

HOSTED  
BUYERS



# HOSTED BUYER PROGRAM



PASSION FOR  
MEETINGS



CULTURE CONNECTION GLOBING

# HOSTED BUYER PROGRAM

World Meetings Forum brings the opportunity to gather the leaders of the MICE industry in one place with the objective of sharing information and trends. At the same time we place an unique education program and open the best business opportunities with our Table Tops and Hosted Buyer Program that includes a complete and dynamic networking activity.

World Meetings Forum is a unique meeting platform, a great forum where leaders and experts from the MICE industry from all over the world share their experience and best practices; Decision makers and suppliers generate alliances while strengthening ties to make a mark in the industry.

We know that closing a business involves a unique process, that is why World Meetings Forum is concerned with providing unique and conducive settings for endless possibilities for Hosted Buyers looking to do great business and keep abreast of trends, innovative proposals for the realization of events while finding the necessary tools for their professionalization.

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## HOSTED BUYER PROFILE

- Meetings Planners
- Show Managers
- International Planners
- Corporate Planners
- Association Meetings
- Marketings & PR
- PCO's (Professional Congress Organizers)
- DMC's

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## BENEFITS

Attractive program at the level of the best hosted buyers, whose benefits are described below:

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## CULTURE

- Academic Program (Key note Speakers and Workshops)
- Social Activities and Networking opportunities
- Coffee Break Business Lounge (Table Tops)

## CONNECTION

- Schedule of pre-scheduled appointments of approximately 13 minutes each with the most exclusive offer of Table Tops with the best options and solutions regarding venues, production of events, destinations, agencies, transportation and additional services, among others.
- Pre-tours or Post-Tours: to find out about the offer of selected destinations and to make your next events. (Subject to availability and the approval of the corresponding organizer).

**\*\* The approval of the participation for the Hosted Buyer does not depend on the organizing committee of the World Meetings Forum.**

## CLOSING

Close big businesses, connect with the best professionals in the MICE industry and professionalize yourself for success through our exclusive academic program

## NETWORKING EVENTS

- Welcome Party
- Hosted Buyer Lounge
- Closing

## THE HOSTED BUYERS PROGRAM INCLUDES:

- Access to the entire academic program
- Networking activities
- Appointment schedule with the suppliers of your preference
- Meals within the official program
- Round trip in tourist class
- Lodging at the Fiesta Inn Airport Hotel in a standard room
- Transfers (airport-site-hotel)

## PARTICIPATE

### Start with your qualification process through the website

<http://wmforum.org/> and until before February 28, 2018.

The Hosted Buyers team of World Meetings Forum will evaluate your request based upon the information provided, so if you are accepted you will receive a notification to continue with your qualification process.

**Registration opening:** November 13, 2017

**Registration closing:** February 28, 2018

### Schedule appointments (Acceptance, rejection or appointment changes):

January 27, 2018 until March 12, 2018.

**\*\* Any change or consultation of appointments must be made through the site <https://connect.eventtia.com/en/dmz/wmfsummittoluca/website> or the WMF**

## TERMS AND CONDITIONS

### ACCREDITATION

It is defined as "**Candidate**" to anyone interested in registering through the site <http://wmforum.org/>

- ▶ The Hosted Buyers World Meetings Forum team will evaluate your accreditation based on the number of events held both nationally and internationally, as well as the verification of the accuracy of the information provided by the applicant.
- ▶ Once your request is accepted, the Hosted Buyers team will send the respective notification by email to the applicant, informing them of the acceptance of their participation in the event, and of the process that need to be continued for an accreditation.
- ▶ Only the first record carried out by the candidate will be taken into account.
- ▶ Enroll in the pre-registration system through the website <http://wmforum.org/> does not guarantee your participation in the event.

**\*\* When applying as a Hosted Buyer the participant will agree to provide all the information required in the registration form.**

## BENEFITS

### Hosted Buyer WMF

- ▶ Full meals and cocktails within the official program during the days of the event
- ▶ Transfers from the airport to the hotel headquarters to and from the hotel to the airport and / or parallel events organized by the World Meetings Forum
- ▶ Access to the entire academic program
- ▶ Schedule a maximum of 42 business appointments with the Table Tops available
- ▶ Access to the Hosted Buyer Lounge (benefits inside) to connect with suppliers not included in your calendar or with other Hosted Buyers
- ▶ Round trip in tourist class, according to the dates of the event
- ▶ Lodging at the Fiesta Inn Airport Hotel (single room) according to the dates of the event.
- ▶ Free nights

### Local Hosted Buyer

- ▶ Full meals and cocktails within the official program during the days of the event
- ▶ Transfers to side events organized by World Meetings Forum. Transportation to and from the venue.
- ▶ Access to the entire academic program
- ▶ Schedule a maximum of 42 business appointments with the Table Tops available
- ▶ Access to the Hosted Buyer Lounge (benefits inside) to connect with suppliers not included in your calendar or with other Hosted Buyers
- ▶ Free parking (subject to availability)
- ▶ Free nights

## FLIGHTS

- Any change in flight itineraries requested by Hosted Buyers may be subject to availability and may be subject to an additional charge, which must be covered by the Hosted Buyer. The respective charge will be made to the credit or debit card number provided in the registration form. World Meetings Forum will send the corresponding notification to Hosted Buyer before making such charge.
- Any cancellation by the Hosted Buyer on already issued flights will be subject to a charge to the credit or debit card number provided in the registration form. World Meetings Forum will send the corresponding notification to the Hosted Buyer before making such charge. (Look into the PENALTY section).
- It is the responsibility of the Hosted Buyer to organize and cover the expenses of their own visa, as well as to verify the validity and coverage of it.

**\*\* All flights will be reserved by the official agency of the event.**

**If you have any questions please make contact through this email [hosted.buyer@wmforum.org](mailto:hosted.buyer@wmforum.org)**

## PRE-TOURS AND POST-TOURS

- To apply for any of the pre-tours or post-tours you must indicate it in your application form in advance, if you are interested in participating in any of these activities the information will be channeled to the host destination for its consideration.
- The World Meetings Forum team has no impact on the decision of the destination regarding the approval of Hosted Buyer to take part in the corresponding activities
- The World Meetings Forum team will be in charge of notifying the Hosted Buyer if accepted to participate in such activities
- Accommodation during the itinerary or agenda of the tour is the responsibility of the host destination that organizes it
- In case of cancellation the Hosted Buyer must immediately inform this by email:  
**[hosted.buyer@wmforum.org](mailto:hosted.buyer@wmforum.org)**
- Cancellations will not be charged, except when both flights and corresponding arrangements have already been issued.
- If the cancellation procedure is informed once the flights and the lodging have been issued, the Hosted Buyer must absorb the expenses corresponding to these cancellations, having to organize their new flights and transfers on their own account.

## BUYER HOSTED COMPLIANCE

- **Inform** the Hosted Buyers team in case you want to make arrangements for your flights or lodging on your own
- **Notify** your arrival at the event in the registration area and pick up your badge
- **Comply** with the dress code (business casual) throughout the event
- **Comply** with a minimum number of scheduled appointments
- **Attend** all academic sessions
- **Re-schedule** appointments with Table Tops that you could not attend
- **Maintain proper behavior** in an environment of cordiality and respect throughout the event and / or pre-tours or post-tours if applicable
- **Turn in your appointment card** at the end of the event and fill out the quality survey
- **Attend the Group Appointments** to which you have confirmed your participation

**\*\* Failure to comply with the delivery of the card  
can not provide proof of assistance to the Hosted Buyer in question**

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## PENALTIES AND NO SHOWS

- Any cancellation must be informed in writing to the email: [hosted.buyer@wmforum.org](mailto:hosted.buyer@wmforum.org)
- Cancellations will only be valid until receipt of the acknowledgment from the World Meetings Forum team
- All cancellations received before February 28, 2018 will not be charged, except in cases where the flight has already been confirmed by the Hosted Buyer.

### **Charges for cancellations received after February 28, 2018:**

- **2000 USD** for flights from Asia
- **1000 USD** for flights from Europe
- **1200 USD** for flights from South America
- **800 USD** for flights from North America
- **200 USD** for flights from the interior of the Mexican Republic

**Charges for incurring in any of the following violations to this term agreement:**

- For not complying with the minimum number of appointments scheduled
- For being reported absent
- For not sending notice of cancellation in time before February 28, 2018.
  - **1000 USD** for Hosted Buyers from Asia
  - **500 USD** for Hosted Buyers from Europe
  - **600 USD** for Hosted Buyers from South America
  - **400 USD** for Hosted Buyers from North America
  - **100 USD** for Hosted Buyers from the interior of the Mexican Republic or from the host city of the event.

**\*\* The Hosted Buyer team will make the corresponding charge to the credit or debit card number indicated in the registration form, prior confirmation sent to the Hosted Buyer in question.**

**CLAUSE OF EXEMPTION FROM RESPONSIBILITIES**

World Meetings Forum is not responsible for:

**Additional charges**

- Additional lodging nights
- Flight or hotel upgrade
- Early check in
- Minibar in the room
- Visa charges
- Meals or drinks outside the official program of the event
- Drugs, vaccines or any other supplement needed to travel
- Excess baggage or customs fines
- Traveler's insurance (for coverage in cancellations, loss of luggage, delays or medical expenses)
- Transfers in private transportation

**Lost articles /missed flights**

- Cell phones, luggage, money or any other personal objects before, during and after the event
- Damages or losses resulting from terrorist activity or attacks, natural disasters, weather conditions, strikes, road closures or any other circumstance beyond control of the World Meetings Forum organizing committee



- Loss of flights or transfers
- Due to failure, cancellation or delay by the airline (s)
- Anomalies in the hotel or any supplier
- For denying the Hosted Buyer permission to board the plane or access the host city

**\*\* Any expenses derived from the above must be covered by the Hosted Buyer or the airline in question, as the case may be.**

**\*\* WMF is responsible for Hosted Buyer's attendance at the event on the dates indicated and under these terms and conditions.**

**\*\* World Meetings Forum is not responsible for accidents and injuries of Hosted Buyer during your stay at the event.**

- World Meetings Forum is a brand of Latinamerica Meetings
- The application process is subject to reading, signing and acceptance of this agreement of terms and conditions
- By accepting and signing this agreement, Hosted Buyer accepts that World Meetings Forum may use your data to offer products and / or services of Latinamerica Meetings or third parties derived from their participation in the event.



# GLOSSARY OF TERMS

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**World Meetings Forum.** *It refers to the event that will take place on March 13 and 14, 2018 at the Toluca Convention and Exhibition Center.*

**Table Tops.** *It refers to the two representatives of the supplier, destination, DMC's or participating company that have a prior contract to participate in the World Meetings Forum.*

**Hosted Buyer Team.** *The team with physical location in Tiburcio Sánchez de la Barquera 46 A. Col. Merced Gómez, C.P. 03930, Mexico City. It is in charge of solving all the issues and points related to Hosted Buyer.*

## Hosted Buyer Categories

**Hosted Buyer WMF.** *Refers to the applicant of origin or national residence (outside the host city) and international (outside of Mexico) who has received notification of having been accepted to participate in the event.*

**Hosted Buyer Local.** *Refers to the applicant of origin or residence in the host city, who has received notification of having been accepted to participate in the event.*

**Dress code.** *Refers to the Business Casual dress that all Hosted Buyers, regardless of the category, must wear throughout the event. NO shorts, NO tennis, NO sportswear.*

**Pre-programmed appointments.** *Refers to all appointments previously scheduled by the Hosted Buyer with the Table Top of your preference, which must be carried out according to the schedule established during the realization of the World Meetings Forum in question.*

**Transfers.** *Refers to the transportation of the Hosted Buyer provided by the World Meetings Forum, only from the airport to the hotel headquarters and from the hotel to the airport, at no cost to the Hosted Buyer.*

**No show.** *Refers to Hosted Buyer who did NOT cancel their participation before February 28, 2018 or lose 50% of appointments scheduled per day.*