



TRADE FAIR APPLICATION

NTB Japan Trade Event 2025

Application Deadline: 5th August 2025
(First come first serve)

1. BASIC PARTICIPATION FEE for the 7 days: U S D 6 3 2 + VAT

APPLICATION FEE: N\$ 500

Event Name:	Event Date	Number of Operators/Partners
NTB Japan Tokyo/Osaka Trade Event 2025	21 st to 27 th August 2025	6

- 1.1 *The basic participation fee covers up to two representatives from one company to attend both the Tokyo and Osaka trade events. Each event includes a business meal for the two representatives. Participants are advised to bring along brochures/flyers, business cards, and laptops for presentation purposes.*
- 1.2 *The basic participation fee does not include visa fees, airfares, travel insurance, hotel accommodation, local transportation, meals, customs clearance fees, or Osaka Expo tickets. These expenses, along with any other potential costs, must be borne by the participant in addition to the basic participation fee.*
- 1.3 *Marketing agents/companies or Destination Management Companies (DMCs/DMOs) that represent a range of individual accommodation establishments or regulated businesses not belonging to the same group are required to pay the participation fee plus a 20% surcharge. This rule also applies to any other business operators not legally required to register with NTB Associations.*
- 1.4 *For each company, the third and subsequent representatives will be charged an additional 10% of the participation fee per person.*

2. GENERAL COMPANY DETAILS

NAME OF COMPANY (as registered with NTB)	
POSTAL ADDRESS	
TELEPHONE	
COMPANY E-MAIL	
INTERNET / WEBSITE	
NTB REGISTRATION NUMBER	
MEMBER OF TOURISM ASSOCIATION (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:

NAME OF ESTABLISHMENT / BUSINESS	NTB REGISTRATION NUMBER(S)

4. 1st COMPANY REPRESENTATIVE

NAME	
DESIGNATION	
E-MAIL	

5. 2nd COMPANY REPRESENTATIVE

NAME	
DESIGNATION	
E-MAIL	

6. 3rd COMPANY REPRESENTATIVE

Only when space is available, NTB will allow a 3rd representative

NAME	
DESIGNATION	
E-MAIL	

7. PAYMENT PROCEDURES

The Participation fee of N\$ 500 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 NTB Japan Trade Event 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

8. 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	

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

Amy Zhu: zhuzheng0312@126.com

Paula Olivier: paula.olivier@namibiatourism.com.na

Web: www.visitnamibia.com.na