Nepal Tourism Board

Tourism Fair Participation Form

Name of the Event: .....

Country/Place: .....

Date of the Event: .....

Participation Fee: .....

Name of the Company: .....

Contact Person: .....

Job Title: .....

Company Address: .....

Telephone:.....

Email: .....

Website:.....

Date: .....

Authorised Signature and Stamp:

(Please read Terms and Condition overleaf)

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Nepal Tourism Board

Terms and Conditions for Nepalese Tourism Companies Participating in International Tourism Promotional Events

Name of the Program: China International Travel Mart (CITM), 2026
Program Date: 12-14 December, 2026

1. Introduction

Nepal Tourism Board (NTB), as the national tourism promotion body, enterprises Nepal's participation in international tourism events to enhance the country's visibility and support the private sector in business promotion.

This document outlines the Terms and Conditions for Nepalese tourism companies selected to participate in CITM 2026.

2. Application and Company Documentation

Participating companies must submit the following valid documents through email :

a) Company Registration Certificate b) VAT/PAN Registration Certificate

c) Latest Tax Clearance Certificate

d) Valid Business License (issued/renewed by the competent authority)

e) A duly signed and stamped confirmation of the company's agreement to comply with the Terms and Conditions of CITM 2026.

f) Proof of at least of three years of company operation

3. Payment and Refund Policy

3.1 Shortlisted companies will be notified via email with payment instructions.

3.2 The required fee must be deposited online only within 3 working days of the email notification to:

Nepal Tourism Board
Account Number: 00101010030218
Nepal Investment Mega Bank Ltd.

3.3 Failure to deposit on time will result in disqualification. The next company on the waiting list will be invited.

3.4 If a genuine applicant's visa is rejected, 50% of the deposited amount will be refunded. No refund will be provided in cases of visa rejection due to false documentation.

3.5 In case of force majeure (natural disasters, emergencies, etc.), NTB reserves the right to determine the amount of full/ partial refund.

3.6 Withdrawals must be formally communicated on time to NTB in writing, along with valid justifications, prior to the event. NTB may consider a full or partial refund in cases involving genuine and unforeseen circumstances, such as the sudden demise of an immediate family member, serious health conditions of the participating representative (supported by a medical report), or other comparable emergencies. No refund will be granted for cancellations made without prior written notification or in the event of a no-show.

3.7 If NTB or the event organizer cancels/postpones the participation/event, NTB will decide on full or partial refunds accordingly. NTB is not liable for other losses or inconvenience caused.

4. Visa Facilitation

4.1 Upon full payment and request, NTB will issue a standard visa recommendation letter for up to two decision-making representatives.

4.2 The visa request letter must include:

- Name, date and location of the event
- Full name(s) of the representative(s) (maximum two)
- Designation in the company (Owner/Shareholder/Employee)
- Passport number, date of birth, place of birth (as per passport)

4.3 Required supporting documents:

- Passport copy
- Resume
- Appointment letter or employment contract (for employee)

4.4 NTB may deny a visa recommendation letter if documents are incomplete or the individual is deemed ineligible.

4.5 NTB will also support the visa process by coordinating with event organizers for an official invitation letter.

4.6 NTB shall not be held responsible or liable for any visa denial, delay, rejection, or related consequences affecting the participation of any representative.

5. Travel Arrangement and Expenses

All necessary travel arrangements, including transportation, hotel accommodation, visas and other related requirements, shall be arranged by the participating companies at their own expense.

6. Pre-Event Briefing

6.1 A pre-event briefing meeting will be organized for all selected companies. Attendance in the meeting is mandatory.

6.2 Booths at the Nepal Pavilion will be assigned through a lucky draw.

6.3 Participating companies must email a copy of their approved visa to the concerned NTB desk.

7. Code of Conduct During the Event

- Formal business dress or traditional Nepali attire is required.
- Only approved representatives are allowed at the booth.
- Promotional materials of other companies are not permitted.
- Nepal must be prominently featured in all promotional efforts.
- Use meeting areas strictly for business, not prolonged occupation.
- Report any inappropriate activities to NTB immediately.
- Maintain courtesy and respectful interactions.
- Respect business privacy of fellow participants.
- Uphold Nepal's international reputation.
- Inform NTB of delays or absences from programs.
- Attendance at a follow-up meeting in Nepal is mandatory.
- NTB will mediate issues to the extent possible.
- Do not leave the booth unattended for long.
- Maintain booth/tables in a clean and tidy state.

8. Post-Event Briefing

Participating representatives are required to complete and submit the feedback form provided by NTB upon completion of the event.

9. Penalties and Disqualifications

9.1 Any visa violation or overstay by a company representative will result in the company being classified as a defaulter, regardless of whether the visa recommendation was issued by NTB.

9.2 Companies deemed defaulters will be prohibited from participating in NTB-coordinated events for up to five years, and legal action will be initiated in accordance with Nepalese law.

10. Declaration

10.1We have read and understood the above Terms and Conditions.

10.2 We agree to comply fully and accept responsibility for any violations by our Company or its representatives.

10.3 I/We are participating in this Fair/Sales Mission solely for the purpose of marketing and promotion of my business and product and hereby declare that I/We agree to any risk/reward pertaining to engagement into the process executed by NTB as participant in this Fair.

Name of the company:

Authorised Signature and Stamp:

Date:

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