

**TRADE FAIR APPLICATION**

**Namibia Tourism Trade Networking Events 2022**

**Application Deadline: 13 December 2021**

**1. BASIC PARTICIPATION FEE:**

Units for sale	Unit price	Number of units available	Number of units requested
<b>Application fee</b> (Mandatory upon application)	<b>N\$ 500.00</b>		
<b>Trade Networking Events</b> Tentative dates: Dubai -10 Jan 2022, Abu Dhabi -13 Jan 2022	<b>N\$ 10, 000.00</b>	<b>15</b>	

- 1.1 *NTB trade fair policy dictates that only one company is allowed per table.*
- 1.2 *Where only one company occupies a table, and they want second or any additional representative from the same company will pay the basic participation fee plus a surcharge of 10% for such an additional representative.*
- 1.3 *Marketing agents / companies or Destination Management Companies (DMCs/DMOs), who represent a whole range of individual accommodation establishments or regulated businesses, not belonging to the same group, must 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 excludes visa fees, airfares, travel insurance, hotel accommodation, local transportation, meals, and customs clearance. Those and any likely travel expenses must be borne by the participant in addition to the basic participation fee.*
- 1.5 *The basic participation fee includes a table with 3 chairs, one power point, access to, cocktail event and, catering/refreshments. Table setups and branding will be done by the participants -therefore you are encouraged to take along your banners, brochures/flyers, business cards, laptops for presentation purposes.*
- 1.6 *Due to limited funding to NTB, no **SME support** for participation at Namibia Tourism Media and Trade Networking Events 2022 in Dubai & Abu Dhabi will be done in terms of NTB SME Policy.*

## 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**

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

**6. ANY ADDITIONAL COMPANY REPRESENTATIVES**

Only when space is available and at an additional cost of **10%** of the BASIC PARTICIPATION FEE.

<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 and proof of payment must also accompany the application form. The account details are as follows:

Account Name: **Namibia Tourism Board**

Account Number: **041 4639 8 6**

Branch Number: **082372**

Swift code: **SBNMNX**

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

Reference no: **Your NTB registration number plus Expo 2020 Dubai**

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:**

Johanna Monde  
Marketing Executive: Brand Development  
Tel: (061) 290 6012  
[Johanna.monde@namibiatourism.com.na](mailto:Johanna.monde@namibiatourism.com.na)