

**DEVELOP YOUR
BUSINESS TO THE
NEXT LEVEL**

17 - 19 October 2018
itb-asia.com



ITB
ASIA

Asia's Leading
Travel Trade
Show

ITB ASIA 2018

TRADE VISITOR FAQ

EVENT DETAILS

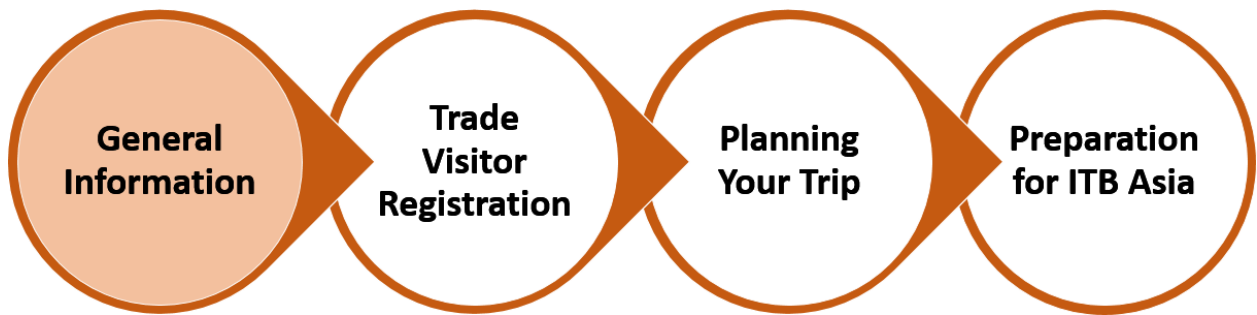
Date: 17 – 19 October 2018

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

Opening Hours: 1000 to 1800hrs

Table of Contents

1	General Information	3
1.1	Marina Bay Sands & ITB Asia 2018	3
2	Trade Visitor Registration	4
2.1	Trade Visitor Passes	4
2.2	Trade Visitor Application	4
2.3	Registration Fee	5
2.4	Payment.....	5
2.5	ITB Asia Trade Visitor’s Login.....	5
3	Planning Your Trip.....	6
3.1	VISA Application	6
3.2	Cancellation Policy/ ‘No Show’ Policy	6
3.3	Flight Booking	6
3.4	Hotel Accommodation.....	6
3.5	Wi-Fi Accessibility	7
4	Preparation for ITB Asia	7
4.1	Trade Visitor Badge	7
4.2	Arrange business meeting with ITB Asia Mobile App.....	7
4.3	Privileges for ITB Asia Delegates.....	7



1 General Information

1.1 Marina Bay Sands & ITB Asia 2018

- **How can I get there?**

More information of getting to Marina Bay Sands can be found [here](#)

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

You may download the floor plan from [here](#)

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

- Access to ITB Asia 2018 Mobile App to make appointments with up to 940 exhibitors
- ITB Asia caters to MICE, Corporate and Leisure markets across 3 days
- Seize the opportunity to connect with the key decision makers
- Build connections with 11,000 attendees from 113 countries.
- Take advantage of seminars and workshop opportunities at our conferences and events
- Participate in our daily raffle draw and win exciting prizes

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

You are entitled access to all conference and exhibition seminar sessions. Kindly visit our [Conference and Event programme Page](#)

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

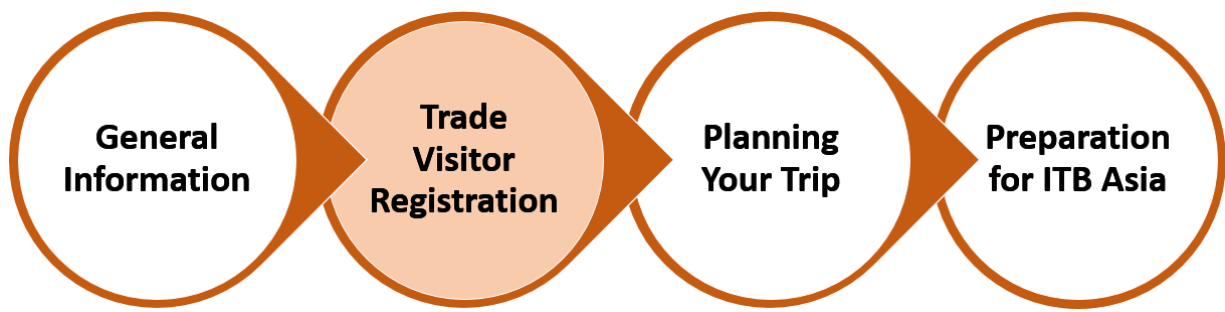
You may view our 2018 exhibitors at our exhibitor search [here](#)

- **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

Onsite Rate# <i>Inclusive of 7% GST</i>		Online Rate <i>To purchase <u>before</u> 16th October 2018 *Prices stated are <u>exclusive</u> of 7% GST.</i>	
1-Day Trade Visitor Badge*	USD 65/ SGD 90	1-Day Trade Visitor Badge*#	USD 50
<i>*Only valid for entry on 19th October 2018, Friday</i>		<i>*Only valid for entry on 19th October 2018, Friday.</i>	
3-Day Trade Visitor Badge#	USD 130/ SGD 180	3-Day Trade Visitor Badge#	USD 100
<i>#Applicable to online registrations. i.e. You have registered online prior to event day And wish to make payments onsite.</i>		<i>#For online purchases, enjoy 10% off prices of 3 or more of the same Badge category</i>	

Please note:

All registrations are non-refundable or transferrable.

2.2 Trade Visitor Application

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

Fill in the [Online Application Form](#)

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

The registration process will take 10 – 15 minutes. Trade Visitor Registration is confirmed after payment is made.

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

After payment, you will be notified via email within the same day. However, Organizer reserves the right to reject your registration at the sole discretion of the company.

- **If I have received a promo code, how do I apply it?**

For visitors with promo code, kindly insert the code at the end REGISTRATION page, right before CHECKOUT.

- **Do you have a step-by-step registration guide?**

Kindly view the step-by-step registration and payment guide [here](#).

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) or PayPal. **The registration fee is non-refundable.**

2.4 Payment

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

Credit Card (Mastercard and VISA) or PayPal

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

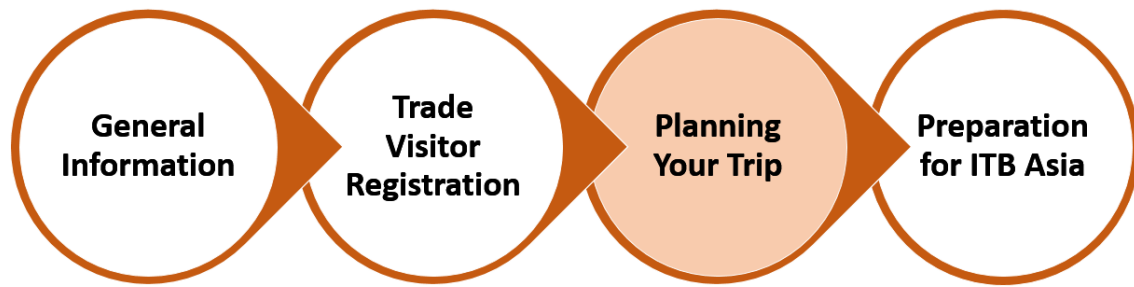
Credit Card (Mastercard and VISA), Cash (SGD or exact amount in USD). Please note that should you register online and would like to make payment onsite; the badges will be based on Onsite Rate.

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](#) and enter your registered email as your Username and your Password.

If you have forgotten your Username or Password, please contact the ITB Asia Team for assistance or email visitor@itb-asia.com



3 Planning Your Trip

3.1 VISA Application

- **Do I need a VISA to attend ITB Asia 2018?**

To find out on VISA requirements for your visit to Singapore, please click [here](#). If you need to apply for a VISA, kindly write in to visitor@itb-asia.com

Please note that you must make payment and confirm your participation as a Trade Visitor to be issued a 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 Flight Booking

- **Official Partner Airline**

Singapore Airlines, ITB Asia's Official Partner Airline, is offering exclusive rates for all attendees this October. Click [here](#) to view more information!

3.4 Hotel Accommodation

- **Where should I stay in Singapore during ITB Asia 2018?**

You may book with our Official Partner Hotel, Marina Bay Sands, Singapore (MBS), or any of our Preferred Partner Hotels for your stay in Singapore. ITB Asia has currently partnered with the hotels to offer exclusive rates to all attendees. You may book your hotel at discounted rates [here](#).

You may enjoy the following privileges when you book with ITB Asia 2018's preferred hotel partners.

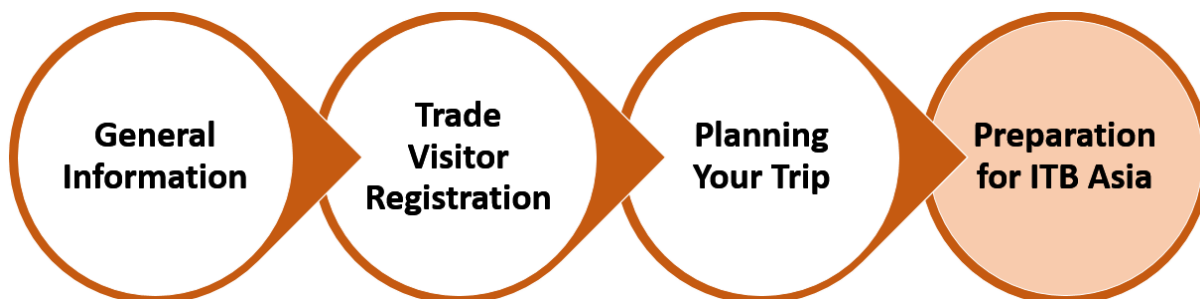
1. Discounted room rates for all delegates
2. Free shuttle bus to event venue
3. Complimentary Wi-Fi
4. Breakfast Included (Subjected to charges)

- **How should I cancel my room reservation?**

Please refer to the booking terms and conditions of the hotel property that you have booked.

3.5 Wi-Fi Accessibility

Rent a pocket wifi from our Official Pocket Wifi Provider Roaming Man. You can easily connect to high-speed Internet through the Wi-Fi pocket device for as low as **SGD\$5** per day. For more information on Wi-Fi rental, visit our [Preferred Travel Partners](#) page!



4 Preparation for ITB Asia

4.1 Trade Visitor Badge

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

Your E-badges will be sent to the registered email 1 – 2 weeks prior to the show. Thereafter, you may print them either at your convenience

Alternatively, you may print out the Confirmation Letter (with a QR / 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

4.2 Arrange business meeting with ITB Asia Mobile App

- You may use ITB Asia’s Mobile app to request meetings with exhibitors
- Kindly download the app by searching for ITB Asia on the Apple Store or on Google Play Store

4.3 Privileges for ITB Asia Delegates

- Click [here](#) to view the guest privileges you may enjoy with ITB Asia Trade Visitor Badge.

Should you require further assistance, please contact visitor@itb-asia.com or call us at +65 6635 1188

See you at ITB Asia 2018!

