



## TRADE FAIR APPLICATION

### MATKA Travel Fair 2025: Helsinki/Finland

Application Deadline: 30 September 2024

*(First come first serve)*

**1. BASIC PARTICIPATION FEE: EUR 1,950.00 + VAT**

**APPLICATION FEE: N\$ 500**

Event Name:	Event Date	Number of Operators/Partners
MATKA: Helsinki/Finland	17 <sup>th</sup> – 19 <sup>th</sup> January	4

- 1.1 *The basic participation fee includes a branded table/counter with stool 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. You will have access to shared display rack and storage on stand.*
- 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 *Marketing agents/companies or Destination Management Companies (DMC's/DMO's), 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 is applicable to any other business operator not required by law to register with NTB Associations.*
- 1.4 *Second or more representative (s) per company will pay an additional 10% of the participation fee per person.*
- 1.5 *Due to limited funding, no **SME support** for participation at MATKA 2025 will be granted as in terms of the NTB Trade Fair Policy.*

## 2. GENERAL COMPANY DETAILS

<b>NAME OF COMPANY</b> (as registered with NTB)	
<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. 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 NUMBER(S)</b>

#### 4. 1<sup>st</sup> COMPANY REPRESENTATIVE

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

#### 5. 2<sup>nd</sup> COMPANY REPRESENTATIVE

Only when space is available, NTB will allow a 2<sup>nd</sup> representative

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

#### 6. PAYMENT PROCEDURES

The Participation fee of N\$ to be paid to Namibia Tourism Board – account details are

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 plus MATKA 2025**

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 on your behalf.

INCOMPLETE APPLICATIONS WILL **NOT** BE CONSIDERED

#### 7. 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>	

Kindly register and completed application form per pdf file to the following person:

Marc Claydon: [mclaydon@namibia-tourism.com](mailto:mclaydon@namibia-tourism.com)

Web: [www.visitnamibia.com.na](http://www.visitnamibia.com.na)