



# **USER MANUAL – INDIA INTERNATIONAL TRADE FAIR 2025**

For General/Premium Exhibitor Stall Booking and  
Payment



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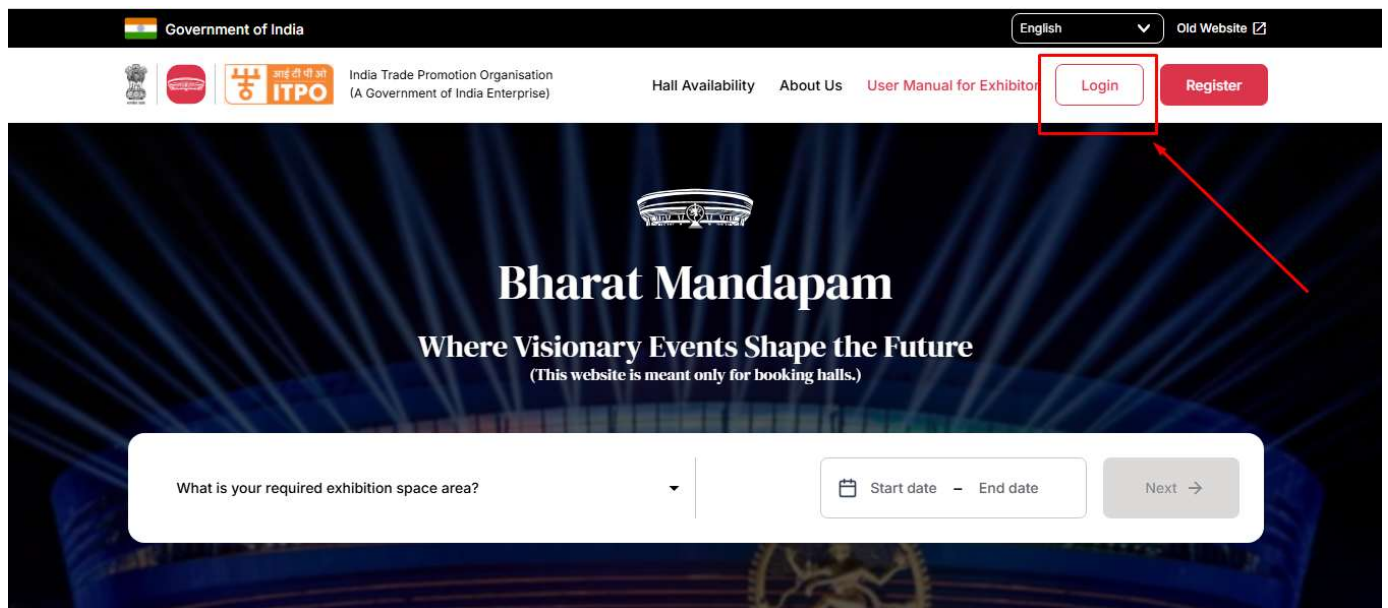
# 1. Registration & Login

## 1. New Exhibitors Registration

- If you are a new exhibitor, you must first register yourself on the portal.
- After completing the registration process, you can proceed with stall booking.

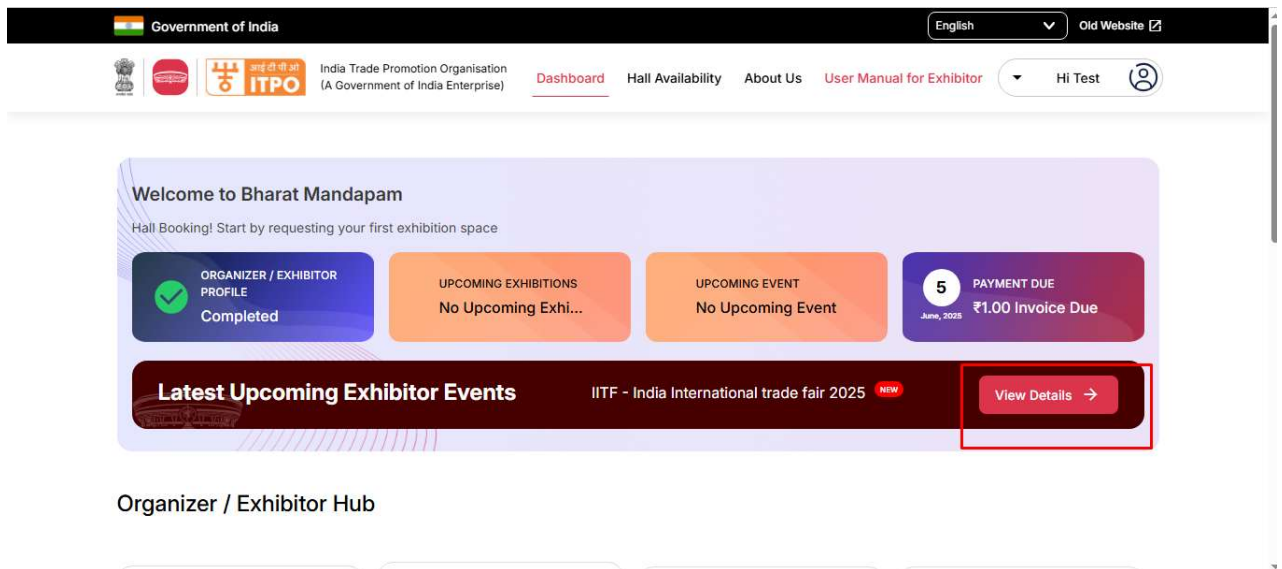
## 2. Login Process

- Visit the official booking website: <https://booking.indiatradefair.com/>.
- On the homepage, click on the **Login** button.
- Alternatively, you can directly access the login page via: <https://booking.indiatradefair.com/login>.
- Enter your login credentials to proceed.

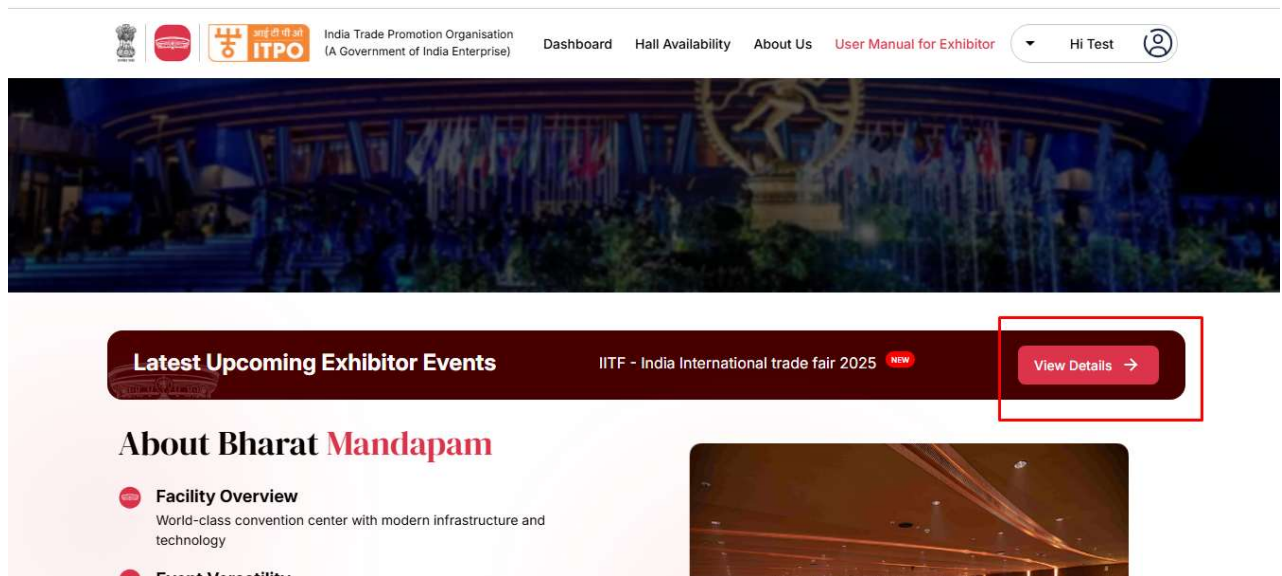


# 2. Accessing IITF 2025 Event

1. After successful login, navigate to the **Dashboard** and click **View Details** under **IITF – India International Trade Fair 2025**.

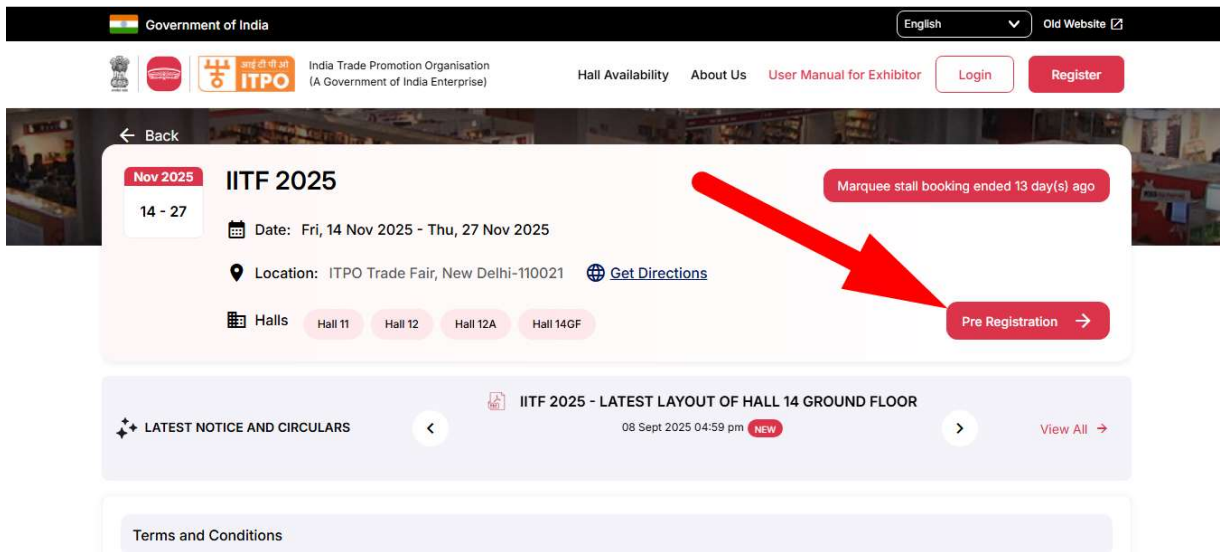


2. You can also find the **IITF 2025** section on the homepage and click **View Details** to access the **Event Details Page**.

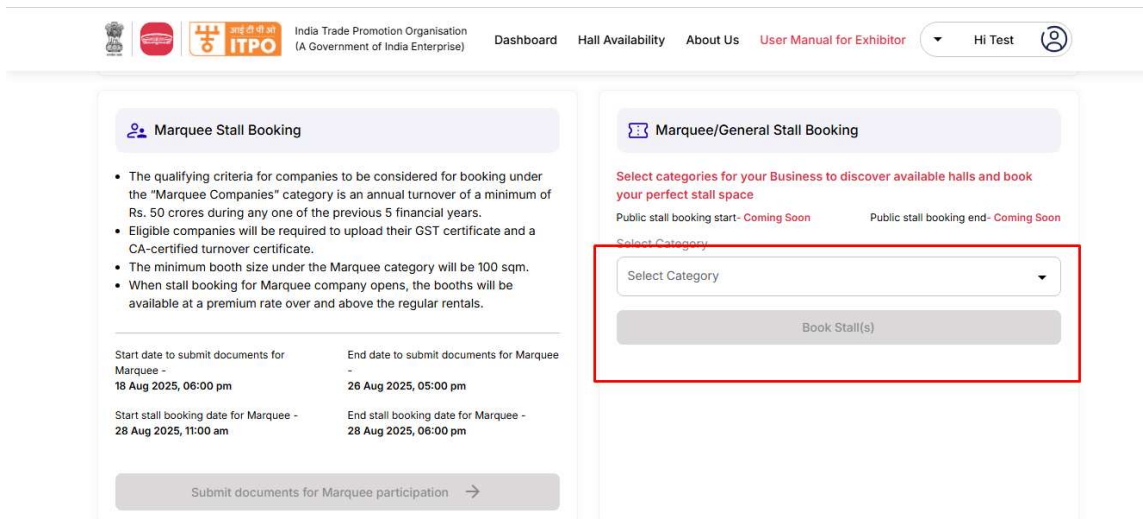


### 3. Selecting Category & Proceeding for Stall Booking

1. On the **Event Details Page**, select your **Product Category**.
  - If already selected earlier, you can either **edit** the category or directly proceed with **Stall Booking**.



2. From the dropdown menu, choose the required category and click on **Book Stall**.

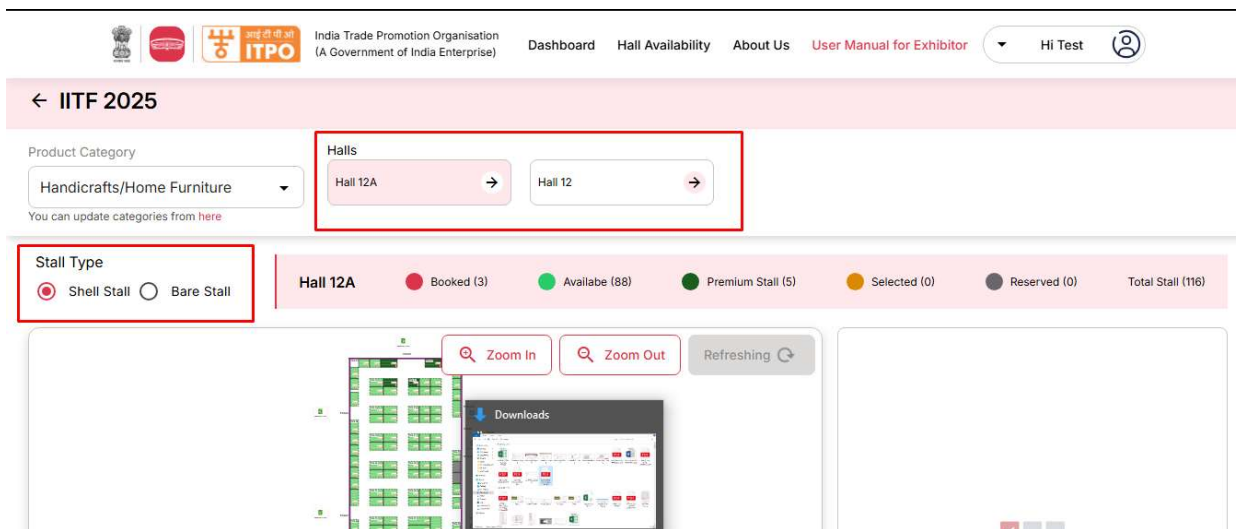


3. You will be redirected to the **Stall Booking Page**.

## 4. Stall Booking Process

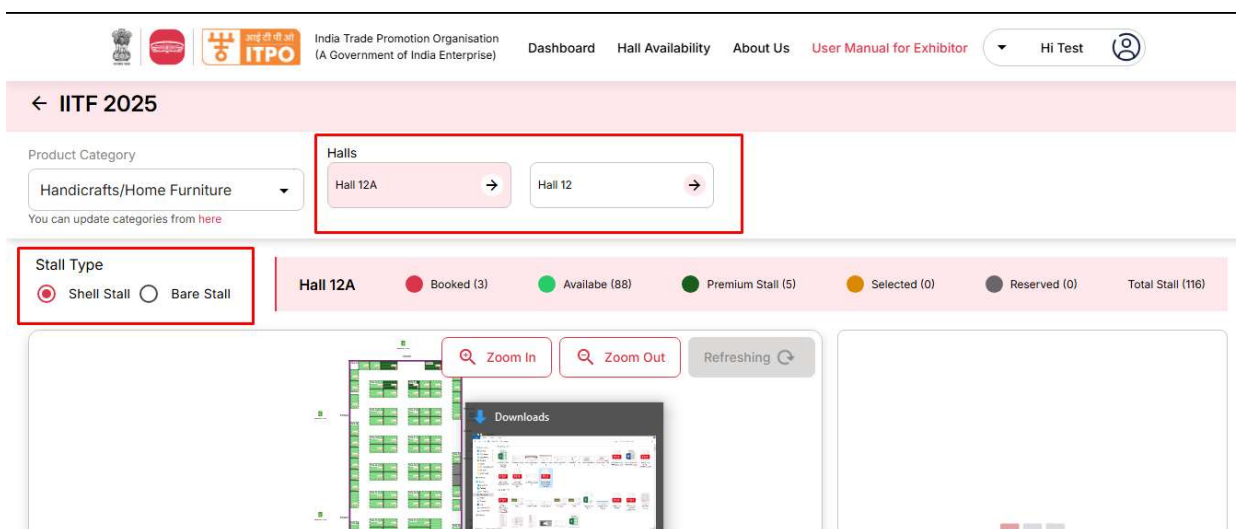
### 1. Viewing Hall Layout

- Based on your selected category, the relevant hall layout will be displayed.
- If the selected category is available across multiple halls, you can switch between halls.



## 2. Stall Type Selection

- You can choose between **Bare Stall** and **Shell Stall** as per your requirement.



## 3. Category Modification

- If needed, you can change your **Product Category** by clicking on '**You can change categories from here**' as shown in the screen below. Only one category can be selected at any time.
- Once updated, the halls and stalls in the layout will be refreshed accordingly.

India Trade Promotion Organisation (A Government of India Enterprise) | Dashboard | Hall Availability | About Us | User Manual for Exhibitor | Hi Test

← IITF 2025

Product Category: **Handicrafts/Home Furniture** | Halls: **Hall 12A** → **Hall 12** →

You can update categories from [here](#)

Stall Type: ☒ Shell Stall ☐ Bare Stall

**Hall 12A** | ● Booked (3) | ● Available (88) | ● Premium Stall (5) | ● Selected (0) | ● Reserved (0) | Total Stall (116)

#### 4. Booth Selection

- Browse through the hall layout and select the booth of your choice.
- The booth's price and details will be displayed in the **Stall Detail Section**.

India Trade Promotion Organisation (A Government of India Enterprise) | Dashboard | Hall Availability | About Us | User Manual for Exhibitor | Hi Test

☒ Shell Stall ☐ Bare Stall

**STALL DETAILS**

Stall Number	12A-19-B
Stall Area	15 Sqm
No. of Open Sides	2
Stall Type	Shell Stall
Charges	₹2,90,400
GST	₹52,272
<b>Net Payable</b>	<b>₹ 3,42,672</b>

How to navigate the layout?  
Zoom In / Out - Use your mouse scroll wheel (scroll up to zoom in, scroll down to zoom out).

#### 5. Cart & Checkout

- Add your selected booth to the **Cart**.
- Once added, a **60-minute timer** will start. You must complete the booking within this time.
- Applicants who opt to make payment through **CORPORATE NETBANKING (Maker-Checker)** are advised to **approve the payment within 40 minutes of adding the booth to the cart**. Otherwise, the payment may fail



and the booth may not be booked.

- Proceed to checkout to make payment.

The screenshot shows the ITPO (India Trade Promotion Organisation) dashboard for stall booking. At the top, there are navigation links: Dashboard, Hall Availability, About Us, and User Manual for Exhibitor. A user profile icon labeled 'Hi Test' is in the top right. The main area features a map of the exhibition hall with various stalls marked. To the right of the map, a summary box displays the following information:

- Charges: ₹2,90,400
- GST: ₹52,272
- Net Payable: ₹3,42,672
- A red button labeled 'Remove From Cart' with a right arrow.

Below the map, a pink box provides instructions on 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.' Below this, a blue box shows 'Stall Charges' for 'SHELL STALL' at ₹17,600 Per Sq. Meter and 'BARE STALL' at ₹17,100 Per Sq. Meter. A yellow banner states 'Maximum 5 stall can be selected'. At the bottom, a grey box shows '1 Stalls Selected' and '39:53 Time remaining'. It also displays 'Total Area 15 Sqm' and 'Total Maximum Time - 40:00 Min for Stall Selection & Payment Completion/Challan Generation'. A 'Check Out' button is visible on the right. A small box for 'Stall 12A-20-A' with a close icon and the time '12:28:16 pm' is also present.

## 5. Payment Process

### Payment Success

- After successful payment, you will be redirected to the **Payment Success Page**.
- Here, you can view the amount paid and other booking details.

The screenshot shows the 'Payment Success' page. At the top, a green banner with a checkmark icon and the text 'Payment is Successful' and 'Thank you! Your stall booking has been completed successfully.' is displayed. Below this, the amount '₹63,720' is shown, along with the date 'Date: 09 Sept 2025 02:46pm'. The 'Payment Summary' section includes the following details:

Event Name	Invoice	Amount Paid
India International Trade Fair 2025 (IITF)	<a href="#">Download</a>	₹63,720
Payment Method	Payment Merchant	Booking Reference ID
Net Banking	ccavenue	S-20250900163
Merchant Transaction ID	ITPO Transaction ID	
314013434205	TXN1757409393310149890	


Below the summary, the 'Selected Stall(s)' section shows 'Hall 14GF'. A table below this lists the details of the selected stall:

Stall Number	Area	Stall Type	Open Sides
14GF-01-A	18 sqm	Shell	2

- You can also **download the receipt** from this page.



- Clicking on the **Event Name** will redirect you to the **Stall Booking Details Page**.



**Payment is Successful**

Thank you! Your stall booking has been completed successfully.

**₹63,720**

Date: 09 Sept 2025 02:46pm

**Payment Summary**

Event Name	<a href="#">Invoice</a> Download	Amount Paid
India International Trade Fair 2025 (IITF)		₹63,720
Payment Method	Payment Merchant	Booking Reference ID
Net Banking	ccavenue	S-20250900163
Merchant Transaction ID	ITPO Transaction ID	
314013434205	TXN1757409393310149890	


**Selected Stall(s)**

**Hall 14GF**

Stall Number	Area	Stall Type	Open Sides
14GF-01-A	16 sqm	Shell	2

## Payment Failure

- In case the payment fails, click on the **Event Name** to return to the **Event Details Page**.



**Payment is Failed**

Oops! Something went wrong and your payment could not be completed.

This may be due to a technical issue or an issue with your payment method.

Date: 01 Sept 2025 12:00pm

**₹29,02,800**

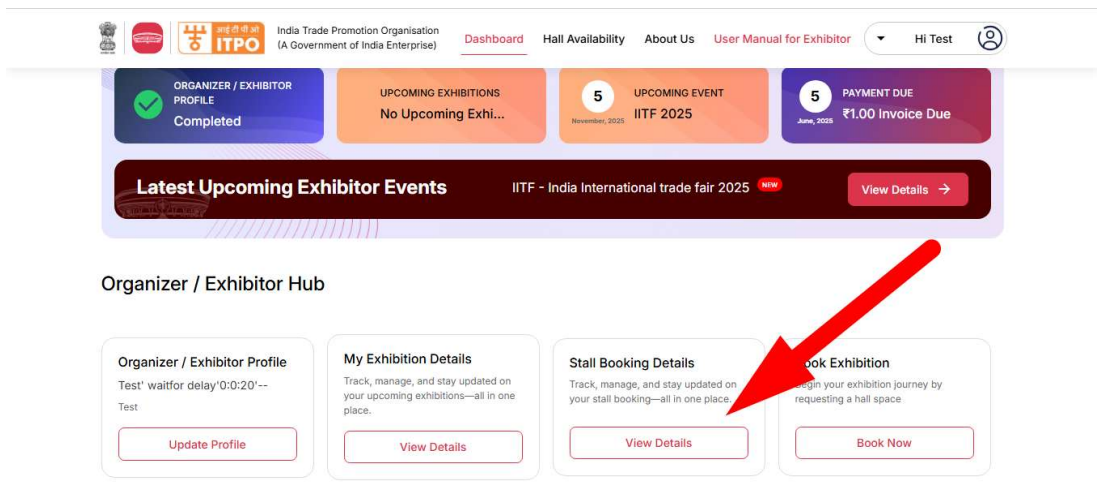
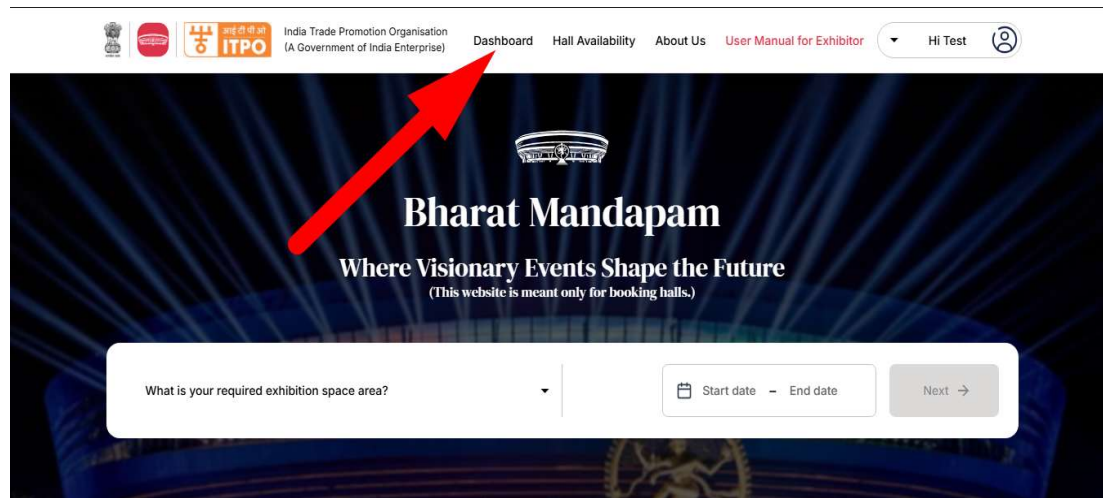
**Payment Summary**

Event Name	Amount	Payment Method
<a href="#">India International Trade Fair 2025 (IITF)</a>	₹29,02,800	N.A.
Payment Merchant	Merchant Transaction ID	ITPO Transaction ID
ccavaneue	N.A.	N.A.

- You can reattempt the payment process from there.

## 6. Stall Booking Details Page

1. From the **Dashboard**, click **Stall Booking Details** to view your booking records.



2. Alternatively, you can access it via the event name link on the **Payment Success Page**.
3. This page provides a complete summary of your stall booking(s).