



“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 premium holiday destination, and at the same time providing business promotion platform of Nepali tourism, has been organizing and coordinating Nepal's participation in various global 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 **China International Travel Mart (CITM) 2024 in Shanghai, China from 22 – 24 November, 2024.**

The company.....with address hereinafter, referred to as "Participating Company" has applied for participation in the above mentioned event.

With regard to the same, the Participating Company shall abide by the following “Terms and Conditions” set forth by NTB for participation in the event.

1. Shall submit the following Company Documents for online application:

- a) Company registration
- b) VAT/PAN registration
- c) Tax clearance
- d) License issued and renewed by concerned authority
- e) Signed copy of provided “Terms and Conditions” with signature (company owner or decision-making official) and company stamp on every page
- f) Company profile with proof of at least three years of operation (not applicable for India, China and SAARC countries)

2. Shall strictly abide by and agree as below for 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 for financial contribution requested within 3 days of receiving e-mail notification. All details shall be available on e-mail.

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 disqualified from participation and the company next in waiting list shall be selected for participation.

- 2.3 If the deposited bank cheque of Participating Company is not “good for payment”, the company shall be disqualified for participation and the company next in the waiting list

shall be selected.

- 2.4 The Participating Company shall receive a refund of 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.
- 2.5 In case of inability to participate by a company in the above mentioned event due to force majeure, 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 reasoning regarding the same. NTB shall not make any refund to the company in case of cancellation/withdrawal of participation or no show without any prior information.
- 2.7 In case of cancellation/withdrawal of participation by NTB or cancellation/postponement of the event by the organizer due to unforeseen circumstances/force majeure, NTB shall take necessary decisions regarding full/partial refund of the financial contribution.

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

3. Shall strictly abide by the following regarding Visa Facilitation:

- 3.1 Upon deposit of financial contribution within stipulated deadline, the Participating Company shall submit a request letter to NTB for visa recommendation letter to concerned embassy or visa issuing authorities. After the same, NTB shall issue standard visa recommendation letter 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 representative/s (maximum two)
 - 3.4.4 Designation of the representative/s
(pls, specify if representative/s is/are owner/share holder/employee of the company)
 - 3.4.5 Passport number, date of birth, place of birth of the representative/s as in passport
 - 3.4.6 The following supporting documents must be submitted for visa:
 - a) Copy of passport/s
 - b) Resume/bio-data with photograph/s as per specifications
 - c) Legal documents verifying designation or status of the representative/s
 - d) Appointment letter/employment contract of representative/s from Participating Company
 - e) Gross salary statement/letter of the representative/s from the company
 - f) Participant representing a company as an employee must submit last 3 years' Tax Deducted at Source (TDS) report. (not applicable for India, China and SAARC countries)

- 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 the Participating Company in receiving visa support/invitation letter from the organizers of the above mentioned event.

4. Shall mandatorily attend all Event Meetings called by NTB:

- 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 at the pre event meeting.
- 4.4 The Participating Company representatives, who are granted visa for the event host country, shall submit/send an e-mail copy of the visa granted to concerned desk.
- 4.5 All Participating Companies must attend the post-event debrief meeting in Nepal for feedback and discussion on Nepal's performance at the event.

5. Shall strictly abide by the 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. Participating 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 purposes. 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 the Nepal Stand.
- g. Please ensure best etiquette, politeness, and 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. NTB shall do its best to amicably settle any dispute/issues, if any, regarding the program/event.
- l. Please do not leave the counter table/booth at Nepal Stand unattended for extended period of time.

- m. Please ensure that all trash/wastage in your table or booth area is cleared at all times.
6. The Participating Company shall be treated as a ‘defaulter’ if their representatives do not abide by the terms and conditions of visa and overstay. This shall be applicable to all Participating Companies irrespective of NTB's visa recommendation letter or not.
 7. 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 Company and individual as per the spirit of the provided “Terms and Condition” and the existing laws of Nepal.
 8. The Participating Company and its representatives that fail to abide by the given “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.
 9. NTB shall have the right to inform embassies including visa issuing authorities about such ‘defaulter’ companies and their representatives, and bring them for appropriate legal proceedings as per the existing laws of Nepal.

Participating Company agrees to all of the above mentioned “Terms and Conditions” :

We have read and clearly understood the above mentioned “Terms and Conditions” for our participation in **China International Travel Mart (CITM) 2024 in Shanghai, China to be held from 22 – 24 November, 2024.**

Our company shall fully abide by all the clauses of 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 :