



**“Terms and Conditions”**  
**For Nepalese Tourism Companies Participating in**  
**International Tourism Promotional Events**

Nepal Tourism Board, with one of its main functions of marketing and promoting Nepal as a premier holiday destination and at the same time providing business promotion platform of Nepal tourism, 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 .....(Event)..... from .....(date)

My/Our company.....with 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 :

**1. Company Documents**

A copy of the following official company documents have been submitted with online application for participation in the above mentioned program:

- a) Company registration
- b) VAT/PAN registration
- c) Tax clearance
- d) License issued and renewed by the concerned authority
- e) Signed copy of this “Terms and Conditions” with signature of company owner (or decision-making official) and company stamp on every page
- f) Company must have at least one year of operation

**2. Payment and Refund:**

- 2.1 Based on online application and documents submitted as per clause 1, NTB shall shortlist applicant companies and send e-mail notification for deposit of financial contribution.
- 2.2 The Participating Company shall deposit the amount/financial contribution required to participate in the program within 3 days of receiving e-mail notification. All details shall be available on e-mail.

The payment shall be deposited at NTB's bank account 00101010030218, Nepal Investment Mega Bank Ltd., and original deposit slip must be submitted to concerned desk at NTB.

In case of failure to deposit the financial contribution within 3 days of e-mail notification, the company shall be automatically disqualified from participation in the said event and the company next in waiting list shall be selected for participation.

- 2.3 If the deposited bank cheque of participating company is bounced, the company shall be automatically disqualified for participation and the company next in waiting list shall be selected for participation.
- 2.4 The Participating Company shall receive refund of only 50% of the financial contribution deposited at NTB if the company cannot participate in the said event due to visa rejection to bona fide visa applicant (participating company representative) by respective embassy. In case of visa refusal due to submission of false documents, the participating company shall not be refunded any amount.
- 2.5 In case the company is unable to participate in the above mentioned event due to force majeure circumstances, NTB shall take necessary decisions regarding full or partial refund of the amount paid by the company to NTB for participation in the event.
- 2.6 In case of cancellation/withdrawal of participation, NTB shall be notified immediately in written prior to the event with valid rationale regarding the same. NTB shall not make any refund to the company in case of withdrawal/cancellation of participation or no show without any prior information.
- 2.7 In case of cancellation of participation by NTB or cancellation/postponement of the event by the organizer due to unforeseen circumstances, NTB shall take necessary decisions regarding full/partial refund of the financial contribution.

NTB shall not be held liable for any other inconvenience or loss caused by the cancellation of participation due to circumstances as mentioned above.

### **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) 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
  - 3.2.2 Name/s of the representatives (maximum two)
  - 3.4.4 Designation of the representative/s  
(pls, specify if representative is owner/share holder / employee of the company)
  - 3.4.5 Passport number, date of birth, place of birth of the representative as in passport

#### **3.4.6 Supporting Documents for Visa:**

- a) Copy of passport
- b) Resume/bio-data with photograph
- c) Legal documents verifying designation or status of the representative/s
- d) Appointment letter/employment contract of representative/s from Participating Company

- e) Bank salary statement/letter of the representative/s from the company
  - f) Employee's TDS deduction report.
- 3.3 NTB reserves the right to reject issuance of visa recommendation letter when the required details and documents for visa recommendation are not submitted or when NTB evaluates that any employee representing Participating Company is not qualified and bona fide.
- 3.4 Upon receiving all 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.

#### **6. Code of Conduct for participation in the event:**

Participating Company and representatives shall strictly abide by following Code of Conduct during the event:

- a. Please be dressed in formals as per international norms during the entire event. Dressing in national or traditional/ethnic attire is also permitted.
- b. Companies are strictly prohibited from inviting and entertaining non-participating groups or representatives at their booth or table.
- c. Do not promote or distribute promotional collaterals of other companies.
- d. Please ensure that Nepal as a destination is highlighted and given primary focus while promoting and selling tourism products and services.
- e. Please ensure that common areas and meeting tables are used only for official or business purpose. The areas are open for all participating companies, therefore, please refrain from occupying the common areas for extended period of time.
- f. Please report immediately to NTB if any untoward incident/activity takes place at Nepal Stand.
- g. Please ensure best etiquette, politeness, decency with Nepal's travel trade, guests, visitors and all participants at the event.
- h. Please ensure decorum and foster mutual respect for official and business secrecy of all Participating Companies from Nepal.
- i. Each person attending the event is representing Nepal to the world. Therefore, please refrain from any activity that could damage the brand image of Nepal.
- j. Please communicate immediately with NTB in case of delay or inability to attend the program events.
- k. All Participating Companies must attend the post-event debrief meeting in Nepal for feedback and discussion on Nepal's performance at the event.
- l. NTB shall do its best to amicably settle any dispute/issues, if any, regarding the program/event.
- m. Please do not leave the counter table / booth at Nepal Stand unattended for extended

period of time.

- n. Please ensure that all trash/wastage in your table or booth area is cleared at all times.
7. The participating company shall be treated as defaulter if their representatives do not abide by the terms and conditions of visa and overstay. This shall be applicable to all the participating companies irrespective of NTB's visa recommendation letter or not.
8. If Participating Company representatives commit illegal activities against the laws of the host country and NTB is reported by concerned local authorities, NTB shall seek further action against the individual as per the existing laws of the country and as per the spirit of this "Terms and Condition".
9. The Participating Company and its representatives failing to abide by this "Terms and Conditions" shall be considered to have violated the same. NTB shall reserve the right to withhold its participation in any of NTB's events up to 5 years.
10. NTB shall have the right to inform embassies including visa issuing authorities about such defaulter companies, their representatives and bring them for appropriate legal proceedings as per the existing laws of Nepal.

We have read and clearly understood the above mentioned "Terms and Conditions" for our participation in the above-mentioned event.

Our company shall fully abide by the "Terms and Conditions" mentioned above and shall be liable for any consequences/penalty due to violation/non-compliance of the same by our company and our company representatives.

**On Behalf of the Participating Company**

Name:

Address:

Contact Details:

Name of Authorized Representative:

Designation:

Signature:

Seal of the Company:

**Witness from the Participating Company**

Name:

Designation:

Signature:

Date: