



ITB Asia 2020 Hosted Buyers Programme Information

ITB Asia 2020 – Buyers Packages

Fully Hosted Buyer Package

(Host air flight and accommodation)

For serious buyers only.

- 24 Business Appointments with Exhibitors
- Hosted Hotel Accommodation in 4/5* Hotels
- Reimbursement of Air Passage into Singapore (*only applicable to fully hosted buyers*)
- Admission to Exhibition Hall on all 3 Show Days
- Admission to ITB Asia MICE and Corporate Hub
- Admission to Networking Functions
- Local Airport Transfers to and from Official Hotel provided or reimbursed based on SGD 50 capped amount
- Admission to Buyer's Lounge
- Registration Fee: USD 250 per delegate (**Waived** for referrals)

Deadline of Registration: 15th August 2020 (2359hrs, GMT+8)

Note:

- ITB Asia will host 3 nights stay for buyers based in Asia, from 20th Oct 2020 onwards.
- ITB Asia will host 4 nights stay for buyers based outside of Asia, from 20th Oct 2020 onwards. (including Australia and New Zealand)
- Complimentary airport transfer will be provided to only Fully Hosted Buyers

Hosting Criteria for ITB Asia 2020:

1. Commit to a set number of appointments with ITB Asia exhibitors based on selected buyer's package
2. **Decision maker** of a company whom had significant procurement volume of travel services such as accommodation, air tickets, tour packages, etc. For example: travel agents, corporate & outbound travel managers or travel procurement managers
3. Noticeable procurement track record in Asia (ITB Asia may conduct checks on proof of travel procurement for auditing purposes)



4. ITB Asia will not accept profiles that are sales/ business development related unless applicants are able to provide proof of procurement.
5. In most cases, ITB Asia would only accept 1 hosted outbound travel manager/agent per company. He/she would have to hold regional procurement track record i.e. APAC Travel Manager, instead of national title such as Travel Manager – India.

ITB Asia Buyer's Application Procedure:

Step 1: Recommendation/ Invitation

- Send list of recommended buyers to ITB Asia
- ITB Asia would recommended buyers on behalf and manage all enquiries
- Recommend buyers to register online with recommendation code. Registration link and recommendation code would be provided in March.

Step 2: Buyer's Registration

- ITB Asia would update partner on the registrant list weekly. (i.e. completed/incomplete registration, pending/ submitted agreement form)
- Deadline of registration for buyer: **15th August 2020**

Step 3: Validation

- ITB Asia will only validate all completed registrations
- Buyers will receive the approved/rejected auto-generated email upon validation
- Approve/Rejected status will be reflected in individual buyer's login
- Validation will commence from June 2020 onwards

Step 4: Submission of Agreement Form (after receiving the "Approved" email by ITB Asia)

- Agreement form - A contractual agreement between ITB Asia and respective buyer on terms of hosting and reimbursement amount
- Buyers in agreement with the terms of hosting would confirm their participation by submitting their agreement form
- Only buyers whom submitted agreement forms are confirmed buyers
- Kindly note that a fee of USD 1 will be charged to all hosted buyer applications to verify the validity of buyers' credit card details
- For more information, kindly click [here](#)

Step 5: Pre-scheduled appointment (PSA)

- Buyers whom had submitted the agreement form would be invited to pre-select potential exhibitors based on industry and area of focus
- Upon selection, ITB Asia would proceed with the appointment matching algorithm and a schedule of appointments will be auto-generated to all confirmed buyers



Step 6: Online Diary

- Buyers may login their account to manage appointments or add more appointments to their calendar

Step 7: Attend ITB Asia 2020 from 21 –23Oct 2020

- Attend ITB Asia 2020 and complete all scheduled appointments