

# CONDITIONS FOR HOSTED BUYER

## Please read carefully before completing the Registration Form for being an ITE HCMC Hosted Buyers

1. The ITE HCMC Hosted Buyers Program will be implemented at Saigon Exhibition & Convention Center (SECC), 799 Nguyen Van Linh Street, District 7, Ho Chi Minh City, Vietnam as a part of the official program of ITE HCMC 2025 which will be held from 4 to 6 September 2025.

2. ITE HCMC 2025 is open to all suppliers of international & ASEAN tourism products and services as well as buyers from around the world and other tourism-related establishments promoting tourist traffic to and within the region. ITE HCMC Hosted Buyers include travel wholesalers, retailers, agents, convention and incentive organizers and other establishments dealing outbound into Vietnam, Cambodia, Laos, Myanmar and Thailand.

3. All Buyers who are confirmed to participate are required to complete:

- a. ITE HCMC Confirmed Buyer Application Form
- b. ITE HCMC Buyer Questionnaire Form

and submit such forms to ITE HCMC Hosted Buyer Committee within 5 working days from the date of the confirmation letter with the required payment of US\$150 as the Administration Fee and a deposit of US\$350 as the Performance Bond.

Please kindly be noted that the Performance Bond is to guarantee the participation of the Buyer in the Program and will be refunded after the Buyer completes the schedule with the Organizing Board.

**4. Please email ITE HCMC Buyer Application Form and Questionnaire to: Hosted Buyer Team via [buyer@itehcmc.travel](mailto:buyer@itehcmc.travel)**

**Important: All qualified Buyers approved by the Buyer Advisory Board are required to make a payment of US\$500, including an Administration Fee of US\$150 and a deposit of US\$350 as the Performance Bond.**

## Fees or Charges

1. All fees are to be paid in US Dollars.

2. ITE HCMC Hosted Buyer Administration Fee is US\$150 and the Performance Bond is US\$350 and the payment must be made in full, exclusive of any bank fee or charge involved which shall be for the account of the Buyer.

**3. Vietnam banking regulations stipulate a surcharge for any remittance by bank draft and telegraphic transfer. If you remit by bank draft or telegraphic transfer, the above bank fee shall be charged to the Buyer and will be deducted from the Performance Bond.**

4. Please email a telegraphic transfer slip or copy of the pay-in slip with the buyer's name and company name stated clearly on it.

**Payment by telegraphic transfer and bank draft must be made payable and sent to the ITE HCMC Hosted Buyer Committee. Payment may be remitted directly to the following:**

**Subject:** ITE HCMC 2025 Buyer Registration – [Buyer's full name] – [Ref No]

| Account No.   | Account Name   | A/C Type        | Currency |
|---------------|--|-----------------|----------|
| 0011370796403 | C.I.S VIETNAM., JSC  | Current Account | USD      |
| Bank name:    | JOINT - STOCK COMMERCIAL BANK FOR FOREIGN TRADE OF VIETNAM |                 |          |
| Bank branch:  | OPERATION CENTRE   |                 |          |
| Bank address: | 11 LANG HA, THANH CONG W., BA DINH DIST., HANOI, VIETNAM   |                 |          |
| SWIFT Code:   | BFTV VNVX 001  |                 |          |

*\* Please kindly note that the bank draft or telegraphic transfer shall be borne to the Buyer and may be deducted from the Performance Bond.*

**In the event that you encounter any difficulties with the bank transfer, we kindly request that you proceed with the payment via PayPal to our account: [minh@cisvietnam.com.vn](mailto:minh@cisvietnam.com.vn)**

*\* Please note that any transaction fees associated with the PayPal transfer should be covered from your end.*

## Cancellation, Substitution and Refund

1. The ITE HCMC Hosted Buyer Committee must be notified in writing (by email) of any cancellation or delegate substitution, with receipt acknowledgment from the ITE HCMC Hosted Buyer Committee.
2. No refund shall be made for cancellation for all Buyers.
3. All refunds (if any) will only be remitted after the close of ITE HCMC 2025.
4. An administration fee of US\$60 will be levied for every substitution made for a Buyer Registration.
5. Lost badges will be replaced upon payment of an administrative fee of US\$20.

### **Entitlement**

1. Only duly registered ITE HCMC Buyers and Sellers are allowed to participate in the ITE HCMC Hosted Buyers Program.
2. Admission to the ITE HCMC Hosted Buyers area will be strictly on the basis of ITE HCMC Buyers' name badges. All Buyers and Sellers are required to wear their badges at all times in the ITE HCMC Hosted Buyers area.
3. After approval from the Buyer Advisory Board, Hosted Buyers will be provided each with a complimentary economy round trip air ticket (*only for Fully Hosted Buyers*) and accommodation, of which the details and conditions will be advised later.
4. Complimentary transfers will be provided for all Buyers staying at the Official Hotels.
5. Special accommodation rates at the official hotels will be provided for Non-Hosted Buyers.

### **Important notes**

Buyers with a range of medical conditions (asthma, heart disease, diabetes, infectious diseases, etc.), physical impairment (hospitalization, injury, or surgery), or medication need to satisfy certain criteria before flying. This is to ensure your health and safety on board.

If your health status changes between the time your booking is approved and when you fly, it is your responsibility to advise us of that so we can review your Buyer Confirmation if necessary.

Buyers understand, acknowledge, and agree that the Organizing Committee of ITE HCMC 2025 will not accept responsibility or liability for any Buyers who do not disclose your health status in advance.

### **Acceptance of registration**

This application, when signed and stamped, shall serve as an agreement between the applicant of the organization and the ITE HCMC Hosted Buyers Committee that the above terms and conditions have been read and understood by the applicant. The ITE HCMC Hosted Buyers Committee reserves the right to reject any application that is incomplete or does not comply with the above terms and conditions.

**We confirm Hosted Buyer Conditions  
according to the above information.**

Date ..... / ..... / 2025

Signature & Stamp

# HOSTED BUYER REGISTRATION FORM

Please complete the ITE HCMC Confirmed Buyer Registration Form and ITE HCMC Buyer Questionnaire and email both soft copies and scanned copies with signature and company stamp to: **Hosted Buyer Team** via [buyer@itehcmc.travel](mailto:buyer@itehcmc.travel)

All qualified Buyers approved by the Buyer Advisory Board are required to make a payment of **US\$150 as the Administration Fee** and a **deposit of US\$350 as the Performance Bond**. Please kindly be noted that the Performance Bond is to guarantee the participation of the Buyer in the Program and will be refunded after the Buyer completes the schedule with the Organizing Board.

|   |  |   |   |                                    |
|---|--|---|---|------------------------------------|
|   | Company Information (Please type in CAPITALS)  |   |   |                                    |
| <b>Company:*</b>  |  |   |   |                                    |
| <b>Address:*</b>  |  |   |   |                                    |
| <b>City / State:*</b>   |  |   |   |                                    |
| <b>Postal Code:*</b>  |  | <b>Tel:*</b>  |   |                                    |
| <b>Country:*</b>  |  | <b>Fax:</b>   |   |                                    |
| <b>Email:*</b>  |  | <b>Website:*</b>                                      |   |                                    |
| <b>Recommendation Code:</b>   |  |   |   |                                    |
| <b>The core travel products/ services provided by your Organization:*</b> | <b>Corporate Travel Buyer</b>  |   |   |                                    |
|   | <input type="checkbox"/> Event Planners<br><input type="checkbox"/> Corporate Travel Buyers  |   |   |                                    |
|   | <b>MICE Buyer</b>  |   |   |                                    |
|   | <input type="checkbox"/> Meeting Planners<br><input type="checkbox"/> Companies with Incentive Programs<br><input type="checkbox"/> Incentive Houses<br><input type="checkbox"/> Professional Conference Organizer<br><input type="checkbox"/> International Associations<br><input type="checkbox"/> Destination Management Companies |   |   |                                    |
| <b>Type of Events/ Tours organized:*</b>                                  | <b>Leisure Buyer</b>   |   |   |                                    |
|   | <input type="checkbox"/> Outbound Tour Operator/ Travel Agent<br><input type="checkbox"/> Others, please specify .....   |   |   |                                    |
|   | <input type="checkbox"/> Adventure Tours   | <input type="checkbox"/> Conventions                  | <input type="checkbox"/> Cruiser        | <input type="checkbox"/> Eco-Tours |
|   | <input type="checkbox"/> Exhibitions   | <input type="checkbox"/> Incentive Tours              | <input type="checkbox"/> Leisure Travel | <input type="checkbox"/> Meetings  |
|   | <input type="checkbox"/> Special Interest Tours  | <input type="checkbox"/> Others, please specify ..... |   |                                    |
| <b>Number of Tour Groups you organize per year:*</b>                      | <input type="checkbox"/> Less than 20  | <input type="checkbox"/> 21 – 40                      | <input type="checkbox"/> 41 – 60        | <input type="checkbox"/> 61 – 80   |
|   | <input type="checkbox"/> 81 – 100  | <input type="checkbox"/> 101 or above                 |   |                                    |
| <b>The average Number of People in tour groups:*</b>                      | <input type="checkbox"/> Less than 20  | <input type="checkbox"/> 21 – 40                      | <input type="checkbox"/> 41 – 60        | <input type="checkbox"/> 61 – 80   |
|   | <input type="checkbox"/> 81 – 100  | <input type="checkbox"/> 101 or above                 |   |                                    |
| <b>Number of FIT Travelers you handle per year:*</b>                      | <input type="checkbox"/> 1 – 1,100   | <input type="checkbox"/> 1,001 – 5,000                | <input type="checkbox"/> 5,001 – 10,000 |                                    |

|   |   |   |                                       |   |
|---|---|---|---------------------------------------|---|
| <b>The average length of stay per tour group:*</b>  | <input type="checkbox"/> 1 – 3 nights   | <input type="checkbox"/> 4 – 6 nights       | <input type="checkbox"/> 7 – 9 nights | <input type="checkbox"/> 10 – 12 nights |
|   | <input type="checkbox"/> 13 – 15 nights   | <input type="checkbox"/> 16 nights or above |                                       |   |
| <b>Your Job Responsibility/ Responsibilities:*</b>  | <input type="checkbox"/> Decide   | <input type="checkbox"/> Recommend          | <input type="checkbox"/> Advise       |   |
|   | <input type="checkbox"/> Others, please specify .....   |   |                                       |   |
| <b>How many employees does your company have:*</b>  | <input type="checkbox"/> 1 – 30   | <input type="checkbox"/> 32 – 70            | <input type="checkbox"/> 72 – 100     |   |
|   | <input type="checkbox"/> Others, please specify .....   |   |                                       |   |
| <b>Which CLMTV markets do you buy from:*</b>  | <input type="checkbox"/> Cambodia   | <input type="checkbox"/> Laos               | <input type="checkbox"/> Myanmar      | <input type="checkbox"/> Thailand       |
|   | <input type="checkbox"/> Vietnam  |   |                                       |   |
| <b>Which CLMTV markets do you plan to develop:*</b>   | <input type="checkbox"/> Cambodia   | <input type="checkbox"/> Laos               | <input type="checkbox"/> Myanmar      | <input type="checkbox"/> Thailand       |
|   | <input type="checkbox"/> Vietnam  |   |                                       |   |
| <b>Which Non-CLMTV markets do you buy from:*</b>  | <input type="checkbox"/> South East Asia<br><input type="checkbox"/> East Asia<br><input type="checkbox"/> South Asia<br><input type="checkbox"/> Middle East<br><input type="checkbox"/> Russia/ Scandinavian/ CIS<br><input type="checkbox"/> Australia, New Zealand, Cook Islands, Micronesia and the Pacific Islands<br><input type="checkbox"/> Europe<br><input type="checkbox"/> Africa<br><input type="checkbox"/> Canada/ US<br><input type="checkbox"/> Caribbean/ South America<br><input type="checkbox"/> None |   |                                       |   |
| <b>Have you attended any of the following Trade Shows as a Buyer in the last 24 months:*</b>                              | <input type="checkbox"/> ATF<br><input type="checkbox"/> ITB Berlin, Germany<br><input type="checkbox"/> ITB Asia, Singapore<br><input type="checkbox"/> JATA, Japan<br><input type="checkbox"/> WTM, UK<br><input type="checkbox"/> IT&CMA<br><input type="checkbox"/> PATA<br><input type="checkbox"/> Others, please specify .....   |   |                                       |   |
| <b>Please mention some Vietnamese partners that you have worked with:</b>   | Name of your partners in Vietnam:<br>Company:<br>Email address:   |   |                                       |   |
| <b>Buyer-refers-Buyer Program: Refer your industry friends whom you think would benefit from taking part in ITE HCMC:</b> | Name of buyer:<br>Company:<br>Email address:  |   |                                       |   |

|  |  |  |  |
|--|--|--|--|
|  | Personal Data (Please type in CAPITALS)  |  |  |
| <b>Full name on Passport:*</b>   |  | <b>Date of birth<br/>(DD/MM/YYYY):*</b>  |  |
| <b>Name on Badge:*</b>   |  | <b>Position/<br/>Designation:*</b>       |  |
| <b>Contact Email:*</b>   |  | <b>Mobile:*</b>                          |  |
| <b>Country of Issue:*</b>  |  |  |  |
| <b>Nationality:*</b>   |  | <b>Gender on<br/>Passport:*</b>          |  |
| <b>Passport No.:*</b>  |  | <b>Place of Issue:*</b>                  |  |
| <b>Date of Issue<br/>(DD/MM/YYYY):*</b>  |  | <b>Date of Expiry<br/>(DD/MM/YYYY):*</b> |  |
| If you are making your own air travel and/or hotel accommodation arrangement in HO CHI MINH CITY, please indicate details below: |  |  |  |
| <b>Arrival date and time:<br/>(DD/MM/YYYY)</b>   |  | <b>Flight No:</b>                        |  |
| <b>Departure date and time:<br/>(DD/MM/YYYY)</b>   |  | <b>Flight No:</b>                        |  |
| <b>COMPLIMENTARY POST-SHOW TOUR:</b>   |  |  |  |
| <b>Special meal requests:</b>  | <input type="checkbox"/> Vegetarian<br><input type="checkbox"/> Halal meal<br><input type="checkbox"/> Food allergies (please indicate): ..... |  |  |

**We confirm Hosted Buyer Registration  
according to the above information.**

Date ..... / ..... / 2025

Signature & Stamp

**Notes:**

**(\*) compulsory contents**