



## Namibia Tourism Board

### INTERNATIONAL TOURISM TRADE FAIRS 2023

#### 1. BASIC PARTICIPATION FEE:

Units for sale	Unit price	Available units	Select event with an <b>X</b>	Indicate number of units applied for (insert the digit)	Application deadline
<b>Mandatory Application fee per selected event</b>	<b>N\$ 500.00</b>		X		
<b>1. FITUR 2023 – International Tourism Fair</b> Madrid, Spain 18 – 22 January 2023	<b>N\$ 27,781.88</b>	<b>4</b>			<b>15 August 2022</b>
<b>2. ITB 2023</b> Berlin, Germany 7 – 9 March 2023	<b>TBC</b>	<b>TBC</b>			<b>TBC</b>
<b>3. World Travel Market (WTM) Africa</b> Cape Town, South Africa 3 – 5 April 2023	<b>N\$ 23,937.51</b>	<b>8</b>			<b>27 July 2022</b>
<b>4. Africa’s Travel Indaba</b> Durban, South Africa May 2023 dates to be confirmed (TBC)	<b>TBC</b>	<b>8</b>			<b>TBC</b>

1.1 NTB trade fair policy dictates that only one company is allowed per table.

1.2 Second or more representative (s) per company will pay an additional 10% of the participation fee per person.

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, Covid-19 tests, 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 branded table /counter, one power point and access badges. Table setups will be done by the participants -therefore you are encouraged to take along your brochures/flyers, business cards & laptops for presentation purposes.

1.6 Due to limited funding to NTB, no **SME support** will be granted for participation at the above- mentioned events.

## 2. GENERAL COMPANY DETAILS

<b>NAME OF COMPANY</b> (as registered with NTB for invoicing)	
<b>NAME OF COMPANY</b> (to appear on badge /marketing purposes)	
<b>POSTAL ADDRESS</b>	
<b>TELEPHONE</b>	
<b>COMPANY EMAIL</b>	
<b>WEBSITE/INTERNET</b>	
<b>NTB REGISTRATION NUMBER</b>	
<b>MEMBER OF TOURISM ASSOCIATION</b>	

## 3. COMPANY PROFILE

Please attach your **COMPANY LOGO & PROFILE** in word-format to your application form (maximum 150 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

NAME	
DESIGNATION	
EMAIL	
MOBILE NUMBER	

## 6. ANY ADDITIONAL COMPANY REPRESENTATIVES

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

NAME	
DESIGNATION	
EMAIL	
MOBILE NUMBER	

NAME	
DESIGNATION	
EMAIL	
MOBILE NUMBER	

## 7. PAYMENT PROCEDURES

This application must be accompanied by a **non-refundable application fee of NAD 500 per event** 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 Event name**

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:

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

With Copy to:

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