USER MANUAL – INDIA INTERNATIONAL TRADE FAIR 2025

For General/Premium Exhibitor Stall Booking and Payment

Table of Contents

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.

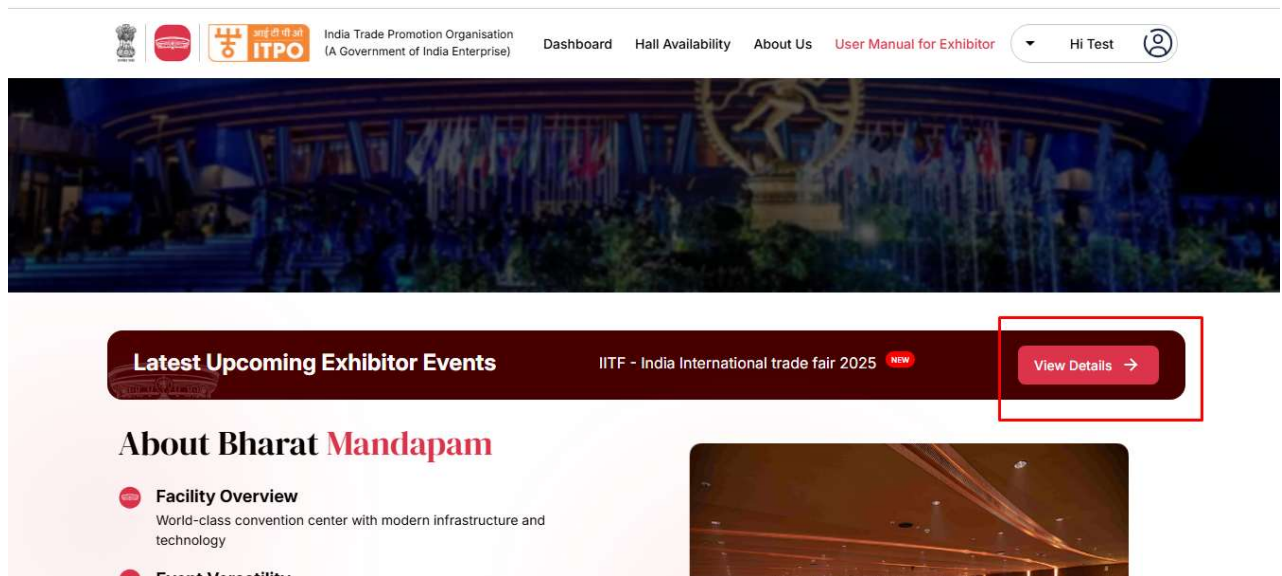   - Enter your login credentials to proceed.
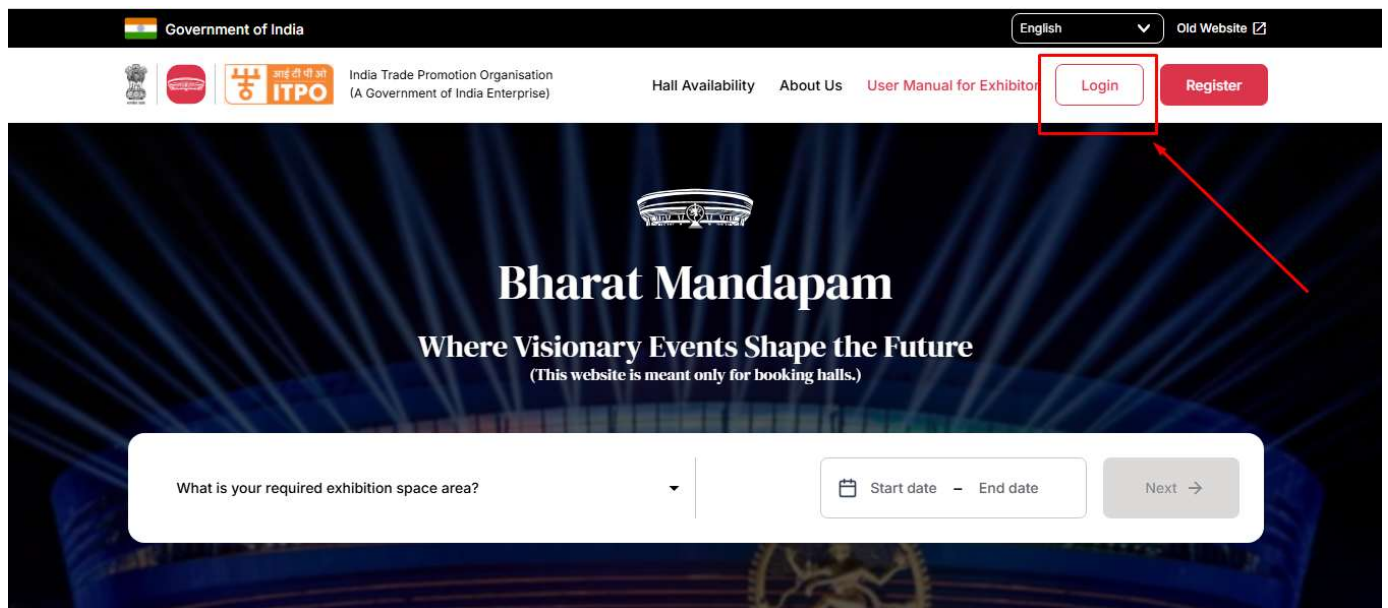
2. Accessing IITF 2025 Event

1. After successful login, navigate to the **Dashboard** and click **View Details** under **IITF – India International Trade Fair 2025**.
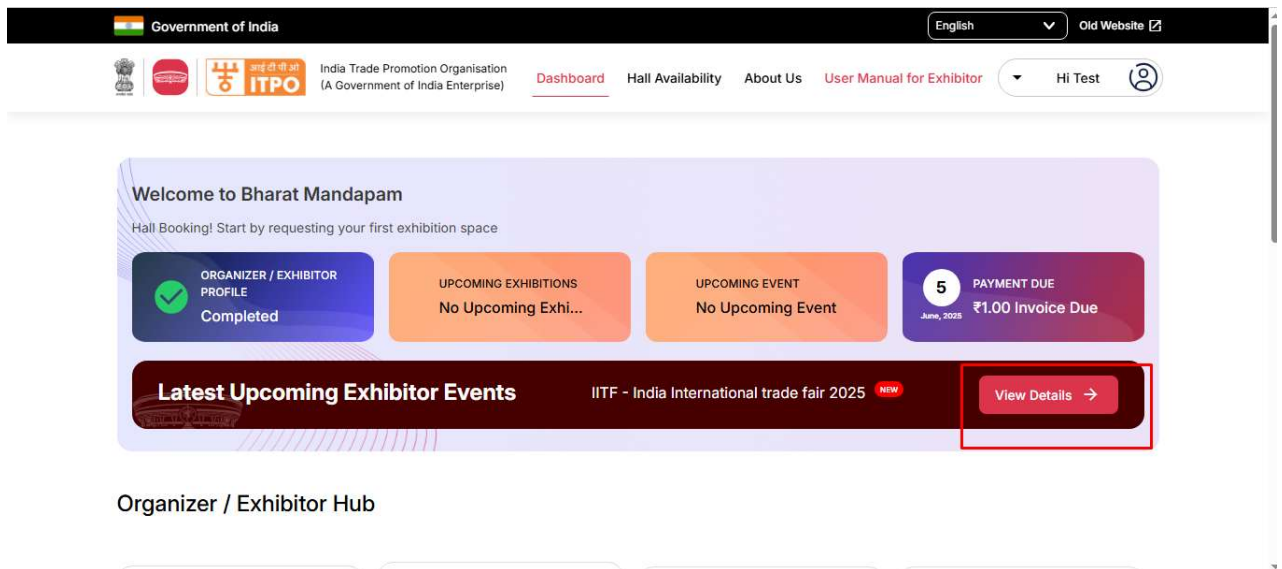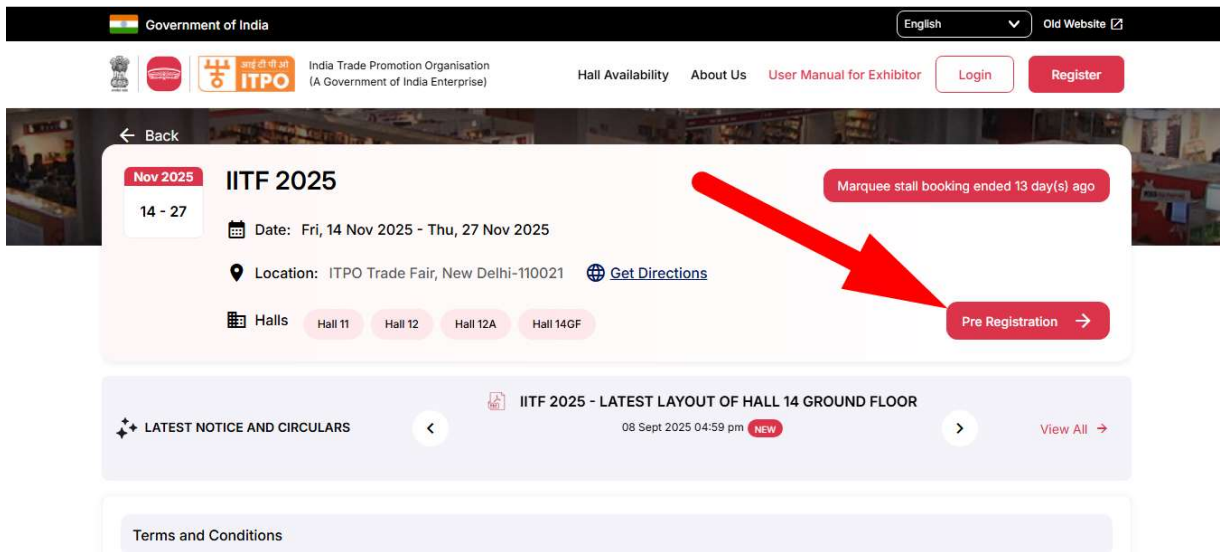
2. You can also find the **IITF 2025** section on the homepage and click **View Details** to access the **Event Details Page**.
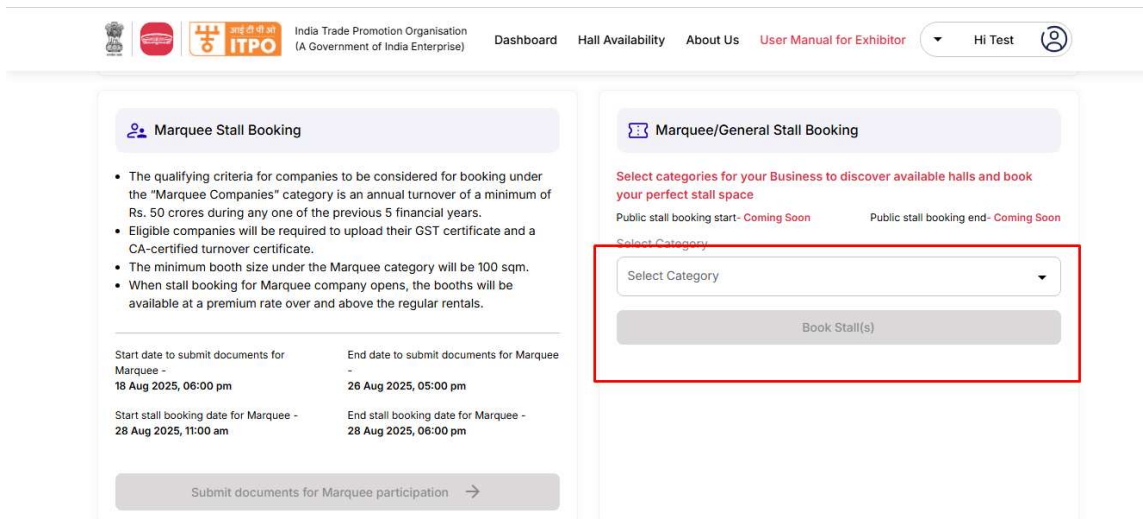

3. Selecting Category & Proceeding for Stall Booking

1. On the **Event Details Page**, select your **Product Category**.

    o   If already selected earlier, you can either **edit** the category or directly proceed with **Stall Booking**.

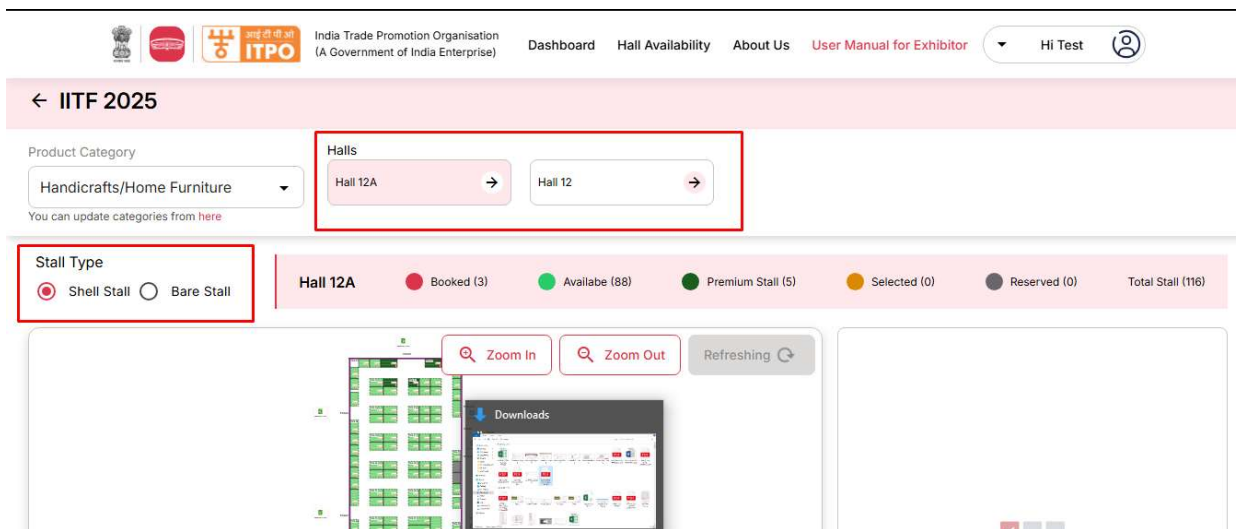2. From the dropdown menu, choose the required category and click on **Book Stall**.

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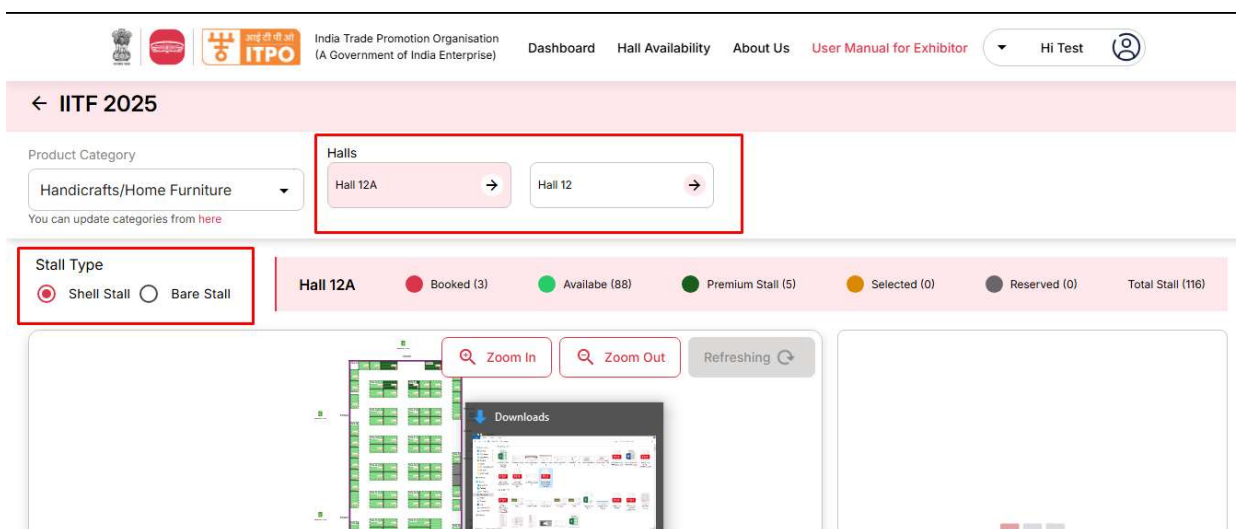
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4. Stall Booking Process

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. <u>Only one category can be selected at any time.</u>

   ○ Once updated, the halls and stalls in the layout will be refreshed accordingly.

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**.

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.

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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.

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

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

Payment Failure

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

- 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.
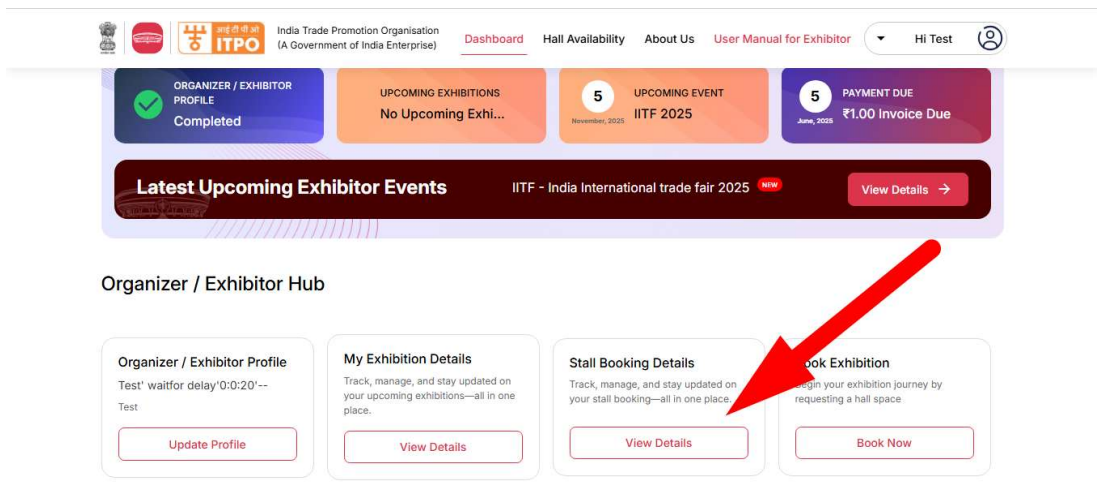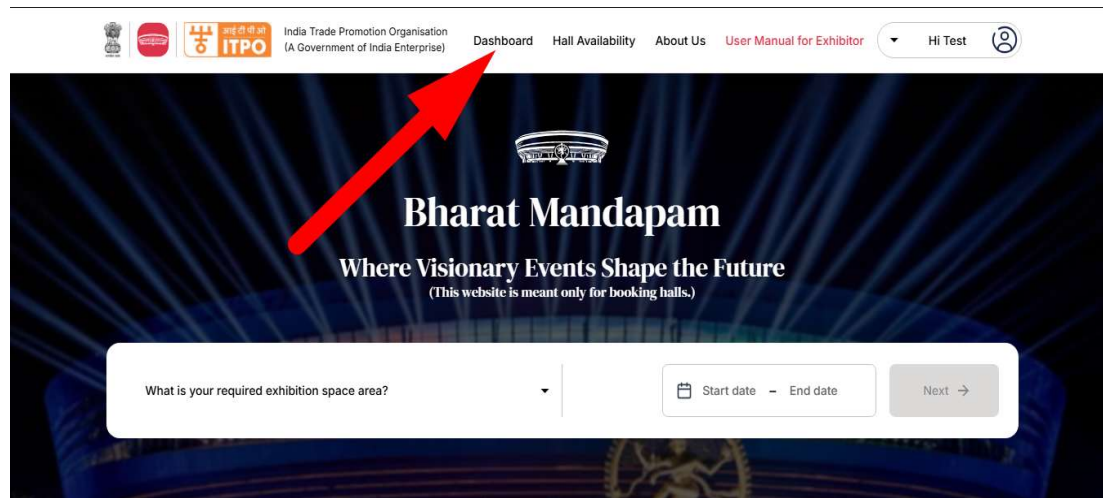
2. Alternatively, you can access it via the event name link on the **Payment Success Page**.

3. This page provides a complete summary of your stall booking(s).