



TRADE FAIR APPLICATION

Namibia Central Eastern Europe Roadshow 2023: Warsaw, Prague, Budapest, & Bucharest

Application Deadline: 26 August 2023

1. BASIC PARTICIPATION FEE FOR ALL 4 CITIES: EUR3.100

APPLICATION FEE. N\$ 500

Date	Country & City	Number of operators/partners
16-19 October 2023	Warsaw: Poland Prague: Czech Republic Budapest: Hungary Bucharest: Romania	10

- 1.1. *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, 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.*
- 1.2. *The basic participation fee excludes 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.*
- 1.3. *Travel and Accommodation: To be organised by each Partner/Operator individually.*
- 1.4. *The participation fee for all 4 cities: EUR 3.100. This is a full package for the whole Roadshow. No booking of single cities is possible*
- 1.5. *Due to limited funding to NTB, no **SME support** for participation at NAM ROADSHOW2023 will be done in terms of NTB SME Policy*

2. GENERAL COMPANY DETAILS

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

NAME OF ESTABLISHMENT/BUSINESS	NTB REGISTRATION NUMBERS

5. COMPANY REPRESENTATIVE AT NAMIBIA ROADSHOW 2023

NB: Representation is limited to one representative only

NAME	
DESIGNATION	
E-MAIL	

9. PAYMENT PROCEDURES

The NAM roadshow 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: **SBNMNANX**

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

Reference no: **Your NTB registration number & NCEE R-SHOW 2023**

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.

NAME OF COMPANY	
SIGNATURE	
DATE	

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

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