

## AMSIPEX-25

### ***How to fill and submit your Exhibit Entry Form***

You have already completed step 1 (**Registration**). We will now guide you from Step 2 onwards.

Helpdesk: Mr. Dharmdev Maurya; email: [dharmdev.maurya@khaitan.in](mailto:dharmdev.maurya@khaitan.in); Phone: +91 97692 35565.  
(available only from 10:00 am to 6:00 pm from Monday to Saturday - IST)

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Step 2: The **Exhibitor Application** tab.

- First keep jpeg or pdf version (ideally less than 2 mb each) of these documents handy:
  - Introduction Page (required with entry – you can change it later)
  - Synopsis Page (optional)
  - Birth certificate (Youth Class only)
  - Most recent certificates from events where this entry has been exhibited (max. 4)
  - If you are a member of AMSI – keep your membership number handy. You will get a discount of Rs. 2,000 (US\$25) per entry except on single frame exhibits in all classes except Youth Class (where everyone gets a bigger discount) and in Literature Class.

*From this step onwards, you should take no more than 15 minutes to submit your entry including payment.*

- Click on **Exhibitor Application** (for all classes except and Literature class)
- Fill out all the **Personal Details** and click on NEXT, the form will be saved and you will be directed to **Exhibit Entry Form**.
- Fill in all the required fields. Select the appropriate class.
- You can join AMSI by visiting [www.airmailsocietyindia.org](http://www.airmailsocietyindia.org). Membership is usually confirmed in two business days. So, save your application for now, and continue where you left off 2 days later with your membership number and complete the process with the discount.
- After filling out the form click on **Save** button and following message will be *displayed* **“Your Exhibit Class Entry Form has been Saved Successfully.”**

Step 3: The **My Application** tab.

- You can view all your applications saved in the tab “My Application” and can make changes to any of the applications by clicking “view application” button and again saving it before you **Submit**.
- The **Print** and the **Submit** buttons are now enabled.
- No modification is permitted after submission of entry form. **Submit** the form once you are satisfied. Your Application number is visible on the **My Applications** page
- you can now pay the entry fee.

Step 4: The **Exhibitor Payment** tab.

- Click on the **Exhibitor Payment** tab on the exhibitor dashboard.

- Now you can see your all your submitted entries with necessary details including the amount to pay for each entry and your payment status.
- If you have submitted multiple entries, you may choose to pay for each entry one by one by selecting the checkbox given next to each entry or you may choose to pay all fees at one time by selecting **all at once** in the Payment Type.
- Then click the Purple tab **Payment Gateway**.
- You are now directed to the Payment Gateway where you have a variety of Payment Options.

Indian exhibitors get the Rupee payment option to pay via UPI QR code, Bank transfer, Visa/MasterCard credit card.

Foreign exhibitors get to pay in US\$ via Visa/MasterCard credit cards and PayPal.

- Once you finished the Payment, you will received the email from Payment gateway stating the payment done with payment acknowledging invoice having your transaction reference number.
- Now please note the transaction reference and now return to the Exhibitor Payment page and click on the Yellow tab “Add Payment Details” and fill in all the required details and upload the payment acknowledgment invoice received and save. (The same things needs to be done by any International Exhibitor, who had opted to pay by PayPal)
- Once this is done, your payment status will change to **Done**
- The application submission process is now complete.

We will provide guidelines on uploading your exhibit in December 2024.

### **AMSIPEX-25 Support**

Reach out to our [Helpdesk](#) if you are facing any problems related to Registration, filling out the application form, and making payment:

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