

# ATF TRVEX 2012

## BUYER CHECKLIST *(as at 1 December 2012)*



### Have you:

- ☐ Receive an email confirmation of your registration?  
***\*Note: Submission of application is not a confirmation of Hosting. This email is just an acknowledgement that your registration has been captured in the system for validation.***
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### Applicable To Hosted Buyer Only

- ☐ Read the guidelines thoroughly for hotel and flights bookings?
  - ☐ Signed the Hosted Buyer Agreement Form and sent it back to TRAVEX Secretariat?
  - ☐ Made payment online?
  - ☐ Informed TRAVEX Secretariat of your confirmed flight details?
  - ☐ Notified of your hotel allocation latest by end December 2011?
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### Applicable for Trade Buyer Only

- ☐ Signed the Trade Buyer Agreement Form and sent it back to TRAVEX Secretariat?
  - ☐ Made payment online?
  - ☐ Made the necessary bookings for hotels and flights?  
***\*Note: Hotel bookings can be done online at [www.atfindonesia.com](http://www.atfindonesia.com)***
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- ☐ Find out if you require visa?  
***\*Note: Visa information is available online at [www.atfindonesia.com](http://www.atfindonesia.com)***
- ☐ Have I received an email notification to do my Pre-Scheduled Appointment (PSA) selection by early December 2011?
- ☐ Have I submitted my preferred PSA selections latest by 19<sup>th</sup> December 2011?
- ☐ Have I made the necessary bookings for Pre-show City / Post-Show tours?