



INDIA TRADE PROMOTION ORGANISATION

Online Hall Booking in Pragati Maidan Guideline

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- 1. Home page**
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- 4. Availability Position of Hall.**
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STEP BY STEP PROCESS

Open your browser and visit www.indiatradefair.com/

And find button “3rd Party Events Online Hall Booking” and click on the same

The screenshot shows the ITPO website homepage. At the top, there is a header with the Government of India logo and the ITPO logo. The main navigation menu includes: About ITPO, Exhibitions, Exhibition Complex, New Initiatives, Knowledge Bank, Tenders, and Careers. A search bar is located on the left, and a dropdown menu for "ITPO Fair Websites" is on the right. A central menu highlights "ITF-2017" with sub-options: Online, Space, and Booking. Other options include "IILF-2018" (Online, Space, Booking) and "3rd Party Events Online Hall Booking". A "Wi-Fi/Leased line Services" button is also visible. Below the navigation is a large banner for "intersec | 21-23 January, 2018" at the Dubai International Convention & Exhibition Centre, United Arab Emirates. The banner lists topics: Commercial Security, Smart Home, Information Security, Fire & Rescue, Safety & Health, Perimeter & Physical Security, and Homeland Security & Policing. At the bottom, a news ticker for "CURTAIN RAISER" is partially visible.

This will open the home page (given below) of the online booking module.

HOME PAGE



India Trade Promotion Organisation
(A Government of India Enterprise)

Home

New Organiser

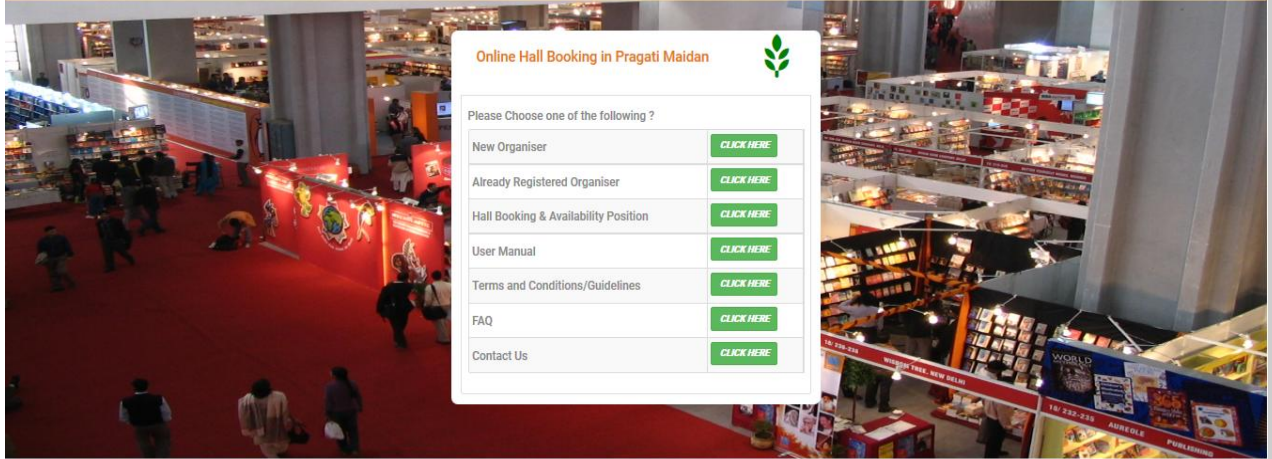
Hall Booking & Availability Position

Terms and Conditions

Login

Contact Us

Help Desk Support Mobile : +91-9310533006 | Email : helpdesk.bdd@itpo.gov.in | BDD Officer Contact: 91-11-23378963 Ext. 425 / Mob.No.9810932192



Online Hall Booking in Pragati Maidan

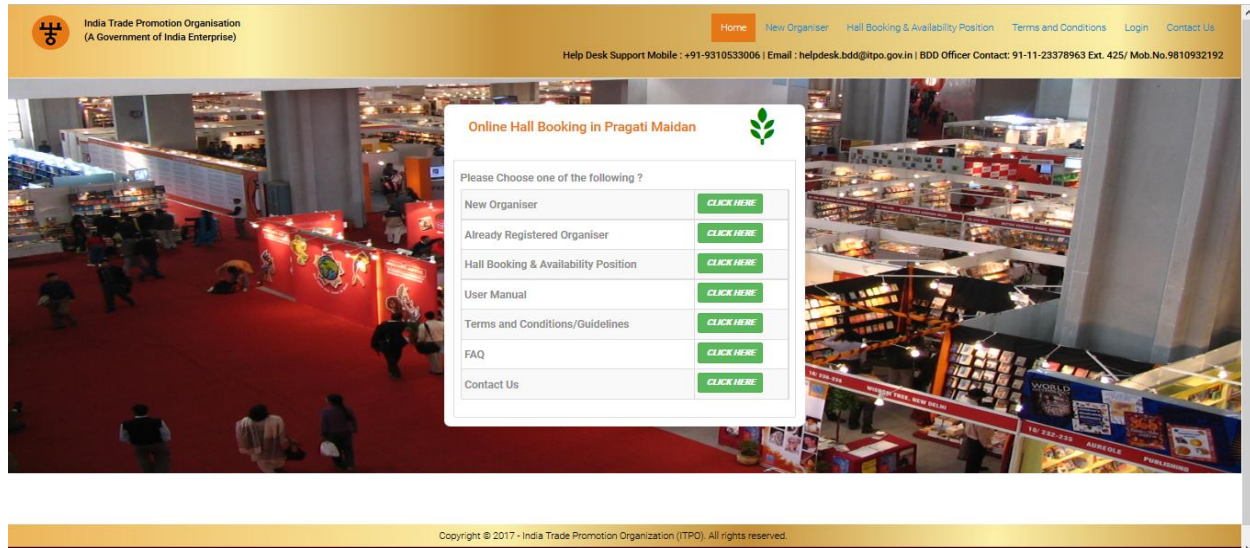


Please Choose one of the following ?

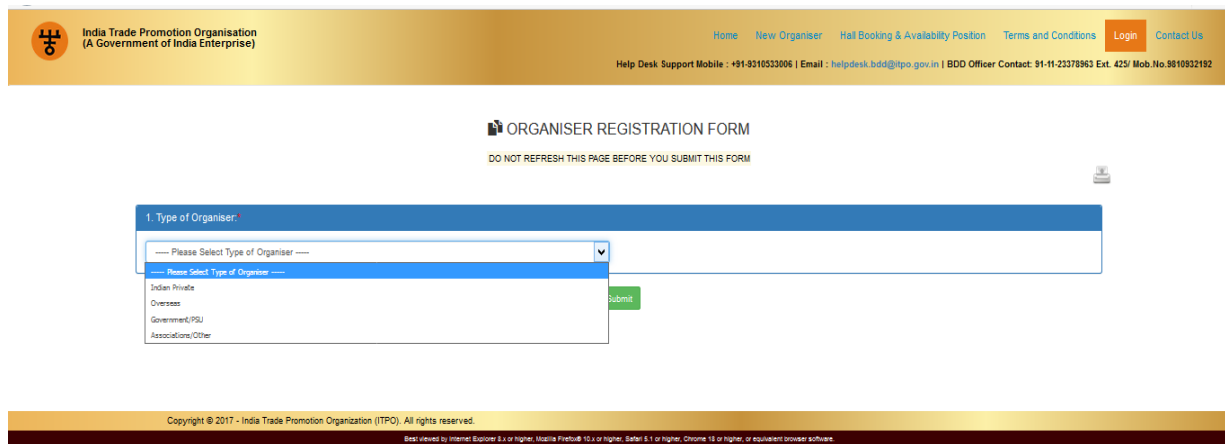
New Organiser	CLICK HERE
Already Registered Organiser	CLICK HERE
Hall Booking & Availability Position	CLICK HERE
User Manual	CLICK HERE
Terms and Conditions/Guidelines	CLICK HERE
FAQ	CLICK HERE
Contact Us	CLICK HERE

STEP 1: Registration for new Organiser.

1. For new organizer click on “New Organiser”.



2. Select Type of Organiser.



Fields marked with * are mandatory.

Fill Organiser/Firm Details and address of correspondence :-

2. Organiser / Firm Details and Address of correspondence:

Name of Organiser:	NAME OF ORGANISER	Country:	--- Please Select Country ---
State:	State	City/District:	City
Registered Address Line1:	REGISTERED ADDRESS	Address Line2:	REGISTERED ADDRESS
PIN Code/ZIP:	PIN CODE	Date Of Establishment:	DATE OF ESTABLISHMENT
Telephone	STD CODE	Phone Number	PHONE NUMBER
Fax:	STD CODE	Fax Number	FAX NUMBER
Email:	EMAIL	Website	WEBSITE URL
PAN:	PAN NUMBER	TAN:	
CIN:		GST Exempted/Non Exempted	Exempted : <input type="checkbox"/> Non Exempted : <input type="checkbox"/>
GSTIN:	GSTI NUMBER	GST Number State Code:	
Same as above:	<input type="checkbox"/> Address in Delhi		

3. Contact Person Details:

Primary

Name:	NAME	Email:	EMAIL	Verify
Designation:	DESIGNATION	Mobile:	MOBILE NUMBER	Verify

ADD MORE...

4. Indian Agent Details:

Name:	INDIAN AGENT NAME	Email:	INDIAN AGENT EMAIL
Mobile:	INDIAN AGENT MOBILE NUMBER	Address:	Indian Agent Address

If mandatory please upload the documents GST, TAN, CIN ,PAN.

4. Upload Documents (Self certified copies):

NOTE: Uploaded document must be in JPEG, PNG image or PDF format and should be less than 300kb size.

Copy Of GST Registration Certificate:*	<input type="button" value="BROWSE..."/> NO FILE SELECTED.	Copy of Registration Certificate of the Company/Proof of CIN:*	<input type="button" value="BROWSE..."/> NO FILE SELECTED.
Copy of TAN Number:*	<input type="button" value="BROWSE..."/> NO FILE SELECTED.	Copy of PAN Number:*	<input type="button" value="BROWSE..."/> NO FILE SELECTED.


Fill Bank Account details:

5. Bank Details (for e-refund):

Name of the Party/Beneficiary:*	<input type="text" value="ACCOUNT HOLDER'S NAME"/>	IFSC Code:*	<input type="text" value="ENTER IFSC CODE"/>
Bank Account Number:*	<input type="text" value="ENTER ACCOUNT NUMBER"/>	Type of Account:*	<input type="text" value="Saving A/C"/>
Name of the Bank:*	<input type="text" value="ENTER BANK NAME"/>	Name of the Bank Branch:*	<input type="text" value="ENTER BANK BRACH NAME"/>

6. Google Validation:*

Google Captcha

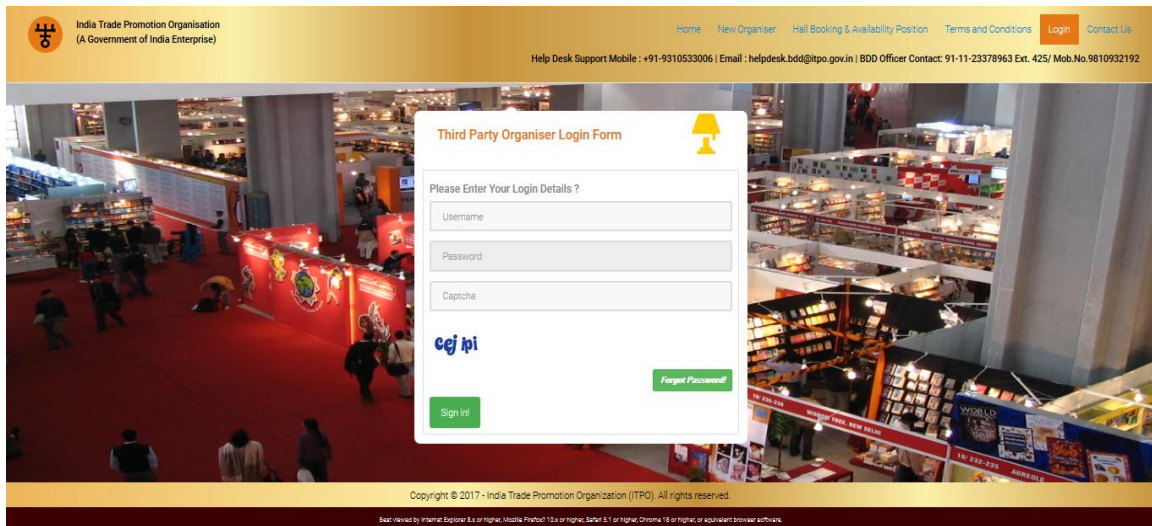
I'm not a robot 

7. Declaration:

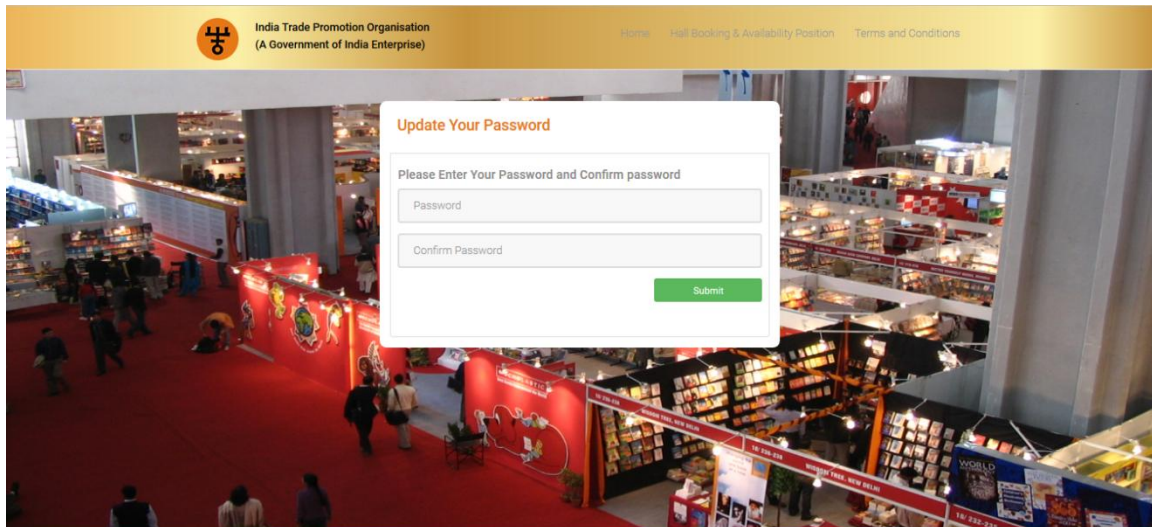
I hereby declare that the above information is true to the best of my knowledge and also undertake that I have read carefully the **Terms & conditions** given in the Manual uploaded on the website.

3. Please read terms and condition, carefully then Click on submit.

4. After submitting the form Organizer will get login credentials in sms on mobile number and in email on Email-Id of registered contact person.
5. Then organizer can login using the above login credentials

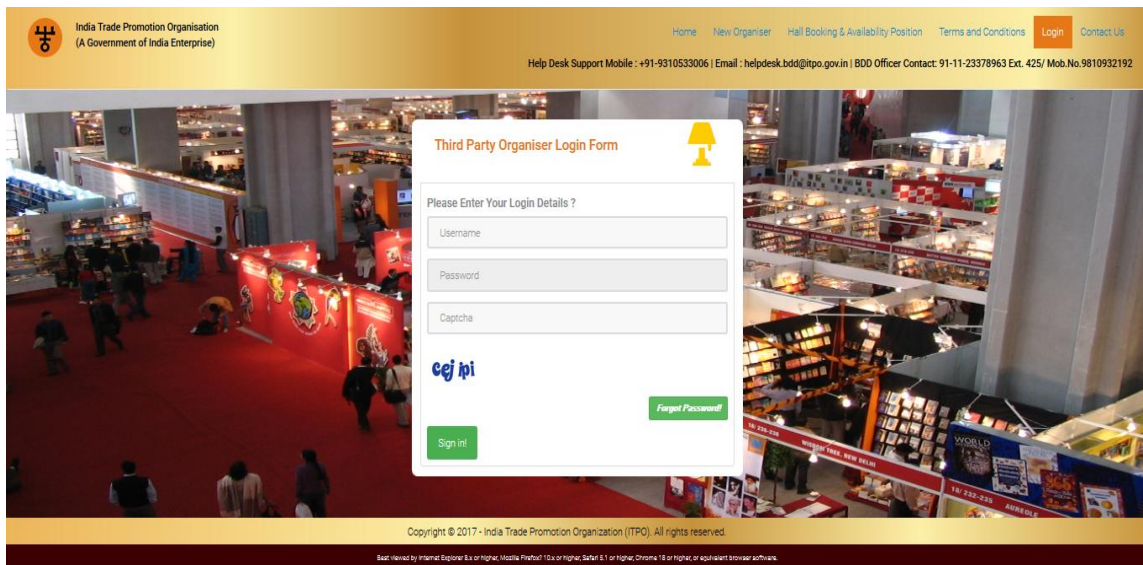


6. Please Enter the username , password and Captcha carefully.
7. After entering correct login details, Click on “Sign in”,
8. If submitted details are correct then organizer will get following screen
- 9.



10. After sing in, organizer will get this page to update your password for security purpose.

11. Fill your own password , comform that password and click on Submit button.



After sing in organizer will get login dashboard page.

Login Dashboard.



WELCOME: ITPO TESTING

- [Dashboard](#)
- [Profile](#)
- [Request For New Exhibition](#)
- [Exhibition Details](#)
- [Hall Booking & Availability Position](#)

News Feed

Profile

1. Click on “profile” to see all the details of organizer.

WELCOME: ITPO TESTING

Profile Details

Print

Organiser User Id	15095195811
Organiser Name	itpo testing
Organiser Type	Domestic
Date Of Establishment	01-10-2017
Mobile	NA
Telephone	1111111111
Fax	11111-1111111111
Email	shiv.shankar@akalinfoys.com
Website	
PAN	QQQQQ3333S
TAN	SSSS11111F
GST Number	99EREEE3333R4RR
GST State Code	99
CIN	r2222ee2222m222225
Country	India
State	Delhi
City	New Delhi
Address	ragati maidan
PIN Code/ZIP	111111

Name And Address Of Office In Delhi

Organiser's Branch Name	
Mobile	
Telephone	-
Fax	-
Email	
Country	India
State	Delhi
City	New Delhi
Address	
PIN Code/ZIP	

Contact Person

Name	Designation	Email	Mobile
shiv	developer	shiv.shankar@akalinfosys.com	9899536232

Bank Details

Bank Name	Ifsc Code	Swift Code	Account Number	Account Holder name	Type of Account
pnb	UUUU0TTTTT	NA	11111111111111111111	itpo testing	Current A/C

[Update Profile](#)

2. Organizer can update their profile.

3. Click on update profile.

The screenshot shows a web form titled "UPDATE ORGANISER REGISTRATION INFORMATION". It is divided into four main sections:

- 1. Organiser Profile and Contact Information:** Includes fields for Name, Email, Telephone, Fax, Address, and PIN Code/ZIP.
- 2. Contact Person Details:** Includes fields for Name, Designation, Email, and Mobile.
- 3. Bank Details:** Includes fields for Bank Name, Ifsc Code, Swift Code, Account Number, Account Holder name, and Type of Account.
- 4. Organiser Address:** Includes fields for Address and PIN Code/ZIP.

At the bottom of the form, there is a "Submit" button and a "Go Back" link.

4. Fill updated one and click on submit.

5. Click on home page.

Request for new Exhibition

1. Click on "Request for new Exhibition".

2. Fill the “Tenancy period Start date And Tenancy period end date.

1. Enquiry About Hall Availability.*

Tenancy Period Start Date:* Tenancy Period End Date:*

3. Click on Check Availability.

4. Red color—Booked

5. Green color- Available.

6. Yellow color- Reserved.

Hall Status

Hall Number - 7E

Date	28-10-2017	29-10-2017	30-10-2017
Hall Availability	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Rent for selected dates

Period	Period Name	Mounting Period	Exhibition Period	Dismantling Period
From 28-10-2017 to 30-10-2017	Semi Peak Period	Rs. 235.00 Per sqrm. per day	Rs. 285.00 Per sqrm. per day	Rs.235.00 Per sqrm. per day

Check All

7. Click on “Add to cart”.

8. Selected Hall is—

Selected Hall

Sr. No.	Hall Number	Area	Start Date	End Date	Edit
1	7E	715.88	28-10-2017	30-10-2017	Edit

6. Fill all the detail in form.

2. Exhibition/Conference

Exhibition

Conference

Exhibition Cum Conference

3. About The Proposed Exhibition/Conference:*

Name Of Exhibition:*

Description of Exhibition:*

Expected Number of Exhibitors

Any special requests*

Types of Events

4. Product Details

<input type="checkbox"/>	Machinery & Equipment
<input type="checkbox"/>	Footwear
<input type="checkbox"/>	Components
<input type="checkbox"/>	Accessories
<input type="checkbox"/>	Chemicals
<input type="checkbox"/>	Other

5. Proposed Exhibition/Conference Dates:*

Mounting Period From Date:

Mounting Period To Date:

Exhibition Period From Date:*

Exhibition Period To Date:*

Dismantling Period From Date:

Dismantling Period To Date:*

5. Proposed Exhibition/Conference Dates:*

Mounting Period From Date: Mounting Period To Date:

Exhibition Period From Date:* Exhibition Period To Date:*

Dismantling Period From Date: Dismantling Period To Date:*

6. Estimated Cost

[Estimated Cost](#)

7. Click on Estimated cost to see the total price.

Estimated Cost

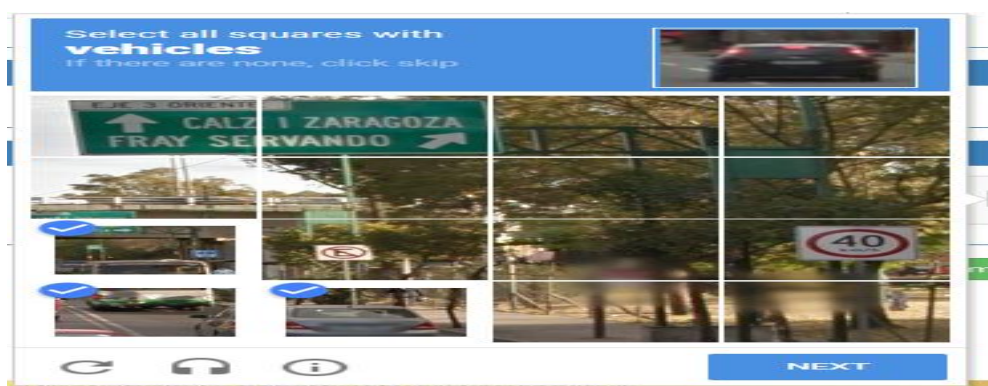
[Download](#)

Sr. No.	Particulars	Area(In sqrm.)	Dates		Days	Rate(In Rs.)	Amount(In Rs.)	
			Start Date	End Date				
	Licence Fee					***		
1.	7E (Mounting Period)	715.88	28-10-2017	28-10-2017	1	235.00	168231.8	
2.	7E (Exhibition Period)	715.88	28-10-2017	29-10-2017	2	285.00	408051.6	
3.	7E (Dismantling Period)	715.88	30-10-2017	30-10-2017	1	235.00	168231.8	
4.	Stand lighting charge	For Hall area (60% of grass area) 429.528 sqrm for 3 days @ Rs. 26 per sqrm per day						33504
5.	Water Charges	For Hall area 715.88 sqrm for 3 days @ Rs. 3 per sqrm per day						6444
6.	Discount						0.00	
7.	Sub Total						576283.4	
8.	(+)5.00% Interest free refundable security deposit						28814	
9.	(+)18.00% Goods and Services Tax						110923	
10.	Net payable amount						755969	
11.	Application Money For hall area 715.88 sqrm.						200000	

Charges towards extra power/electricity,water and other services such as branding etc shall be paid extra

[Close](#)

8. Click on Google validation.



7. Google Validation.*

Google Captcha

I'm not a robot

reCAPTCHA
Privacy - Terms

Proceed to Payment

9. Click on "Proceed to payment."

Payment Details:

Organiser Name	Date	Transaction Amt	Payment Type
Itpo Testing44	27/10/2017	200000	Booking Amt

PAYMENT ONLY THROUGH ONLINE PAYMENT GATEWAY WILL BE ACCEPTED. NO OFFLINE PAYMENTS WILL BE ACCEPTED.

Select Payment Gateway
(Net Banking / Credit Card / Debit Card)

PayU Central Bank

SUBMIT

10. Click on Submit.

11. Select the debit card.

Select debit card

Select Debit Card Type

- Select Debit Card Type
- MasterCard Debit Cards
- Other Maestro Cards
- State Bank Maestro Cards
- Visa Debit Cards
- RuPay Debit Card

to go back

12. Fill all bank details.

THIS IS A TEST SERVER. PLEASE DO NOT USE YOUR LIVE CARD OR BANK ACCOUNT HERE !!

Amount: Rs. 200000.00 Transaction ID: 150911409015091034244

Choose a payment method PAYU is now PayU biz

Credit Card

Debit Card

Debit Card (ATM PIN)

Pay Later > LAZYPAY

Net Banking

UPI

PayU money

Amex ezeClick

COD

Note: Payment for application money for booking of hall 7E

Select debit card Other Maestro Cards

Card Number

Name on Card

CVV Number What is CVV number?

Expiry Date /

[Click here](#) - I don't have a CVV number and expiry date on card

Note: In the next step you will be redirected to your bank's website to verify yourself.

[Pay Now](#) or [Click here to go back](#)

13. Click on “Pay Now”.

14. Payment has been successfully received.

[← Back](#) [Logout](#)

Your Payment Has Been Successfully Received!!

Company Name	Transaction ID	Transaction Date	Transaction Amount(INR)
tpe Testing44	403993715516789590	27-October-2017	200000.00

PLEASE NOTE

- ⚠ The space selection made by you is only provisional subject to verification of your documents and BDRG meetings.
- ⚠ Use login details for accessing application status.

15. Click on back button.

16. Dashboard page will be open.

WELCOME: ITPO TESTING

<ul style="list-style-type: none"> <li style="background-color: #e6f2ff; padding: 2px 5px; margin-bottom: 2px;">Dashboard <li style="background-color: #e6f2ff; padding: 2px 5px; margin-bottom: 2px;">Profile <li style="background-color: #0070c0; color: white; padding: 2px 5px; margin-bottom: 2px;">Request For New Exhibition <li style="background-color: #e6f2ff; padding: 2px 5px; margin-bottom: 2px;">Exhibition Details <li style="background-color: #fff2cc; padding: 2px 5px;">Hall Booking & Availability Position 	<p>News Feed</p> <hr/>
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Exhibition Details

1. Click on Exhibition Details.

Exhibition Requests by Organiser

testing

2. Click on "Testing".

Exhibition Requests by Organiser

testing					
Name Of Exhibition	testing				
Description of Exhibition	ss				
Expected Number of Exhibitors	2222				
Any special requests	ss				
Types of Event	B2C				
Mounting Period		Exhibition Period		Dismantling Period	
Start Date	End Date	Start Date	End Date	Start Date	End Date
		08-11-2017	10-11-2017		
Sr.No.	Main Products	Sub Products			
<div style="background-color: #0070c0; color: white; padding: 2px 5px; display: inline-block; margin-bottom: 5px;">Generate Proforma Invoice</div>					
<div style="background-color: #0070c0; color: white; padding: 2px 5px; display: inline-block; margin-bottom: 5px;">Invoice Documents</div>					
<div style="background-color: #0070c0; color: white; padding: 2px 5px; display: inline-block;">Documents</div>					

3. Click on Generate Proforma Invoice.

Generate Proforma Invoice

Print

Sr. No.	Particulars	Area(In sqm.)	Dates		Days	Rate(In Rs.)	Amount(In Rs.)
			Start Date	End Date			
	Licence Fee					---	
1.	Discount						0.00
2.	Sub Total						0
3.	(+)5.00% Interest free refundable security deposit						0
4.	(+)18.00% Goods and Services Tax						0
5.	Net payable amount						0

Invoice Documents

Documents

16 . Click on Invoice Document.

Invoice Documents

S.No	Document For	Document	Description
------	--------------	----------	-------------

17. Click on Documents.

Documents

NOTE: Uploaded document must be in JPEG, PNG image or PDF format and should be less than 300kb size.

Select Document Type:

Select document type

Browse... No file selected. Upload

Documents

18. Organizer can upload their documents.

