

**AGREEMENT FOR HOSTED BUYERS AND TRAVEL JOURNALISTS
ZAMBIA TRAVEL EXPO 2026**

This agreement entered into the day of
.....Two Thousand and Twenty-Six (2026) BETWEEN
THE ZAMBA TOURISM AGENCY a statutory body under the REPUBLIC OF ZAMBIA
GOVERNMENT'S MINISTRY OF TOURISM and established by the Tourism and
Hospitality Act No. 13 of 2015 (hereinafter called "ZTA") of the one part and whose
head office is situated at Plot No. 2338, Abacus House, Kabelenga Road, in the
Lusaka District and Province of Republic of Zambia AND
..... a company registered under **[insert Act that
incorporates the Company]** and whose registered
office and business Address is atin the country of.....
(hereinafter referred to as the "HOSTED BUYER") of the other Part.

Each individually referred to as a "Party" and collectively referred to as "Parties."

WHEREAS

ZTA is responsible for overseeing and promoting tourism-related activities in Zambia and plays a pivotal role in the development, management, and promotion of tourism initiatives, including destination marketing, tourism product development, visitor services, and sustainable tourism practices;

AND WHEREAS

ZTA in the execution of its marketing mandate has organised the Zambia Travel Expo (ZATEX) which aims at showcasing Zambia's diverse tourism offerings and connect local providers with international and regional buyers.

AND WHEREAS

The HOSTED BUYER, by participating in ZATEX, seeks to meet and close deals with relevant suppliers and exhibitors.

In consideration of the covenants herein contained, and the ZATEX program and buyers' information questionnaire annexed hereto, the parties agree that this agreement between ZTA and the Hosted Buyer in relation to participation in the ZATEX to be held in Lusaka from the 4th to the 6th of June 2026 at the Mulungushi Conference Centre in accordance with the program hereto annexed.

TERMS OF REFERENCE

1. EXPO REGISTRATION AND CONFIRMATION

Registration will be done through an expression of interest, and the following will apply:

- i. The preliminary interest to participate as a hosted buyer for ZATEX will be expressed through responding to an invitation sent by ZTA and the Zambian First Secretary - Tourism in the respective missions abroad.
- ii. The Hosted Buyer is responsible for the accuracy of the information they submit including all contact details and their company profile.
- iii. Submitting an expression of interest is not a guarantee of actual acceptance by the ZTA to host the hosted buyer during the ZATEX.
- iv. Only ZTA written confirmation and the subsequent signing of this agreement will guarantee participation as hosted buyer for ZATEX 2026.

2. PARTICIPATION IN THE ZATEX:

a. Management

ZTA has contracted **Africast**, a Zambian registered events company (hereinafter called "The Event Manager"), as its event manager for ZATEX 2026. The Event Manager is responsible for coordination of the entire Expo and the Hosted Buyer programme. Any queries that arise once registered should be directed to the Hosted Buyer coordinator from Africast and copied to the ZTA representatives whose details are provided in this agreement.

b. Attendance

As a hosted buyer, you are expected to attend to ALL activities outlined in the 'Hosted buyer's programme which include briefing and debriefing sessions organized by ZTA and managed by the event manager on behalf of ZTA. Other key attendance imperatives are as follows:

- i. All buyers to strictly adhere to the set program and must be available for briefing sessions where ZTA will clearly outline its expectations.
- ii. All buyers must be available for speed dating sessions during the Business-to-Business days.
- iii. ZTA will provide the itinerary for Post ZATEX Fam trips.
- iv. Hosted buyers will **not** be allowed to change Fam trips itineraries.
- v. All buyers who would like to make trips outside the set itinerary will meet their own costs and further make their own arrangements

c. Transfers

- i. ZTA will be responsible **only** for transfers to and from the main airports within Zambia on first arrival and exit. In addition, ZTA will also cover inland transfers to and from the expo venue and lodging hotels booked by ZTA. All transfers within hosted buyer country of residence to access airports for departure will be at the hosted buyer's costs. All transfers other than those supplied as part of the programme whilst in Zambia will be at the Hosted Buyer/Travel Journalist cost. All buyers will be notified on the programmes as to which events require transfers.
- ii. Ground transfers for the post-expo-familiarization trips will be fully sponsored by ZTA.

d. Hosted Buyer/Travel Journalist obligations

The following points outline obligations of the hosted buyer in addition to obligations stated in the other parts of this Agreement:

- i. Travel journalists will publish no less than at least 3 articles in prominent and reputable media being a reputable tabloid, magazine and online media platforms.

- ii. Proof of all published articles should be provided to ZTA. A report on engagements, website clicks with a link to the online platforms with no less than 10,000 followers/subscribers should be sent to the ZTA Head Tourism Promotions and copied to the Chief Marketing Officer on the email addresses provided herein.
- iii. ZTA will share rights to all photographic images taken during the Expo and tours and as such files of such material should be shared with ZTA by the hosted buyer/travel journalist.
- iv. The Hosted Buyer/Travel Journalist will tag ZTA in all online postings.
- v. All Hosted Buyer/Travel Journalist are expected to participate in an online expectations and satisfactory survey.
- vi. Payment of Visa costs are the responsibility of the Hosted Buyer/Travel Journalist.
- vii. Hosted Buyer/Travel Journalist are to purchase their own return air tickets
- viii. Hosted Buyer/Travel Journalist to complete and submit all documentation required by organizers including a copy of return; air ticket that shows a complete travel itinerary taking into consideration selection of FAM trip.
- ix. Submit a company profile.
- x. Submit a coloured business photograph.
- xi. Sign proposed itinerary and terms of reference detailed in this document.
- xii. Ensure possession of valid yellow fever certificate for entry into Zambia.
- xiii. Check what health protocol requirements are, when entering and leaving Zambia including COVID-19 requirements and comply

- xiv. Check what VISA requirements apply for your country and comply.
- xv. Attend the Expo on all three exhibition days from 08:00 to 17:00 hours unless specified otherwise.
- xvi. Set appointments and attend a minimum of 10 business meetings during the exhibition days.
- xvii. If the Hosted Buyer/Travel Journalist feels that they may not be able to make appointments due to unforeseen circumstances they will be required to contact ZTA representative in the mission for assistance and re-schedule the meeting for more appropriate time.
- xviii. Non-attendance to set appointments without notifying the parties concerned will constitute a breach of this agreement.
- xix. Hosted Buyer/Travel Journalist and exhibitors will sign special forms to be provided to confirm all the meetings that he/she managed to conduct. The event manager will collect back the meeting's completion sheets for evaluation and assessment of buyers/visitor engagement.
- xx. The Hosted Buyer/Travel Journalist is expected to attend all official events as detailed in the program annexed to this agreement.

e. Additional Hosted Buyer/Travel Journalist cost obligations

- i. The Hosted Buyer/Travel Journalist will pay for their own international flight tickets
- ii. The Hosted Buyer/Travel Journalist will pay any Additional accommodation charges due to early or late arrivals
- iii. The Hosted Buyer/Travel Journalist will pay for any Hotel / Lodge changes or upgrades

- iv. Any Private transfers outside the official transport provided by ZTA, to and from the Expo and official functions, will be paid for by the Hosted Buyer/Travel Journalist. Should the buyer wish to book such private transfers, the Hosted Buyer/Travel Journalist will be required to arrange such transfers at their own cost.
- v. Food and beverages which are not included as part of the programme and scheduled events, will be paid for by the Hosted Buyer/Travel Journalist.
- vi. The Hosted Buyer/Travel Journalist will pay for any Personal extras, tips, gratuities, laundry, travel, medical expenses, telephone bills or any other costs outside of what ZTA has organized.
- vii. Upon check out of the respective booked hotel or lodge accommodation, it is the Hosted Buyer/Travel Journalist 's responsibility to settle any outstanding bills which are not included as part of the ZTA offered package.

f. ZTA Obligations

ZTA commits to do the following:

- i. To provide the Hosted Buyer/Travel Journalist with adequate information and support during the ZATEX.
- ii. Fully coordinate and manage the ZATEX through its appointed event manager.
- iii. To pay for the Hosted Buyer/Travel Journalist's meals and accommodation (Meals will constitute a full meal with a soft drink and bottled water). Alcoholic beverages will not be sponsored by ZTA, and those taking alcoholic beverages will have to settle their own bills.
- iv. Handle payment for Transfers between the airports, hotels, expo venue and official events to be hosted.

- v. Handle payment for Accommodation in partner hotels during the event and on fam trips.
- vi. Handle payment for Access to the Online appointment 'platform for pre-scheduled appointments with exhibitors.
- vii. Handle payment for non-alcoholic Drinks and refreshments served in various ZATEX events as well as at the hosted buyer's arranged lounge.
- viii. Handle Payment for Access to selected tourism sites during post event Fam Trips.
- ix. Fully sponsor, book and manage scheduled fam trips and Pay for all ground transfers between the fam trips.

f CANCELLATIONS

ZTA does not encourage cancellation as it is detrimental to the essence of carrying out the buyers' selection process. However, in case of an unavoidable need for cancellation, the following terms shall apply:

- i. Any cancellation to participate as a hosted buyer should be in writing and notification should be given not later than 4th May 2026
- ii. Cancellation after the stated date will attract a surcharge of USD 100.
- iii. It is important to note that, if due to unforeseen circumstances, the hosted buyer is unable to participate at the event, such a hosted buyer is at liberty to nominate a colleague from their organization who should be at a senior level.
- iv. Such changes should be adequately and timely communicated to ZTA by or before 10th May 2026 to the ZTA head tourism Promotions on:

beatrice.munthali@zta.org.zm,

CC: amandamwendaweli.chipungu@zta.org.zm

In witness whereof the said parties have hereto set their hands and seals the day and year first before written.

SIGNED SEALED and DELIVERED BY:

Name:

Designation:

on behalf of (Organization):.....

Signature:..... Date:.....

In the Presence of

Name:.....

Designation:.....

Signature:..... Date:.....

SIGNED SEALED and DELIVERED

Name: ABIGAIL SHANSONGA

Designation: ACTING CHIEF EXECUTIVE OFFICER

on Behalf of : ZAMBIA TOURISM AGENCY (ZTA)

Signature.....Date.....

Organization Seal/Stamp.....

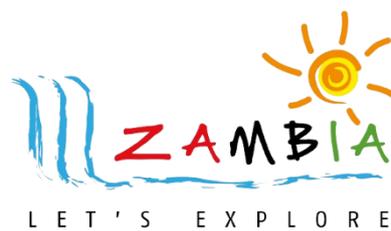
In the presence of

Name: ZELU SANDRA SISYA

Designation: Legal Counsel and Board Secretary

Signature.....Date.....

*Please note that signing this form signifies that you agree to all terms and conditions and/also serves as an Official acceptance.



ZAMBIA TRAVEL EXPO

Date: 4th -6th June,2026

Venue: Mulungushi International Conference Centre

Hosted Buyer trip Information

Name	
Position	
Title	
Contact Address	
Phone Work	
Phone Home	
Email	
Mobile	
Next of kin	

Next of kin contact Address	
Next of kin Mobile	
Please give email address of next of kin	
Have you been to Malawi before?	
If so, please state when and what areas you have visited	
Special Travel Requirements (i.e. Diet / Health/ other restrictions	
Medical insurance details	
Any other relevant details	
Office use only - Recommended by	

Please attach a copy of the passport in order to avoid BOOKING mistakes while booking the flight tickets.

BUYER/ MEDIA EVALUTION QUESTIONNAIRE

1. Provide a short company profile including type of clientele, age spend per person.
2. Which countries do you package in the East and Southern Africa Region? How many holiday packages did you manage to sell in 2023/2024?
3. What is your motivation for packaging Zambia?
4. What plans do you have for marketing Zambia?