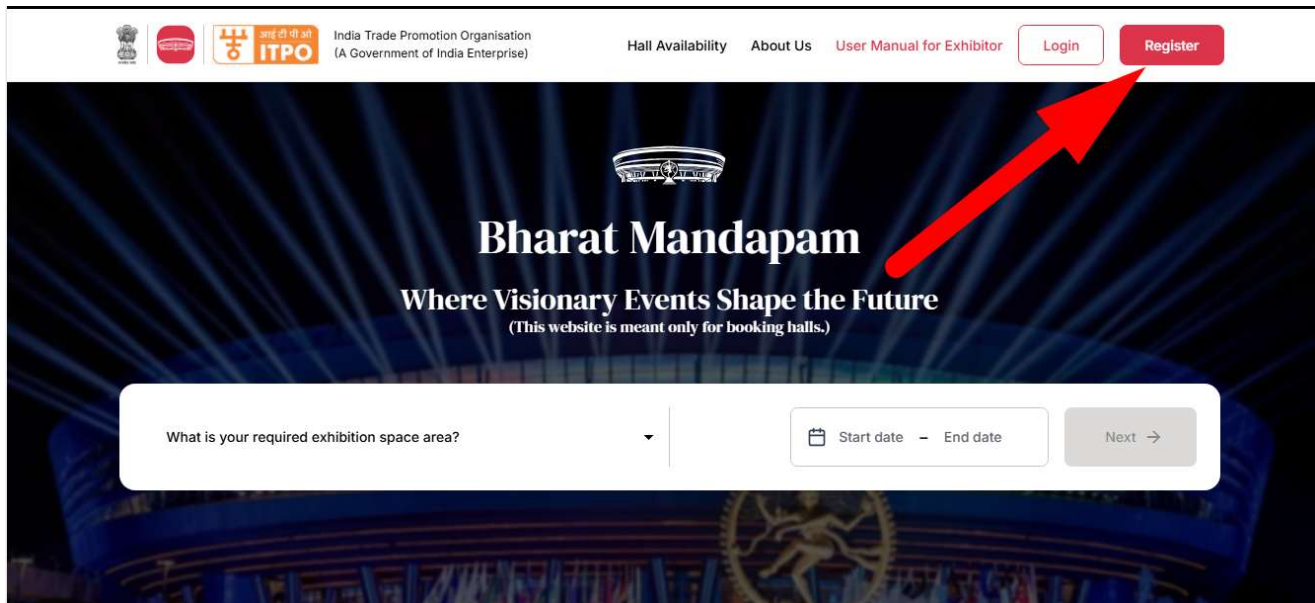
Additional Services
Add Amenities services for Your Halls

Check Now

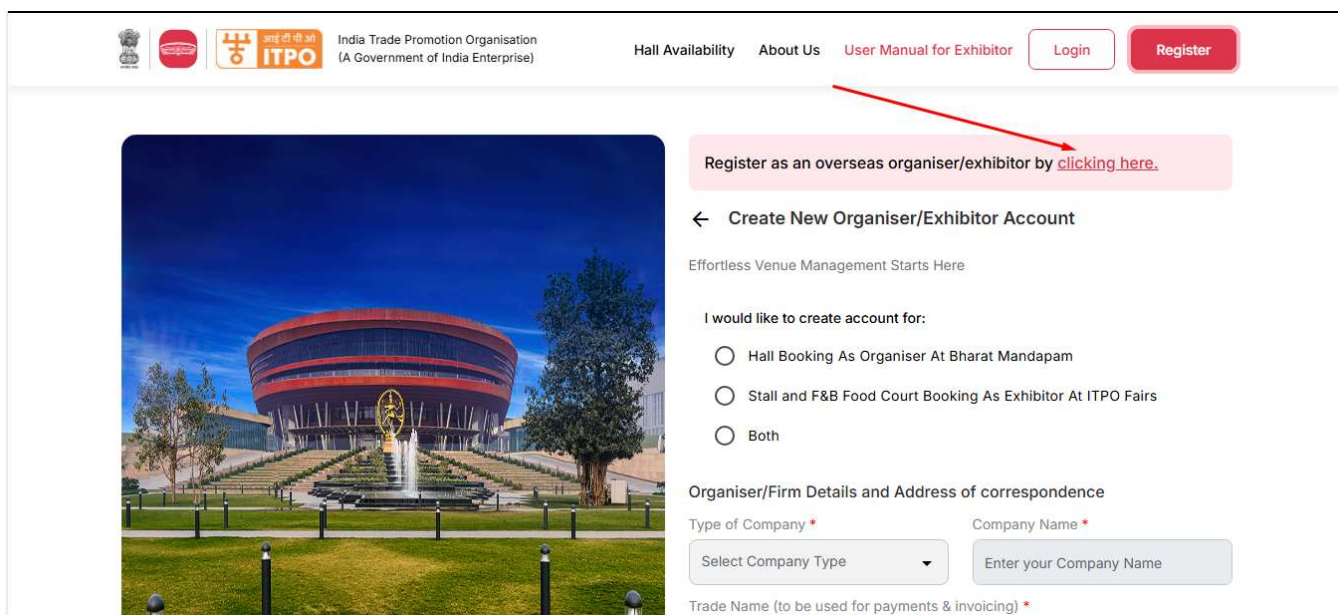
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Overseas User Registration/Account Creation

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



2. After clicking on the Registration, user has to click "Register as an overseas organizer/exhibitor".



3. After clicking the 'Registration' button, the user will be redirected to the registration form, where they must fill in all the required details to complete the registration process.

- a. Company name
- b. Organiser / Contact Person Name
- c. Email
- d. Mobile number
- e. New Password
- f. New Password (Confirmation)



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Hall Availability About Us User Manual for Exhibitor Login Register

← Create New Organiser/Exhibitor Account (Overseas)

Company Name *

Enter your Company Name

Organiser / Contact Person Name *

Enter Organiser / Contact Person Name

Email ID *

Enter your Email ID

Country Code * Phone/Mobile Number *

Select an option Enter your Phone/Mobile Number

New Password *

Enter new password

4. After filling in all the details, the organizer clicks the 'Submit' button, which redirects them to their Edit Profile section. On this page, the exhibitor can view and update all their details.

5. Basic details

- a. Organiser / Contact Person Name
- b. Company Name
- c. Email ID
- d. Country Code
- e. Phone Number

Note: All the details are pre-filled, and the information is not editable.





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▼ Hi Aniket C... 

1 Basic Details

2 Organiser / Exhibitor Contact Details

3 Upload Documents

Company Name *

Overseas_aniket_testing

Organiser / Contact Person Name *

Aniket Chaudhary

Email ID *

aniketch1999@gmail.com

Country Code *

+91 - India ▼

Phone/Mobile Number *

8383937216

Address

Country *

Algeria ▼

State *

Aïn Defla ▼

City *

Algeria_city_2

Registered Address Line 1 *

Sector-66

Address Line 2

near CCA school

ZIP / PIN Code *

122007

4. Address Details

- a. Country
- b. State
- c. City/District
- d. Registered Addressed line1
- e. Address Line 2
- f. Pin-Code

The exhibitor is required to fill in all the above-mentioned information.

Address

Country *	State *
India ▼	▼
City/District *	Registered Address Line1 *
▼	REGISTERED ADDRESS
Address Line 2	PIN Code *
REGISTERED ADDRESS	PIN CODE

5. Exhibitor Contact Details

- a. Name
- b. Email
- c. Designation
- d. Country Code
- e. Phone Number

After filling in all the information, the 'Next' button is enabled, and the user is redirected to the Finance Details page.

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Hi Aniket C...

Organiser / Exhibitor Contact Details (Optional)

Primary

Name	Email	Designation
Enter name	Enter email	Enter designation
Country Code	Phone/Mobile Number	
+62 - Indonesia ▼	8383937217	
Add Reset		

Back

Next

6. Upload Document

In this section, the exhibitor is required to provide their company registration certificate or address proof.

The screenshot shows the 'Upload Documents' step of the registration process. At the top, there are logos for the Government of India, ITPO, and the India Trade Promotion Organisation (A Government of India Enterprise). Navigation links include 'Dashboard', 'About Us', 'User Manual for Exhibitor', and a user profile dropdown for 'Hi Aniket C...'. A progress bar at the top indicates three steps: 'Basic Details', 'Organiser / Exhibitor Contact Details', and '3 Upload Documents'. The main area contains a box for 'Upload Company Registration Certificate / Company Address Proof' with a green checkmark and an 'Upload' button. Below this, a file named 'IILF Chennai 2026-CC.pdf (788.27 KB)' is listed. At the bottom, there are 'Back' and 'Submit' buttons.

After filling in all the information, the 'Submit' button becomes enabled, and the exhibitor is redirected to the Dashboard.

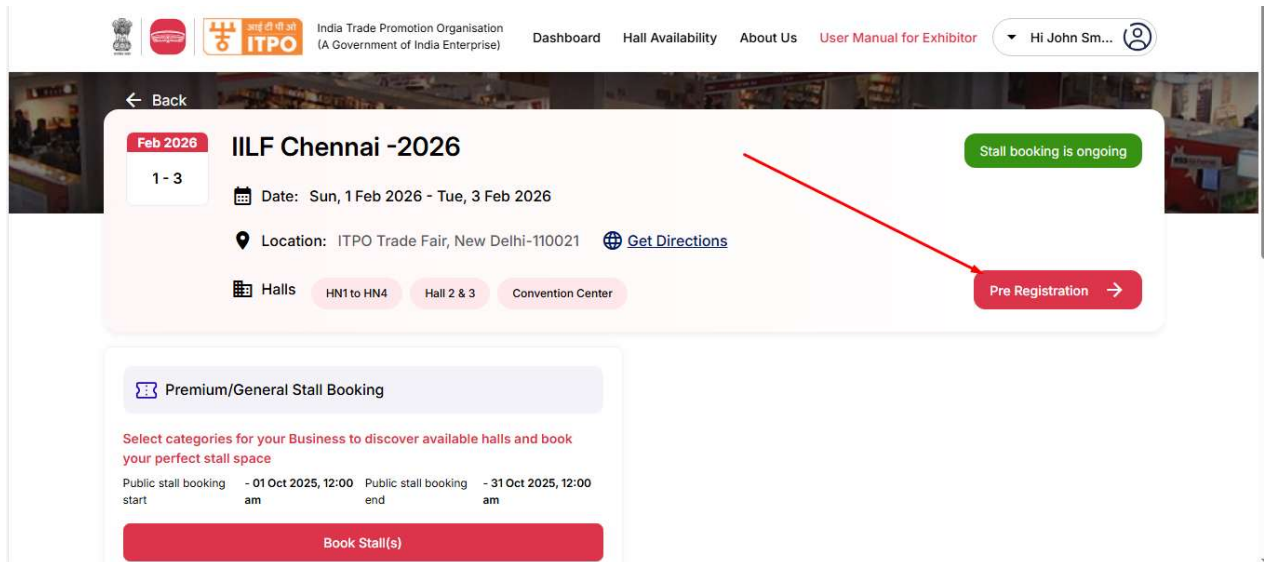
The screenshot shows the exhibitor dashboard. At the top, there are logos for the Government of India, ITPO, and the India Trade Promotion Organisation (A Government of India Enterprise). Navigation links include 'Dashboard', 'About Us', 'User Manual for Exhibitor', and a user profile dropdown for 'Hi Aniket C...'. The main area features a 'Welcome to Bharat Mandapam' header. Below this, there are two cards: 'ORGANIZER / EXHIBITOR PROFILE Completed' with a green checkmark, and 'UPCOMING EVENT IILF Chennai -2026 February, 2026' with a red '1' icon. A section titled 'Latest Upcoming Exhibitor Events' highlights 'IITF - India International trade fair 2025' with a 'View Details' button. A banner at the bottom states 'Its who will use Corporate NetBanking (Maker Checker) for Online Stall Bookings starting 2.00 PM on September 15, 2025'.

Organizer / Exhibitor Hub

The screenshot shows the 'Organizer / Exhibitor Hub' section. It contains two cards. The first card, 'Organizer / Exhibitor Profile', shows the profile of 'Overseas_aniket_testing' (Aniket Chaudhary) and has an 'Update Profile' button. The second card, 'Stall and F&B Booking Details', provides instructions to 'Track, manage, and stay updated on your stall booking—all in one place.' and has a 'View Details' button.

Pre-Registration for IILF

1. User can view the IILF section on the **Dashboard** page as well as on **Homepage** and on clicking **View Details**, user would be redirected to the IILF Detail page.
2. User has option to apply **Pre-Register** (Product Category selection) for the **IILF** event.



3. User has options to select **Product Categories** from the **Pre-Registration** page.
4. After selection user can submit the page and get the success message of the Product Category Selection.





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Hi Aniket C...
 

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Feb 2026

1 - 3

IILF Chennai -2026


Date: Sun, 1 Feb 2026 - Tue, 3 Feb 2026


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


Halls

HN1 to HN4

Hall 2 & 3

Convention Center

Stall booking is ongoing

PRE REGISTER FOR THE EVENT

Confirm Your Product Category

☐ Services related to Leather Industry - Laboratory Accreditation, Technical Solutions

☐ Chemicals

☐ Finished Leather, Leather Goods, Fashion Accessories

☒ Machinery, Equipment and Technology

☐ Components, Footwear Components, Materials, Synthetic Materials

Submit

- Once user submits the Product Category, they have option to Edit the Product category from the Event Details page.