



## Thailand Convention & Exhibition Bureau

Address: Siam Piwat Tower, 12B Floor, 989 Rama 1 Road, Pathumwan, Bangkok 10330, Thailand  
Tel. (662) 694-6000 Fax (662) 658-1411  
www.businesseventsthailand.com

### Visitor Promotion Support **CONNECT BUSINESSES Campaign**

**CONNECT BUSINESSES Campaign**, hereafter, is granted by the Thailand Convention & Exhibition Bureau (TCEB), under the ‘**Exhibitions and Events**’ sector to overseas legal entities, hereby known as the “Visitor Promoter” who organizes a group or a trade mission of **at least 10 visitors or above** from the same country to visit, participate and/or convene at an international trade exhibition/ mega event/ festival in Thailand. The selected event must be the exhibition/ mega event/ festival that officially receive endorsement and support from TCEB. The visitor promotion support bestows to the visitor promoter aiming to achieve below objectives:

- ✚ Increase the quality number of trade visitors to international trade exhibitions/ mega events/ festivals organized in Thailand.
- ✚ Improve and upgrade shows quality in size, internationalization, and business match making.

#### Eligible applicant countries for “CONNECT BUSINESSES” Campaign

- ✚ ASEAN (Association of Southeast Asian Nations) countries\*
- ✚ China, Taiwan, Macau, Hong Kong, India, Pakistan, Bangladesh, Bhutan, Nepal, Sri Lanka, Korea, Japan, New Zealand, and Australia

*\*ASEAN Countries: Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, Philippines, Singapore, Vietnam*

#### Eligible legal entities to apply for “CONNECT BUSINESSES” Campaign

- ✚ Federations (overseas and local)
- ✚ Business Trade Association\* (overseas and local)
- ✚ Chamber of Commerce (overseas and local)
- ✚ Oversea Non-Profit Organization
- ✚ Oversea Industrial Publication
- ✚ Oversea MICE Travel Agent

Above parties, hereinafter shall be recognized as “Visitors Promoter”

*\*The show organizer and Co-organizer are not eligible to apply for the campaign*

#### CONNECT BUSINESSES Campaign Concept

A visitor promoter will be entitled to an incentive of **100 USD (one hundred US dollar)\*,\*\*** per visitor if only they could meet below conditions:

- ✚ A group of visitor must consist of **at least 10 trade visitors** to visit, participate and/or convene at an international trade show/ mega event/ festival (officially endorsed & supported by TCEB) in Thailand and **achieve at least 30 business match making in total to receive USD100 (one hundred US dollar) per one visitor.**

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- ✚ Each of the additional trade visitor need to **achieve at least 3 business match making**. However, the total number of business match making is calculated in lump sum amount **to entitle for USD100 (one hundred US dollar) per visitor**.
- ✚ Before and after the exhibition/ mega event/ festival finish, the visitor promoter must submit all compulsory document requested by TCEB.
- ✚ Failure to comply with rules & regulations of CONNECT BUSINESSES Campaign posted by TCEB, visitor promoter will result in nullified application and unqualified for incentive reimbursement.
- ✚ This visitor promotion support is limited to **maximum 300 visitors per event** and TCEB reserves the right to treat the application base on first come first serve basis.
- ✚ The application of CONNECT BUSINESSES campaign is subject to exhibition/ mega event/ festival that provides business match making service only.
- ✚ The arrangement of business match making is upon each of the organizers' procedures.
- ✚ This visitor promotion support is available from 1 October 2016 – 30 September 2017

**Remark:** \* 7% VAT Inclusive is applicable to all applicants.

\*\* For Thai Association, Federation and Chamber of Commerce, revenue tax will be deducted under Thailand's Tax Law.

## Application Process for CONNECT BUSINESSES

### Pre-show Process:

- ✚ The Visitors Promoter is required to complete and submit the followings document **at least 3 weeks** before the show date
  1. Application form for TCEB support. Bank Account detail is needed to be filled in as it is crucial that the name of bank account must be identical with requested "Name of Organization" indicated in RFS\_CONNECT BUSINESSES form. Otherwise, the payment process cannot be executed.
  2. Request for Support CONNECT BUSINESSES Form (RFS\_CONNECT BUSINESSES\*). The name of each trade visitor must be identical with name shown in passport and full details of visitor promoter's representative who is the leader of the group. Passport number must also be filled in the RFS\_CONNECT BUSINESSES form as the main proof of individual participation at on-site process.
  3. Copied of company registration document/certificate.
  4. Signed copy of Visitor Promotion Support on every page of CONNECT BUSINESSES Campaign Policy

**Remark:** \*TCEB reserves the right to randomly check on registered attendees list

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- + TCEB will review the application if the document is sufficient. If the application is complete and valid, TCEB will send RFS\_CONNECT BUSINESSES to exhibition/ event organizer for pre-matching arrangement and approval of the group. The process of the business match making is to be scheduled and executed by exhibition/ event organizer. If any of visitor profile is disapproved by the organizer, TCEB reserves the right to terminate the support without any dispute.
- + After receiving the pre-matching schedule from organizer, TCEB will revert to the visitor promoter with the ***“Estimated support confirmation and Acknowledgement for CONNECT BUSINESSES Campaign”*** with estimated financial grant. The form will clearly specify the date of which the applicant can do business match making (trade day). Otherwise, TCEB reserves the right to terminate the support for those shown up visitors on Public day at its discretion.
- + Without receiving the initial letter of support approval issued by TCEB prior to the visit of an international exhibition/ mega event/ festival in Thailand, the visitor promoter could not claim to receive this support. This is the absolute and is indisputable.
- + **Only changes and replacement in person or name of trade visitor is allowed** but the number of trade visitors must remain unchanged from the application. The changes requested must be submitted **at least 7 working days** before trade exhibition/ mega event/ festival’s date; otherwise, the changes are not acceptable.

### On-site Process:

- + Once arrive at the venue, the visitor promoter’s representative must contact TCEB’s official appointed auditor for group registration at **CONNECT BUSINESSES Check Point**.
- + Each an individual **trade visitor must present passport** to verify their name and passport number, if it is matched to requested name and passport number in RFS\_CONNECT BUSINESSES form and as proofs of individual participation. Passport number is the main proof of individual participation.
- + Trade visitors visit, participate, and/or convene at an international trade exhibition/ mega event/ festival and do business matching as pre-scheduled.
- + All three parties (visitor promoter’s representative, exhibition organizer, and TCEB’s auditor) will verify and certify group members by checking business cards from business match making schedule made at the event.
- + All trade visitors must dress in business attire.

### Post-show & Reimbursement Process:

- + TCEB’s official appointed auditor will submit CONNECT BUSINESSES summary document that has been endorsed by three parties (visitor promoter’s representative, exhibition organizer and TCEB’s auditor) to TCEB
- + TCEB will review the submitted documents and proofs of individual participation, then notify the visitor promoter on the actual incentive amount to be granted. After finalization and official approval, TCEB will issue an ***“Actual Financial Support Confirmation Letter for CONNECT BUSINESSES Campaign”*** to the visitor promoter for further reimbursement process.

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- ✚ The visitor promoter must submit an **original invoice with certified Acknowledgement Letter (including trade promoter signature together with the organization stamp)** issued to TCEB **within 30 days** after receiving the confirmed actual financial support indicated in the final confirmation letter.
- ✚ Reimbursement to the visitor promoter will be processed within 30 days after the original invoice and all required documents and proofs have been received and verified.
- ✚ Delay of payment process to the visitor promoter account is indisputable and subject to case by case basis.

### Rules & Regulations

- ✚ TCEB reserves the rights to amend or adjust the details and procedures of the support as appropriate and will inform visitor promoter in advance.
- ✚ In the case that a visitor promoter fails to abide by rules & regulations stated here in any case, TCEB reserves the right to terminate the support at its discretion.
- ✚ The visitor promoter is required to provide a complete database of the visitors as shown in the RFS\_CONNECT BUSINESSES form and business match making report form. Name of trade visitors shown must be identical to passport.
- ✚ The visitor promoter must visit, participate, and/or convene at an international trade exhibition/ mega event/ festival and do business matching on **TRADE day only**. Otherwise, TCEB reserves the right to terminate the support for those shown up visitors on Public day at its discretion.
- ✚ The shown up number of the registered attendees must be at least 10 pax and achieve 30 business match making (in total); otherwise, the support shall be terminated automatically without any dispute.
- ✚ In the case of changes in actual visitor, the visitor promoter is obliged to inform TCEB in advance of the change or replacement at least 7 days prior to exhibition/ mega event/ festival taking place. Short notice (less than 7 days) is not acceptable. The change in number is prohibited.
- ✚ TCEB will strictly provide support according to the submitted list and number of business match making achieved as mentioned above; otherwise, the support shall be terminated automatically without any dispute.
- ✚ The lists of visitors must be counted uniquely.
- ✚ The exhibition/ event organizer has its right to approve list of visitors and pre-matching schedule submitted by trade promoter.
- ✚ TCEB will provide this support on a first-come, first-served basis.
- ✚ Original invoice **with certified Acknowledgement Letter (including trade promoter signature together with the organization stamp)** must be submitted within 30 days after receiving the confirmed actual financial support indicated in the final confirmation letter; otherwise, TCEB reserves the rights to terminate the support automatically and should be indisputable.

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