



Nepal Tourism Board

Fair/ Sales Mission Application Form

Name of the Event: _____ Country/Place: _____

Date of the Event: _____ Participation Fee: _____

Name of the Company: _____

Contact Person: _____ Job Title: _____

Email: _____ Mobile: _____

Name of Managing Director/Sales & Marketing Director: _____

Company Address: _____

Telephone: _____ Fax: _____

Email: _____

Website: _____

Date: _____

Authorised Signature and Stamp

Visiting Card

(Please read Terms and Conditions overleaf)



Nepal Tourism Board

Terms and Conditions

For participation in international programs with NTB

Name and Date of Program: _____

1) The application to participate will be accepted by NTB on a first-come-first serve basis as follows:

- a. Please submit the duly filled in Fair Application form along with necessary documents to the respective desk of Tourism Marketing & Promotion Department prior to the stipulated deadline.
- b. The respective desk of Tourism Marketing & Promotion Department will then send the e-mail confirmation to all the selected participants requesting for immediate deposit of participation fee. The confirmed participants will have to deposit the participation fee in NTB's bank account 00101010030218 maintained in Nepal Investment Bank Ltd & submit the original deposit slip to concerned desk within the stipulated time.

Participation shall be finalized on first come - first served basis as per the submission of application.

2) We are aware of the terms and conditions for the participation fee and undertake to pay the amount as specified in the notice.

3) The participation as a coexhibitor will be confirmed once the full participation fee is deposited with NTB. Applicable bank charges will be levied for each bounced cheque.

4) In case of NTB getting more applications than the allotted maximum participants' number, the rest of the applications shall be received in the order of submission clearly mentioning the "Waiting List Application Number". NTB reserves the right to reject an application. However rejection shall be based on a valid reason that shall be informed to us.

5) NTB may issue a Standard Letter (if required) to the Embassy/consulate of the Country in which fair is going to be held certifying that we are participating at the said Fair/Sales Mission as Co-Exhibitor mentioning the name of our representative/s. However such a letter shall be issued only after we have deposited the full payment to NTB and upon submission of request letter in writing. 50% of the payment is non-refundable if we (bona fide visa applicant) fail to obtain the required visa. The remaining 50% will be refunded back within the same fiscal year.

6) NTB may issue a Standard Letter (if required) to the Airlines/ Hotel, etc to offer us discounted fare/ tariffs (if any) certifying that we are participating at the said Fair/Sales Mission as Co-Exhibitor mentioning the name of our representative/s. However such a letter shall be issued only after participation is confirmed.

7) We shall accept the floor plan as given during the participants meeting and do agree that the location of our booth/table shall be decided on the basis of lottery. NTB shall allow our representative/s to use the allotted space at the said Fair/ Sales mission for displaying our collateral.

We have read and understood the above mentioned conditions and do hereby sign and stamp this agreement without prejudice and by submitting this document along with the necessary payments do hereby confirm our intentions to participate at the above mentioned Program. We also agree to the terms and conditions as specified in the code of conduct attached with the form.

Name of the Company:

Date:

Authorized signature & stamp

8) We have applied highest degree of prudence in nominating our representatives for this Fair/Sales Mission. We shall be solely responsible for the misconduct (if any) of our representative/s during the Fair/Sales Mission. NTB reserves the right to blacklist the name of our firm in case of such incidents, publish the names of such firms in the media and debar us from participating in all future programs organized by NTB.

9) NTB will not purchase any additional insurance to cover the loss, theft or damages to participating Companies' property or to cover any personal damages or medical emergencies or third party damages or claims arising thereof against the Companies than that is absolutely mandated by the organizers of the Fair/Sales Mission. It shall be our responsibility to arrange such insurance covers on an individual basis as deemed necessary by us.

10) We hereby agree to let NTB act as our representative while dealing with the organizers of the Fair/Sales Mission in question and shall abide by the rules that govern such participation as handed down by the organizers of such Fair/Sales Mission to NTB or directly to us.

11) We shall not hold NTB liable to any claim or damages that may arise from the Company's appointed representative/s not being present at the appointed Nepal stand during the Fair/Sales Mission.

12) We further waive any claims to damages or lost opportunities arising from NTB not being able to establish the said Nepal Stand due to measures beyond the control of the coordinator and organizers like riots, wars, strikes and other superimposing circumstances and force majeure and by the acts of god or by the failure of transport companies to deliver stand materials and brochures or our appointed representatives to any particular city or cities.

13) We agree that NTB coordinates all such Fair/Sales Mission as a service to the private sector and any disputes arising between NTB and us if necessary shall be arbitrated by an agency mutually agreed upon between NTB and us.

14) We are submitting this Application Form with the following documents:

1. A copy of company registration certificate
2. A copy of license issued by Tourism Industry Division and evidence of renewal
3. A copy of latest income tax clearance certificate
4. VAT or PAN registration copy
5. Foreign Currency Exchange certificate issued by NRB (if applicable)