



TRADE FAIR APPLICATION

Meet Global MICE Congress 2025

Application deadline: Friday, 12th December 2025

Meet Global MICE Congress 2025 PARTICIPATION FEE: **USD1996.80**

Event	Unit price	Available Units		Application deadline	Select with X
MANDATORY APPLICATION FEE PER EVENT	N\$ 500.00				
Meet Global MICE Congress 2025 (Dates: 17-18 December 2025)	USD1996.80	5		12.12.2025	X

- 1.1 *NTB trade fair policy dictates that only one company is allowed per table.*
- 1.2 *Where only one company occupies a table, and they want second or any additional representative from the same company will pay the basic participation fee plus a surcharge of 10% for such an additional representative.*
- 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, 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, chairs, one power point, and access badges. Table setups and other branding 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** for participation at Meet Global MICE Congress 2025 will be done in terms of NTB SME Policy.*

2. GENERAL COMPANY DETAILS

NAME OF COMPANY (as registered with NTB, for invoicing purposes)	
NAME OF COMPANY (to appear the badge, for marketing purpose)	
POSTAL ADDRESS	
TELEPHONE	
COMPANY E-MAIL	
INTERNET / WEBSITE	
TYPE OF BUSINESS (tour operator, accommodation etc)	
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 you own or represent 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. 1st COMPANY REPRESENTATIVE

NAME	
DESIGNATION	
E-MAIL	

6. ANY ADDITIONAL COMPANY REPRESENTATIVES

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

NAME	
DESIGNATION	
E-MAIL	

9. PAYMENT PROCEDURES

The Meet Global MICE Congress 2025 application must be accompanied by a non-refundable application fee of **NAD 500 and participation payment** 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 plus Meet Global MICE Congress 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 decide 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 TO 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:

Hendrina Kadhikwa
Telephone: (061) 290 6005
Hendrina.Kadhikwa@nambiatourism.com.na