**TRADE FAIR APPLICATION**

**B2B – SADC ROADSHOW**

**Participation Fee: N$** **70 132,50**

**Registration Fee: N$ 500.00**

**Application Deadline: 21 September 2025**

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| **Event Name** | **Event Date** | **Available units/tables** |
| SADC – B2B Roadshow  **South Africa** -Bloemfontein, Durban, Johannesburg  **Botswana** – Kasane  **Zambia** - Lusaka | 13 – 17 October 2025 | **8** |

1.1. 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, 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 2nd representatives will be charged an additional 10% and the 3rd representative will be charged a 20% surcharge fee.

**Event Format:**

* Hotel Venues
* 5 – 7 Minute introductory presentation of each company
* B2B Session – to engage face-to-face with invited trade from these markets
* Lunch & Cocktails

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| **Note**:  i) All sections must be filled.  ii) Submission of this application does not guarantee immediate approval. | |
| **1. Name of Applicant:** |  |
| **2. Particulars of the Business:**  2.1 Business Trading Name |  |
| 2.2 Company NTB registration number |  |
| 2.3 Type of Business |  |
| 2.4 Telephone No. & Mobile No. |  |
| 2.5 Postal Address |  |
| 2.6 Email Address |  |
| 2.7 Region |  |
| 2.8 Town |  |
| 2.9 State Previous NTB support received |  |

3. **Declaration**

I declare that the above information furnished herein is true and correct.

Signature of applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **OFFICE USE ONLY**  Date of registration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Registration Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

INCOMPLETE APPLICATIONS WILL **NOT** BE CONSIDERED

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

**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 **SADC – B2B Roadshow -** ,South-Africa, Botswana, Zambia

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

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

**Paula Olivier**

**Marketing Executive: Trade**

[paula.olivier@namibiatourism.com.na](mailto:paula.olivier@namibiatourism.com.na)