



**ITB**  
BERLIN

The World's  
Leading  
Travel Trade  
Show\*



Namibia Tourism Board

## TRADE FAIR APPLICATION

FULL PARTICIPATION @ ITB 2020 from 04 – 08 March 2020

Application Deadline: 30 September 2019

### 1. BASIC PARTICIPATION FEE:

	Units for sale	Unit price	Number of units available	Number of units requested
	<b>Tables – Downstairs</b> (incl. corporate branding)	<b>NAD 35,200</b>	<b>26</b>	<b>0</b>
	<b>Tables – Upper Deck</b>	<b>NAD 40,480</b>	<b>5</b>	<b>0</b>
	<b>Counter placements</b> (incl. corporate branding)	<b>NAD 61,600</b>	<b>3</b>	<b>0</b>
	<b>Meeting Room</b> (reserved for Air Namibia)	<b>NAD 88,000</b>	<b>0</b>	<b>0</b>

- 1.1 *Only one registered company is allowed per table. No sharing of tables are possible.*
- 1.2 *Second or more representatives per company will pay the basic participation fee plus a surcharge of 10% per person.*
- 1.3 *Marketing agents / companies who represent a whole range of individual accommodation establishments or regulated business, not belonging to the same group, have to pay the participation fee plus a surcharge of 20%. The same principle is applicable to any other business operator not required by law to register with NTB and Associations.*
- 1.4 *The basic participation fee exclude visa fees, airfares, travel insurance, hotel accommodation, local transportation, meals and customs clearance. Those and any likely expenses have to be borne by the participant in addition to the basic participation fee.*
- 1.5 *The basic participation fee includes a table with 4 chairs; one power point incl. power consumption; company logo on light box; storage space; cloakroom; daily stand cleaning; public liability insurance and a standard entry in the Virtual Market Place.*
- 1.6 *To be eligible to participate under the quota for SME's, the selection criteria as per SME Support Policy by the Office of the CEO will apply and a separate notification will follow. SME's who intend to participate directly at the ITB have to follow normal application procedures by completing this application form for full participation.*

## 2. GENERAL COMPANY DETAILS

<b>NAME OF COMPANY</b> (as registered with NTB, for invoicing purpose)	
<b>NAME OF COMPANY</b> (to appear the badge, for marketing purpose)	
<b>POSTAL ADDRESS</b>	
<b>TELEPHONE</b>	
<b>COMPANY E-MAIL</b>	
<b>INTERNET / WEBSITE</b>	
<b>NTB REGISTRATION NUMBER</b>	
<b>MEMBER OF TOURISM ASSOCIATION</b> (please specify)	

## 3. COMPANY PROFILE

Please attach your company profile in word-format to your application form. There is no limitation in terms of the number of words.

## 4. MARKETING PORTFOLIO

If owning or representing more than one accommodation establishment or other NTB registered business, please complete below section or attach a separate list:

<b>NAME OF ESTABLISHMENT/BUSINESS</b>	<b>NTB REGISTRATION NUMBERS</b>

**5. 1<sup>st</sup> COMPANY REPRESENTATIVE AT ITB 2020**

<b>NAME</b>	
<b>DESIGNATION</b>	
<b>E-MAIL</b>	

**6. 2<sup>nd</sup> COMPANY REPRESENTATIVE AT ITB 2020**

Only when space is available and at an additional cost of **10%** of the BASIC PARTICIPATION FEE for Co-Exhibitors. This additional cost includes the price of an extra entrance ticket.

<b>NAME</b>	
<b>DESIGNATION</b>	
<b>E-MAIL</b>	

**7. 3<sup>rd</sup> COMPANY REPRESENTATIVE AT ITB 2020**

Only when space is available and at an additional cost of **10%** of the BASIC PARTICIPATION FEE for Co-Exhibitors. This additional cost includes the price of an extra entrance ticket.

<b>NAME</b>	
<b>DESIGNATION</b>	
<b>E-MAIL</b>	

**8. 4<sup>th</sup> COMPANY REPRESENTATIVE AT ITB 2020**

Only when space is available and at an additional cost of **10%** of the BASIC PARTICIPATION FEE for Co-Exhibitors. This additional cost includes the price of an extra entrance ticket.

<b>NAME</b>	
<b>DESIGNATION</b>	
<b>E-MAIL</b>	

## 9. PAYMENT PROCEDURES

The ITB application must be accompanied by a non-refundable application fee of **NAD 500** which must be paid directly to the Namibia Tourism Board. The account details are as follows:

Account Name: **Namibia Tourism Board**

Account Number: **041 4639 8 6**

Branch Number: **082372**

Swift code: **SBNMNANX**

Account held at: **Standard Bank Namibia  
Private Bag 13177  
Windhoek  
Namibia**

Reference no: **Your NTB registration number plus ITB 2020**

Confirmation of participation will be accompanied by an invoice of 100% of the total participation fee to secure your space, which shall be non-refundable if decided not to participate any longer after space is confirmed.

INCOMPLETE APPLICATIONS WILL **NOT** BE CONSIDERED

## 10. DECLARATION

I HEREBY AGREE THAT THE CONTENT HEREIN ARE TRUE AND COMMIT OUR COMPANY TO FULL PAYMENT UPON CONFIRMATION OF PARTICIPATION BY THE NTB.

<b>NAME OF COMPANY</b>	
<b>SIGNATURE</b>	
<b>DATE</b>	

**Please forward the completed application form per pdf file to the following persons:**

Sylvi Haimbili  
Travel Trade Officer  
[Sylvi.Haimbili@namibiatourism.com.na](mailto:Sylvi.Haimbili@namibiatourism.com.na)  
Tel: (061) 290 6076

**with copy to**

Johanna Monde  
Marketing Executive: Support Services  
[Johanna.Monde@namibiatourism.com.na](mailto:Johanna.Monde@namibiatourism.com.na)  
Tel: (061) 290 6012

**&**

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