



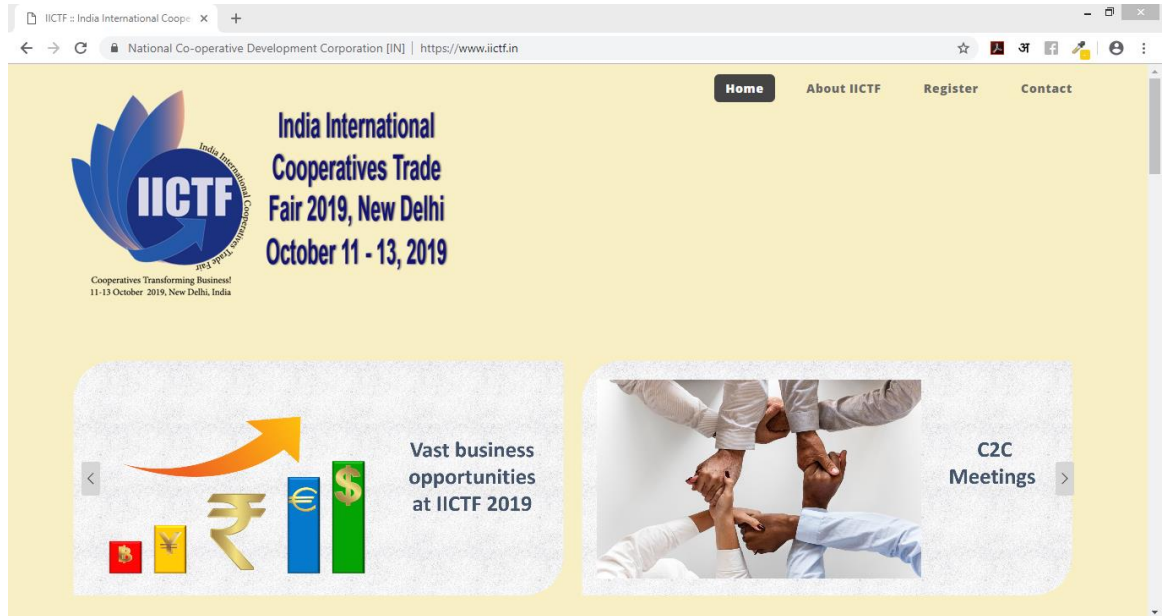
User Manual
on
India International Cooperatives
Trade Fair Website

Index

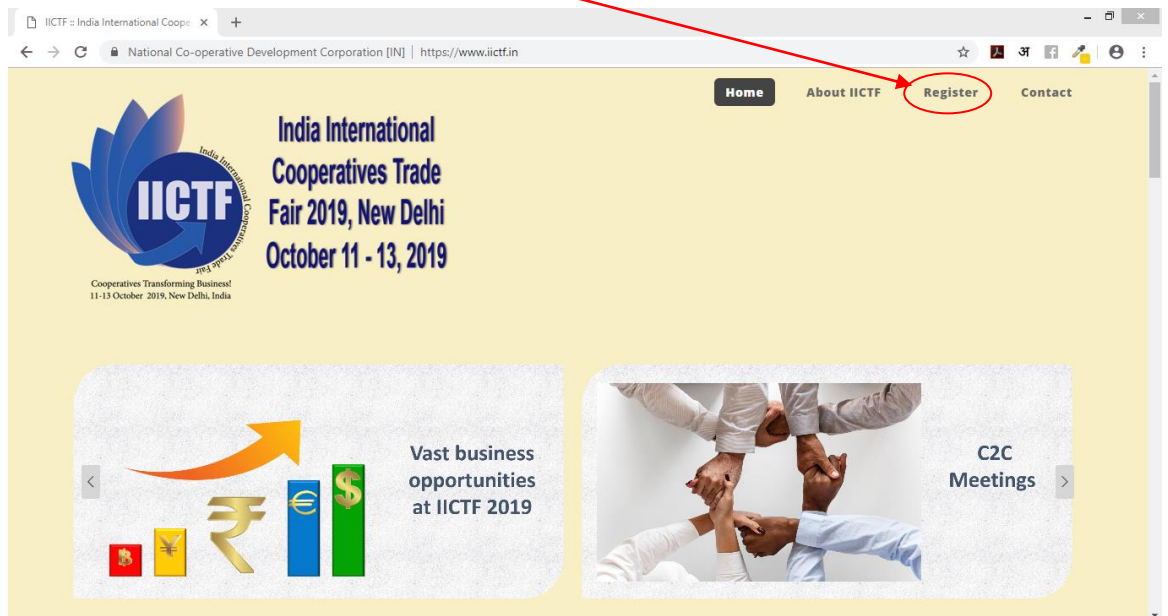
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1. Exhibitor Registration:

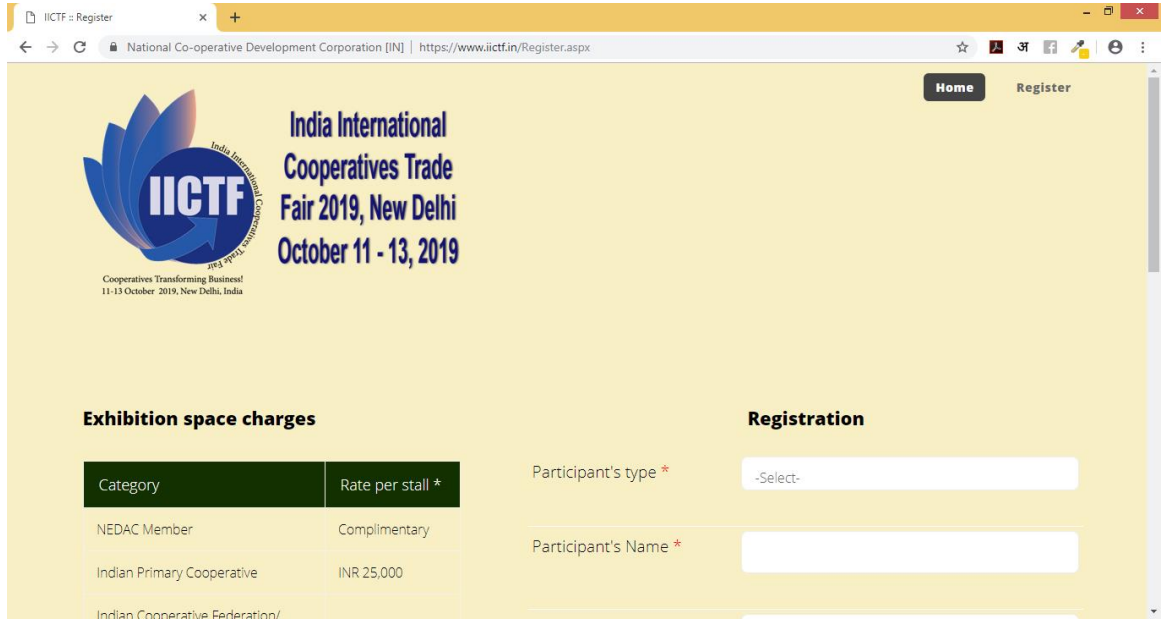
Step-i: Open the IICTF portal using the weblink/url <https://www.iictf.in> or <http://www.ictf.co.in>



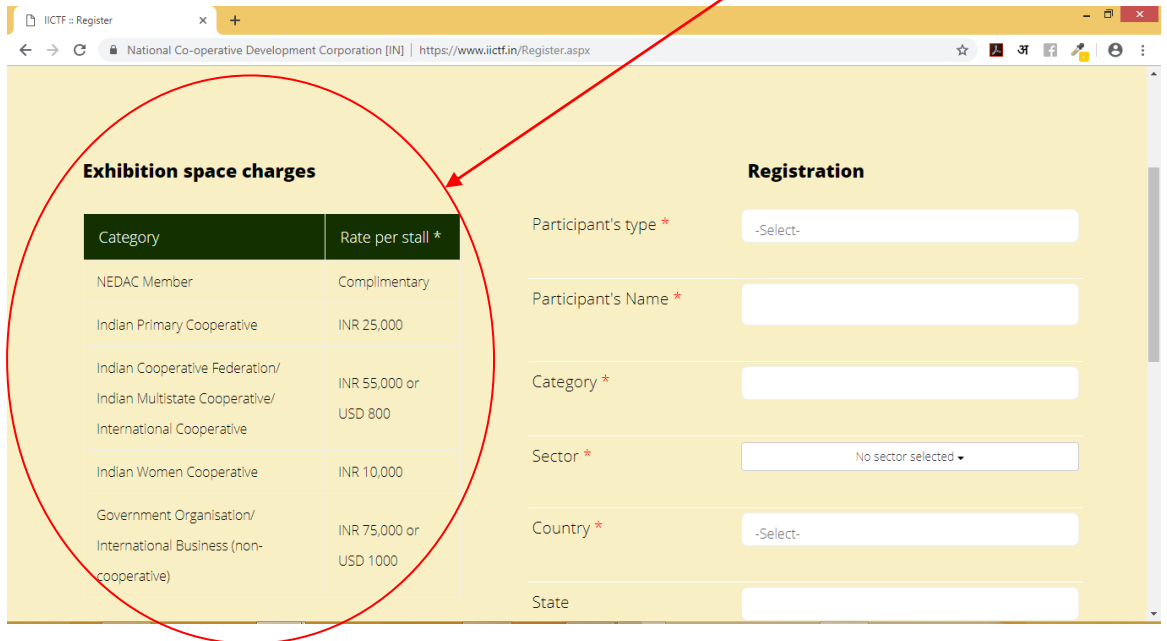
Step-ii: Click on the Register to go to the registration web page.



Step-iii: Registration page will display.



Step-iv: User can always check the exhibition space charges before registering as an exhibitor.



Step-v: User may fill the registration form by selecting the option as an Exhibitor in Participant's type dropdown box.

The screenshot shows a web browser window with the URL <https://www.iiictf.in/Register.aspx>. The page is titled "IICTF :: Register" and contains a registration form. The form is divided into several sections:

- Exhibition space charges:** A table with two columns: "Category" and "Rate per stall *".
- Registration:** A form with several fields, including "Participant's type *", "Participant's Name *", "Category *", "Sector *", "Country *", "State", "Address *", "Name of Contact Person *", "Contact Number", "Email ID *", and "No. of stalls required *".
- Business Visitor:** A table with two columns: "Business Visitor" and "Registration charges *".

A red circle highlights the "Participant's type" dropdown menu, which is currently set to "Exhibitor". A red arrow points from the text above to this dropdown. The "Registration" section also contains a declaration checkbox and a "SUBMIT" button.

Category	Rate per stall *
NEDAC Member	Complimentary
Indian Primary Cooperative	INR 25,000
Indian Cooperative Federation/ Indian Multistate Cooperative/ International Cooperative	INR 55,000 or USD 800
Indian Women Cooperative	INR 10,000
Government Organisation/ International Business (non- cooperative)	INR 75,000 or USD 1000

Business Visitor	Registration charges *
Indian / International	INR 5,000 or USD 100 per B2B meeting

* The rates are inclusive of taxes.

Registration

Participant's type *

Participant's Name *

Category *

Sector *

Country *

State

Address *

Name of Contact Person *

Contact Number

Email ID *

No. of stalls required *

Declaration: I/We hereby declare that the above information is correct and if any information found wrong, the allotment of stall will be cancelled and the fee may be forfeited.

SUBMIT

User can also select multiple sectors in Sector 'multi-select' drop down list. After filling all the mandatory fields marked with * in the registration form and clicking on declaration checkbox, the user has to click the Submit button.

On clicking the submit button, the registration form will turn into non editable form as shown in **Step-vi**.

Step-vi: If required to edit, user can click on edit button to edit the details filled by them or click the Proceed button for the online payment towards booking the exhibition space.

User will also have to select the payment mode, International participants can select International cards option under the payment mode dropdown list and Indian participants can select the Other payment options.

International participants can pay for the exhibition space only through credit cards. Indian participants can pay for the exhibition space through Internet banking, debit card or credit card.

On clicking the Proceed button, the participant will be redirected to the payment gateway and after making the transaction, the payment gateway will redirect to the IICTF portal with the status of payment made by the participant. Participant can also take the printout by clicking the print option.

In addition to this, the participant will also get an Email with the status of the payment made by them and other details.

The screenshot shows a web browser window with the URL <https://www.iictf.in/Register.aspx>. The page has a yellow background and contains the following form elements:

- A note: ** The rates are inclusive of taxes.*
- Contact Number: [Input field]
- Email ID *: [Input field with value test@test.test]
- No. of stalls required *: [Input field with value 1]
- Amount to be paid for stall: **INR 25,000 * 1 Stall = INR 25,000**
- Payment mode: [Dropdown menu with value Other payment options]
- Declaration: Declaration: I/ We hereby declare that the above information is correct and if any information found wrong, the allotment of stall will be cancelled and the fee may be forfeited.
- Buttons: **EDIT** and **PROCEED**

2. Business Visitor Registration:

Step-i: Open the IICTF portal using the weblink/url <https://www.iictf.in> or [http:// www.ictf.co.in](http://www.ictf.co.in)

Step-ii: Click the Register button to go to the registration web page.

Step-iii: User can always check the B2B meeting charges before registering as a business visitor.

Registration

Participant's type *	<input type="text" value="Business Visitor"/>
Participant's Name *	<input type="text"/>
Category *	<input type="text" value="-Select-"/>
Sector *	<input type="text" value="No sector selected ▼"/>
Country *	<input type="text" value="-Select-"/>
State	<input type="text"/>

B2B Meeting charges

Business Visitor	Registration charges *
Indian / International	INR 5,000 or USD 100 per B2B meeting

* The rates are inclusive of taxes.

Address *

Name of Contact Person *

Contact Number

Email ID *

Interested in B2B meeting? * Yes

Sector Interested in * -Select-

Available Exhibitors *

Preferred Date * -Select-

Preferred Time Slot *

Declaration: I/ We hereby declare that the above information is correct and if any information found wrong, the B2B meeting will be cancelled and the fee may be forfeited.

SUBMIT

User can also select multiple sectors in Sector ‘multi-select’ drop down list. The business visitor has to select the sector in which he/she is interested to have B2B meeting. After selecting the interested sector, list of available exhibitors under the selected sector will be populated in the Available Exhibitors dropdown list. The business visitor has to select an exhibitor and also select the preferred date and time slot of the B2B meeting.

After filling all the mandatory fields marked with * in the registration form and clicking on declaration checkbox, the business visitor has to click the Submit button.

On clicking the submit button, the registration form will turn into non editable form as shown in **Step-iv**.

Step-iv: If required to edit, user can click the edit button to edit the details filled by them or click the Proceed button for requesting B2B meeting.

By clicking the Proceed button, the details will be saved and an Email alert will be sent to the exhibitor to their registered Email-ID. The Email will have the options of Confirm / Reject the B2B meeting request. If the exhibitor clicks the **Confirm** option in the Email, a new Email will be sent to the business visitor regarding confirmation of B2B meeting by exhibitor and this Email will also contain the weblink / url for making the payment for B2B meeting.

The business visitor has to click on the payment link in the Email received and pay the amount. If the exhibitor clicks on the **Reject**, an Email is sent to the business visitor.

Business visitor will also have to select the payment mode. International user can always select International cards option under the payment mode dropdown list and Indian user can select the Other payment options.

International business visitor can pay for the B2B meeting only through credit cards. Indian business visitor can pay for the B2B meeting through Internet banking, debit card or credit card.

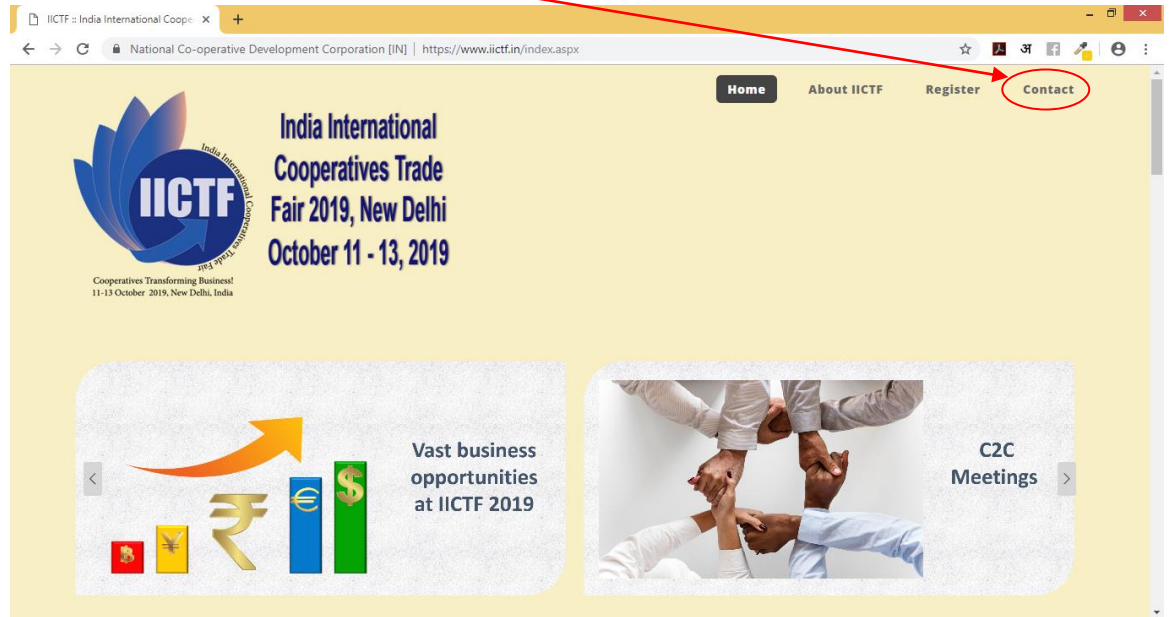
By clicking the Pay button, the business visitor will be redirected to the payment gateway and after making the transaction, the payment gateway will be redirected to the IICTF portal with status of payment made by the business visitor. Business visitor can take printout by clicking the print option.

In addition to this, the business visitor will also get an Email with the status of the payment and other details of B2B meeting.

3. Contact us:

Step-i: Open the IICTF portal using the weblink/url <https://www.iictf.in> or <http://www.ictf.co.in>

Step-ii: Click on the Contact button to get the Contact Us form.



Step-iii: For any query/ information, the user can fill and submit this form. IICTF team will be happy to get in touch with the user through their Email-ID.

Venue

Pragati Maidan
View larger map

Water Tank
ओपनहेड
सॉलर टैंक

Central Bank of India - TFAI Branch
सेंट्रल बैंक
ओपन हेड टैंक

Pragati Maidan

India Tr
Organis

Pragati Mai
प्रगति मैदान

Contact Us

Name *

Email ID *

Subject *

Message *

Captcha*

D69KU

Submit

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