



## TRADE FAIR APPLICATION

ITB 2018

07 – 11 March 2018

Application Deadline: 15<sup>th</sup> December 2017

<b>Name of Company</b>	
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Units for sale	Description	Unit price in Namibian Dollars	Units requested Please mark with an (X) in the appropriate box.
22 Tables – Main Deck	One table + 4 chairs + company display	NAD 33,440	
6 Tables – Upper Deck	One table + 4 chairs	NAD 39,600	
3 Counter placements - Front	Main counter positioning + 1 stool + prime logo positioning + screen	NAD 80,000	
2 Counter placements - Corners	Side counter positioning + 2 stools + prime logo positioning	NAD 64,000	
One Meeting Room	Conference table + 6 meeting chairs	NAD 80,000	
<b>TOTAL PARTICIPATION FEE</b>		<b>NAD</b>	

- ✓ The ITB 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 or more representatives per company will pay an additional 10% of the basic participation fee per person.
- ✓ 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 have to ensure that Levy payments are up to date.
- ✓ **The ITB participation fees for co-exhibitors include** the following services:
  - Pre-fair information
  - Pro-active Pre-& Post ITB marketing
  - PR & Media support
  - Standard entry in the Virtual Market Place
  - One name badge per booked table
  - Floor space of at least 3,5m<sup>2</sup> with one table & 4 chairs
  - Company logo on light box
  - One power point incl. power consumption
  - Unlimited WiFi access
  - Storage space with locker & cloakroom
  - Collateral Management
  - Daily stand catering
  - Invited guest at B2B Welcome function
  - Daily Sundowner
  - Daily Stand cleaning
  - Public Liability Insurance

**PLEASE COMPLETE THE FOLLOWING:**

<b>General Company Details</b>	
Registered Company Name	
Postal Address	
Town / City	
Country	
Telephone Number	
Company E-mail address	
Website	
NTB Registration Number	

<b>Ownership Details (if different from the above)</b>	
Registered Company Name	
Postal Address	
Town / City	
Country	
Telephone Number	
Company E-mail address	
Website	
NTB Registration Number	

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

Yes	<input type="checkbox"/>
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No	<input type="checkbox"/>
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<b>1<sup>st</sup> Company Representative at ITB 2018</b>	
Name & Surname	
Designation	
Personal E-mail address	

<b>2<sup>nd</sup> Company Representative at ITB 2018</b>	
Name & Surname	
Designation	
Personal E-mail address	

<b>3<sup>rd</sup> Company Representative at ITB 2018</b>	
Name & Surname	
Designation	
Personal E-mail address	

<b>4<sup>th</sup> Company Representative at ITB 2018</b>	
Name & Surname	
Designation	
Personal E-mail address	

**PAYMENT PROCEDURES:**

- ✓ A Non-refundable application fee of **NAD 500** has to be paid into the following account:

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: **ITB 2018 + 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.

<b>Name &amp; Surname:</b>	
<b>Designation:</b>	
<b>Signature:</b>	
<b>Date:</b>	

**Please forward the completed application form per e-mail or fax plus proof of payment of the application fee to the Namibia Tourism Board for the attention of:**

The Travel Trade Officer  
Sylvi Haimbili  
[sylvi@namibiatourism.com.na](mailto:sylvi@namibiatourism.com.na)  
Tel: +264 (0) 61 - 290 6076  
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