



**Terms & Condition for Nepalese Tourism Companies for Participation in International Tourism Promotional Events**

Nepal Tourism Board, with its one of the main functions of marketing and promoting Nepal as a premier holiday destination and at the same time providing platforms for business promotion of Nepalese tourism companies, has been organizing and coordinating Nepal's participation in various tourism promotional events in different international tourism source markets.

In this context, Nepal Tourism Board, hereinafter referred to as "NTB" has been organizing/ coordinating Nepal's participation in **The 37th International Travel Expo & The 18th Mice Travel Expo 2023 (ITE Hong Kong)** from 15-18 June, 2023.

My/Our company.....with its' address ..... hereinafter referred to as "Participating Company" applies for participation in the above mentioned event and shall abide by the following terms and conditions set forth by NTB for participation in the above mentioned event.

**1. Submission of the Mandatory Documents related to Participating Company**

The Participating Company shall upload/submit the following documents while applying online for participation in any fair/sales mission program organized/coordinated by NTB:

- a) A copy of company registration certificate
- b) A copy of VAT/PAN registration
- c) A copy of required tax clearance certificate
- d) A copy of license issued and renewed by the concerned authority
- e) 'Terms & Condition for Nepalese Tourism Companies for Participation in International Tourism Promotional Events' with company Owner's/Decision Making Level officials' signature and company stamp on every page.

**2. Financial contribution Payment and Refund:**

- 2.1 Based on the online application and documents submitted as per clause no. 1, Nepal Tourism Board shall shortlist the applicant Participating Companies and send e-mail notification for deposit of financial contribution.
- 2.2 The Participating Company shall deposit the financial contribution to participate in any Fair/Sales Mission Program/promotional programs within 3 days of e-mail notification. Such financial contribution should be deposited at NTB's bank account 00101010030218 maintained in Nepal Investment Bank Ltd. & submit the original deposit slip to concerned desk of Tourism Marketing and Promotion Department at Nepal Tourism Board. In case of failure to deposit the financial contribution within 3 days of e-mail notification, the Participating Company shall be automatically disqualified for the participation in the said event and the next company in the waiting list shall be granted opportunity to participate in the above mentioned event.

- 2.3 If deposited bank cheque of Participating Company is bounced, the Participating Company shall be automatically disqualified for the participation in the said event and the next company in the waiting list shall be granted opportunity to participate in the above mentioned event.
- 2.4 The Participating Company shall receive refund of only 50% of the financial contribution deposited at NTB if Participating Company cannot participate in the said event due to visa rejection to bona fide visa applicant (Participating Company Representative) by respective embassy.
- 2.5 In case of inability of participation by Participating Company in above mentioned event due to force majeure circumstances like: sudden critical illness/ demise of participating company representative and family members (spouse, children, parents), calamities, etc., Nepal Tourism Board shall take necessary decisions regarding the full / partial refund of the financial contribution.
- 2.6 NTB shall be notified immediately in written prior to the event regarding the valid circumstance for Participating Company's participation cancellation/withdrawal with concrete proofs. In case of withdrawal/cancellation of participation or no show of Participating Company in the Event without any prior information of visa rejection and force majeure circumstances, NTB shall not make any refund of the financial contribution deposited at NTB.
- 2.7 In case of the cancellation of participation by NTB or cancellation/postponement of the above mentioned Event by the Organizer at the last moment due to any unforeseen circumstances, Nepal Tourism Board shall take necessary decisions regarding the full / partial refund of the financial contribution. Nepal Tourism Board shall not be held liable for any other inconvenience or loss caused by the cancellation of participation by NTB or cancellation/postponement of the above mentioned Event due to any other unforeseen beyond-the-control circumstances.
- 3. Visa Facilitation and Recommendation:**
- 3.1 Upon deposit of financial contribution within stipulated deadline and submission of request letter to NTB for visa recommendation letter to concerned Foreign Embassy/ High Commission/ Consulate, NTB shall issue a standard visa recommendation letter (if required) to for maximum two decision making level representatives of Participating Company.
- 3.2 Participating Company's request letter for visa recommendation shall bear the following details and supporting documents:
- 3.2.1 Name, date and place of the event for participation:
- 3.2.2 Name/ Names of the Representatives (Maximum Two):
- 3.4.4 Designation: (Please, specify whether the company representative is owner/share holder as well or just an employee of the company)
- 3.4.5 Passport Number, Date of Birth and place of Birth of the representative as in passport:

### 3.4.6 Supporting documents required for visa recommendation letter from NTB:

- a) Self-verified copies of main page of passport
  - b) Resume/bio-data with photograph of Participating Company Representatives
  - c) Legal documents showing that the representative is owner/share holder of the participating company (in case of owner/ shareholder of a Travel, Tour/ Trekking, Expedition / Rafting Company)
  - d) Appointment letter / employment contract from/with participating company ( In case of an employee of Participating Company)
  - e) Last 3 months' Salary Statement of an employee representing the Company.
- 3.3 In case of an employee of Participating Company to represent in the above mentioned event, the respective employee himself/herself shall have to be present at NTB with self-verified copies of academic certificates (if demanded by NTB) for issuance of visa recommendation letter from NTB.
- 3.4 NTB reserves the right to reject issuance of visa recommendation letter in favor of any owner/employee of Participating Company when participating company fails to submit required details and documents to NTB for visa recommendation or when NTB evaluates that any employee representing Participating Company is not qualified and bona fide.
- 3.5 Upon receiving all the details and documents mentioned above, NTB shall facilitate Participating Company in receiving Visa Support/Invitation letter from the organizers of the above mentioned event.

## 4. Briefing Meeting

- 4.1 NTB shall call for event participation and preparation briefing meeting with participating companies prior to the event.
  - 4.2 The Participating Company shall mandatorily attend the briefing meeting.
  - 4.3 Participating Company's booth allocation at Nepal Stand shall be executed on lucky draw basis.
5. The Participating Company Representatives, who are granted visa for the event host country, shall submit/ send via e-mail a copy of the visa granted to concerned desk at NTB before departure from Nepal.

## 6. Code of Conduct during participation in the above mentioned event:

Participating Company and its Representatives shall abide by following Code of Conduct during participation in the above mentioned event:

- a. The Participating Company Representatives shall put on formal dress or National dress or Traditional dress of an indigenous community of Nepal during all days of the programme /event.
- b. The Participating Company Representatives are not allowed to invite non-participating companies/persons to share their booth/table.
- c. The Participating Company Representatives are not allowed to distribute any brochure/ leaflet/ collateral of another company which he/she is not representing.
- d. Nepal as a destination should be given primary focus while selling the tourism products and services.
- e. Meeting tables in the stall are for common usage to all the participating

- companies for business discussions only. Participating Company shall not occupy any meeting table for longer hours.
- f. Participating company representatives shall report any untoward incidents/ activities at Nepal Stand to NTB representative attending the event.
  - g. Participating Company representatives shall show highest level decorum, politeness, decency and mutual respect to all the Nepalese Travel Trade Delegates attending the event.
  - h. Participating Company representatives shall respect business secrecy of other Participating Companies to promote ethical business culture in Nepalese Travel Trade.
  - i. Participating Company representatives shall abstain from any activity that causes damage to the image of Nepal.
  - j. Participating Company Representatives shall report immediately to NTB in writing for any delay or inability to attend the programme/event.
  - k. The Participating Company Representatives should not behave any way that may bring harm to the image of Nepal and bring loss to the property or belongings of NTB displayed and kept in the programme/event.
  - l. The Participating Company Representative shall compulsorily fill up and submit the event contribution feedback/suggestions form to NTB on the last day of the event.
  - m. The Participating Company Representatives shall attend the Debrief Meeting in Nepal for Post fair feedback/discussion.
  - n. NTB shall do its best to amicably settle any disputes or issues, if arises any, regarding the Programme/Event.
  - o. Participating Company shall not leave its counter table/booth at Nepal Stand unattended for longer hours.
  - p. Participating Company Representatives shall clear the trash / wastage produced by them and deposit such trash on the respective waste bins at Nepal Stand on their own.
7. The Participating Company Representatives shall abide by the terms and conditions of visa or permissions of Stay given by the event host country where the Programme/event takes place. The Participating Company Representatives who have been granted visa or permission of stay without any recommendation of NTB shall also abide by the terms and conditions of visa or permission of Stay given by event host country.
  8. The Participating Company shall be treated as a defaulting company if the Participating Company Representatives do not abide by the terms and conditions of Visa or Permission of Stay and do not leave the event host country within the time period permitted by the Visa. This terms/condition shall be applicable to all the Participating Company Representatives even if NTB has not made any recommendation to get the visa.
  9. If Participating Company Representatives commit any activities out of provisions of the law of the host country and NTB is reported by a competent authority including respective embassy on such illegal activities of the representative, NTB, in such condition, shall take the issue seriously and seek for further action as per the existing laws of the country and as per the spirit of this terms and condition paper.
  10. Participating Company shall mandatorily report the arrival of its representatives to concerned department and desk at NTB in writing and submit arrival stamp of Nepal immigration after participation in the event.
  11. The Participating Company and its Representatives failing to abide by the terms/ conditions

set forth in Clauses (8), (10) and (11) of this terms/condition paper, shall be considered to be violating the terms and conditions for participation in the event. NTB shall reserve right to blacklist such Participating Company and its representatives upto 5 years. Name/s of such Participating Company and its Representatives shall be recorded as Blacklisted Company and Blacklisted individuals respectively. NTB shall have right to disqualify such Blacklisted Company and Blacklisted Individuals for future participation in promotional events, activities, nomination, recommendation where role of NTB is deemed necessary.

12. NTB shall have the right to publish the name of the Blacklisted Company and Blacklisted Individual in its website and in media. NTB shall have right to inform embassies/visa issuing authorities about the names of the Blacklisted Company, Blacklisted Individual and the name of the proprietor/shareholder of such Black listed company. Moreover, NTB shall have right to bring such Blacklisted Company, Blacklisted Individual and proprietor/shareholder of the Blacklisted Company into appropriate legal proceedings. NTB shall reserve the right to report to the concerned competent Government authorities in Nepal for further investigation over the Participating Company.

We have read, clearly understood the above mentioned terms and conditions for our participation in the above mentioned event in **The 37th International Travel Expo & The 18th Mice Travel Expo 2023 (ITE Hong Kong)** from 15-18 June, 2023.

Our Company shall fully abide by the terms and conditions mentioned above and we shall be liable for any consequence / penalty due to the violation / non-compliance of the above terms and conditions by our company and our company representatives.

**On Behalf of the Participating Company**

Name of Participating Company:

Address of Participating Company:

Contact Details of the Company:

Name of Authorized Representative of the Company:

Designation:

Signature:

Seal of the Company:

**Witness from the Participating Company**

Name:

Designation:

Signature:

Done on (Date) .....