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19–21 October 2016
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ITB
Asia

The Trade Show for the Asian
Travel Market

ITB ASIA 2016: TRADE VISITOR FAQ

EVENT DETAILS:

Date: 19 – 21 October 2016

Location: Marina Bay Sands
Sands Expo & Convention Centre, Basement 2
10 Bayfront Avenue
Singapore 018956

Opening Hours: 1000 to 1800hrs

Organised by:



Held in :



Official Medical & Travel
Security Partner:



Official Hotel Partner:



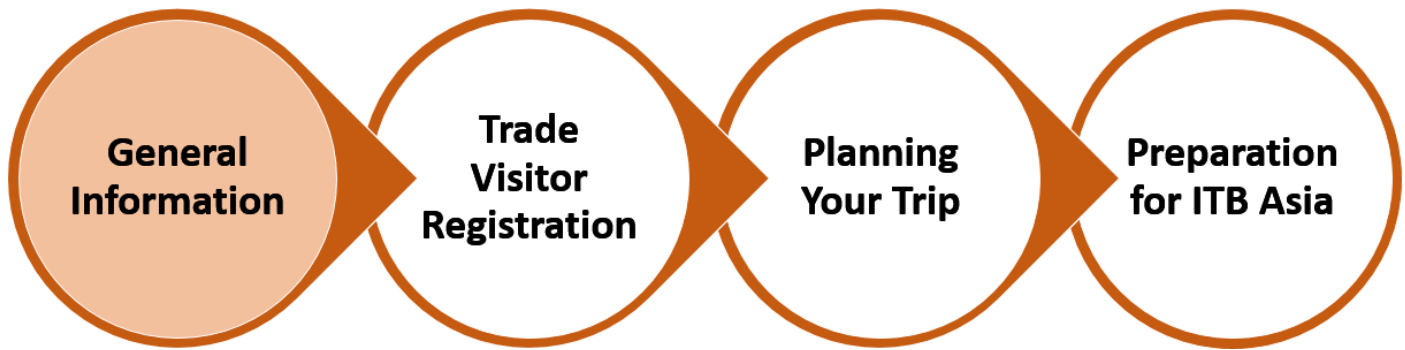
Official Partner Country:



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1 General Information

1.1 Marina Bay Sands & ITB Asia 2016

- **How can I get there?**

More information of getting to Marina Bay Sands click: <http://www.marinabaysands.com/company-information/directions-to-marina-bay-sands.html>

- **Where can I find the floor plan?**

You may download the floor plan from <http://www.itb-asia.com/exhibiting/floor-plan/>

- **What are the benefits to attend ITB Asia?**

- Secure face to face meetings with leading buyers from Asia and other continents
- ITB Asia caters to MICE, Corporate and Leisure markets across 3 days
- Enjoy 1: 1 buyer and exhibitor ratio through our appointment system
- Seize the opportunity to connect with the key decision makers
- Build connections with 10,300 attendees from 108 countries.

- **What conferences/events am I entitled to visit?**

Kindly visit our conference and event program for further information.

- **How can I view the exhibitors?**

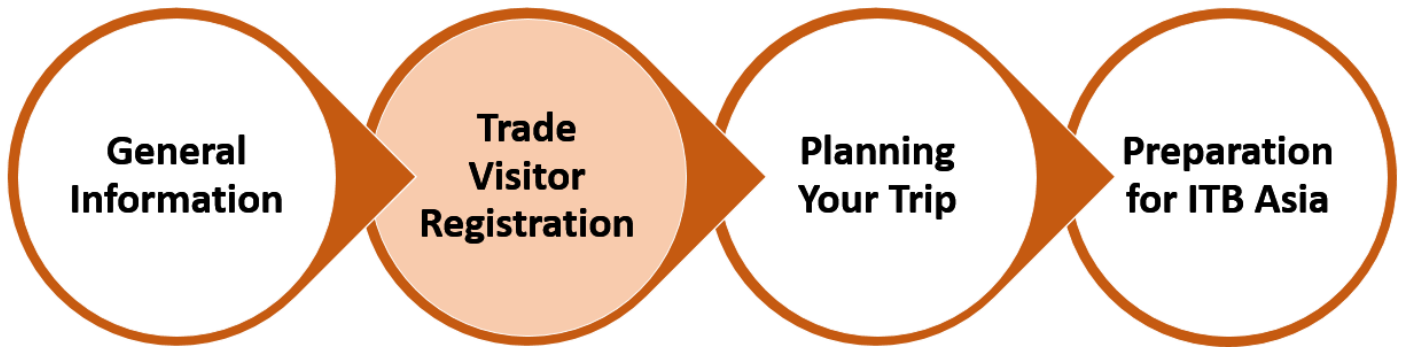
You may view the exhibitor from this link: <http://itbasia.com.sg/2016/exhibitorsearch>

- **Is there a minimum age to enter the event?**

The minimum age requirement for delegate to enter is 18 years old.

- **Is there a dress code?**

Strictly Business Attire (Delegates dressed in shorts and slippers will **NOT** be allowed entry into the Exhibition Halls and Conferences).



2 Trade Visitor Registration

2.1 Trade Visitor Passes

<u>Types of Badges</u>	<u>Online Rate (SGD)</u>	<u>Onsite Rate (SGD)</u>
3 Day Trade Visitor Badge ¹	S\$130 (inclusive of 7% GST)	S\$170 (inclusive of 7% GST)
1 Day Trade Visitor Badge ² (Only valid for entry on 21 st October 2016)	S\$65 (inclusive of 7% GST)	S\$85 (inclusive of 7% GST)

Please note:

¹ Rate includes access to Exhibition Halls on Basement 2, ITB Asia Clinics (20th & 21st October) and conferences.

² Rate includes access to Exhibition Halls on Basement 2, ITB Asia Clinics and conferences **only on 21st October 2016**

All registrations are non-refundable or transferrable

For visitors with promo code, kindly insert the code at Payment page.

2.2 Trade Visitor Application

- **How do I apply for Trade Visitor Passes?**

Fill in the Online Application Form: <http://itbasia.com.sg/2016/tradevisitorticketshop/> by selecting the “New Registration” and click Next.

- **How long does the process take?**

You will be confirmed as a Trade Visitor once you have made your payment online.

- **How would I know if I have been confirmed as a Trade Visitor?**

Upon registration, you will be notified via email of the details of your Trade Visitor Login, Payment Receipt and Badge Confirmation.

2.3 Registration Fee

When filling in the Registration Form, you will be prompted to enter your credit card details for payment of your registration fee. Payment of the registration fee can only be made via credit card (Mastercard & VISA). **The registration fee is non-refundable.**

2.4 Payment

- **What are the methods of payment for online?**

Credit Card (Mastercard and VISA)

- **What are the methods of payment onsite?**

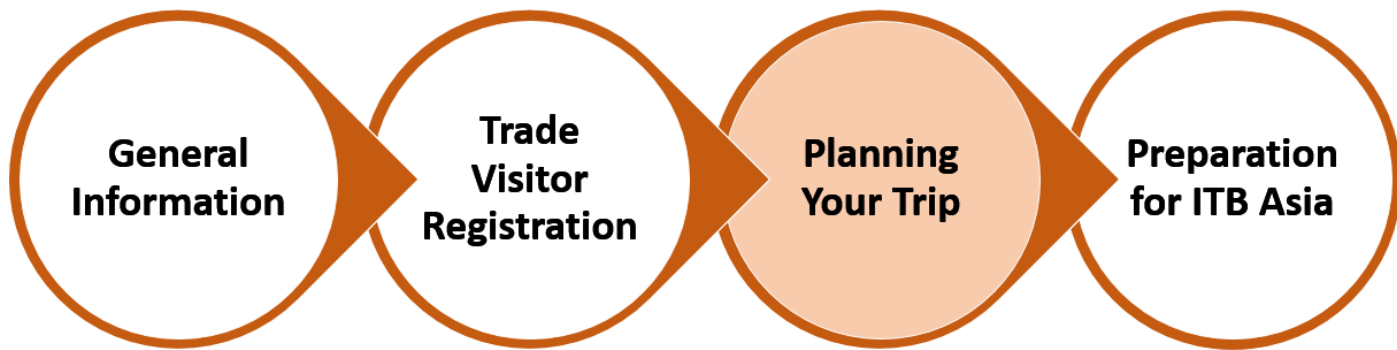
Credit Card (Mastercard and VISA), Cash (SGD or exact amount in USD)

2.5 ITB Asia Trade Visitor's Login

- **How do I access my ITB Asia Trade Visitor's Login?**

- Click on the Trade Visitor login link: <http://itbasia.com.sg/2016/tradevisitorticketshop/reglogin.aspx>, and enter the Username and Password sent to your registered email upon completion of your transactions.

If you have forgotten your Username or Password, please contact the ITB Asia Team for assistance or email itbasia@gmail.com.



3 Planning Your Trip

3.1 VISA Application

- **Do I need a VISA to attend ITB Asia 2016?**

Click here to find out on VISA requirements for your visit to Singapore. If you need to apply for a VISA, kindly write in to itbasia@gmail.com

Please note that you must make payment and confirmed your participation as Trade Visitor to be issued the letter of introduction for VISA application.

3.2 Cancellation Policy/ 'No Show' Policy

- **How should I cancel my registration?**

All passes are non-refundable and non-transferrable.

3.3 Hotel Accommodation

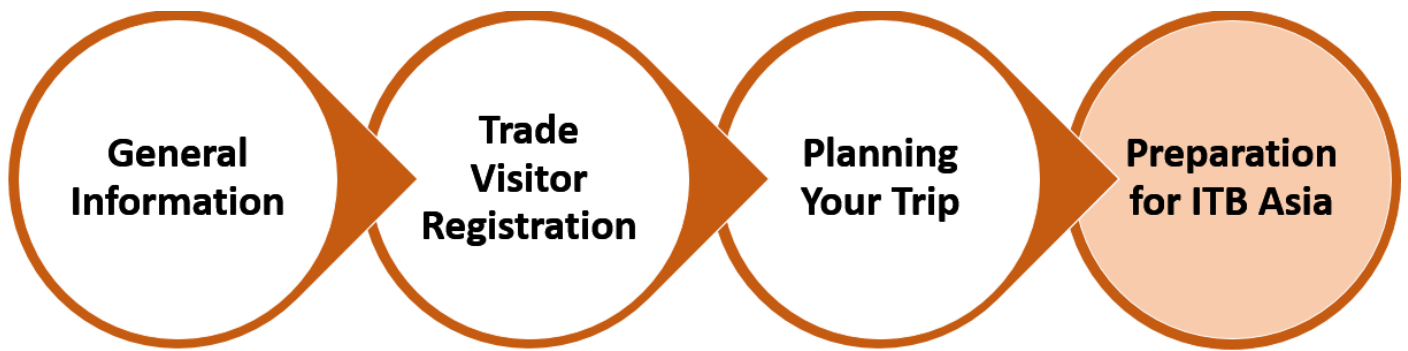
- **Where should I stay in Singapore during ITB Asia 2016?**

ITB Asia's Official Hotel Partner, Marina Bay Sands, Singapore (MBS), is currently offering exclusive rates to all attendees. You may book your hotel with these discounted rates via this link: [ITB Asia 2016 Marina Bay Sands Hotel](#)

You may wish to know that MBS is a walking distance from the Sands Expo & Convention Centre.

- **How should I cancel my registration?**

All passes are non-refundable and non-transferrable.



4 Preparation for ITB Asia

4.1 Privileges @ MBS for ITB Asia Delegates

- Click [here](#) to view the guest privileges at Marina Bay Sands

4.2 Trade Visitor Badges

- **How do I collect my Trade Visitor Badge(s)?**

You may print the E-badge(s) which will be sent to the registered email provided during your application 1-2 weeks prior to the Show.

Alternatively, you may print out the Confirmation Letter (with a Barcode) sent to you during registration and bring it with you to the show to collect your badge(s) at Sands Expo & Convention Centre, Basement 2.