



Namibia Tourism Board

TRADE FAIR APPLICATION FOR INDABA 2019

7 – 9 May 2019

Application Deadline: Friday, 2nd November 2018

All applications should be submitted to sylvi@namibiatourism.com.na with copy to trade@namibiatourism.com.na or tel: 061 – 290 6076

Name of Company	
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Units for sale	Description	Unit price in Namibian Dollars	Units requested (Please indicate the exact number/digit of required units).
Application fee		N\$ 500.00	Compulsory
27 tables – Main Deck	One table + 3 chairs + company display	N\$ 22,415.00	
2 Counters – prime position	One counter + 2 bar stools+ company display	N\$ 29, 400.00	
TOTAL PARTICIPATION FEE			

Important information:

- ✓ Application form must be accompanied by proof of payment of N\$500 (application fee) in order to be considered.
- ✓ The Indaba participation fees for all Co-Exhibitors and Strategic Partners exclude airfares, visas fees, travel insurance, ground transportation, accommodation and any other likely expenses. Those expenses must be borne by the participant additional to the above cost.
- ✓ Second representatives per company will pay an additional 10% of the basic participation fee per person. Maximum of TWO (2) people per company per table/allocated space will be allowed due to limited stand space.
- ✓ Marketing agents / companies representing a whole range of individual accommodation establishments or regulated businesses, not belonging to the same group, will pay the participation fee + a 20% surcharge.
- ✓ Other Non-NTB registered members such as Associations will also pay an additional 20% of the participation fees.

- ✓ As an industry regulatory body, we are required to ensure consistent maintenance of standards in line with the set regulations of the Namibia Tourism Board Act, 2000 (Act no.21 of 2000). Registered companies should comply with the prescribed minimum requirements as per the category under which the company has been registered. Accommodation establishments must ensure that Levy payments are up to date.

- ✓ **The INDABA participation fee for co-exhibitors include** the following services:
 - Pre-fair information
 - TWO (2) name badges per booked table/space
 - Floor space of at least 3,5m² with one table & 3 chairs
 - Company logo
 - One power point incl. power consumption
 - Unlimited WiFi access (tbc)
 - Invited guest at Namibia Night/Event
 - Branded fishermen jacket & hat per representative
 - Daily Lunch snack & refreshments
 - Daily Stand cleaning

PLEASE COMPLETE THE FOLLOWING:

1. General Company Details	
Registered Company Name	
Postal Address	
Town /Town & country	
Telephone Number	
Company E-mail address	
Website	
NTB Registration Number	

1.1 If owning or representing more than one accommodation establishments or other NTB registered business, please complete below section (Alternatively, if space is limited – attach the complete list):

NAME OF ESTABLISHMENT/BUSINESS	NTB REGISTRATION NUMBERS

2. Will you represent more than one accommodation establishment or other NTB registered business?
Please mark with an (X) in the appropriate box.

Yes	
No	

3.

1st Company Representative at INDABA 2019	
Name & Surname	
Designation	
Personal E-mail address	
Indicate the size (XS, S, M, L, XL or XXL) of your fishermen jacket	

2nd Company Representative at INDABA 2019	
Name & Surname	
Designation	
Personal E-mail address	
Indicate the size (XS, S, M, L, XL or XXL) of your fishermen jacket	

4. The below is only applicable in the event that you applied for two or more tables:

3rd Company Representative at INDABA 2019	
Name & Surname	
Designation	
Personal E-mail address	
Indicate the size (XS, S, M, L, XL or XXL) of your fishermen jacket	

4th Company Representative at INDABA 2019	
Name & Surname	
Designation	
Personal E-mail address	
Indicate the size (XS, S, M, L, XL or XXL) of your fishermen jacket	

PAYMENT PROCEDURES:

- ✓ A Non-refundable application fee of **N\$500.00** has to be paid into the following account:

Account Name: **Namibia Tourism Board**
Account Number: **041 463 986**
Branch Number: **082372**
Swift code: **SBNMNANX**
Account held at: **Standard Bank Namibia, Private Bag 13177**
Windhoek, Namibia
Reference no: **Indaba 2019 + Your NTB registration number**

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

DECLARATION:

I HEREBY AGREE THAT THE CONTENT HEREIN ARE TRUE AND COMMIT OUR COMPANY TO THE NON-REFUNDABLE 100% PAYMENT UPON CONFIRMATION OF PARTICIPATION BY THE NTB.

Name & Surname:	
Designation:	
Signature:	
Date:	