



## Hosted Buyer FAQs

### How do I apply for the hosted buyer programme?

You can register directly via the Business Travel Show Europe website.

Alternatively, you may receive an invite from one of the many partners working with Business Travel Show, inviting you to join the hosted buyer programme as a guest in their group. If so, they will provide you with a link to register.

### What are the qualifying criteria to be a hosted buyer?

To be accepted on the hosted buyer programme you must meet the following criteria:

- ✦ £1 million + annual travel budget
- ✦ Global / National / EMEA travel manager
- ✦ Category specialist in procurement, purchasing or sourcing
- ✦ Budget and policy decision maker for travel within your organisation

### What is and is not included in the hosted buyer programme?

#### Included

- ✦ Online personal diary to manage and maximise your time at the show
- ✦ Pre-scheduled appointments with exhibitors of your choice
- ✦ Exclusive hosted buyer only conference sessions including pre-show conference
- ✦ Return economy flights from selected UK airports or standard class rail travel if required
- ✦ Accommodation (bed and breakfast basis only) in a minimum 4\* hotel in London if required for up to two nights.
- ✦ Transfers to the official hosted buyer hotels, ExCeL London and the hosted buyer networking functions.
- ✦ Access to an exclusive onsite hosted buyer lounge with complimentary refreshments and lunch

#### Not included

- ✦ Travel insurance
- ✦ Any transfers outside of the event dates
- ✦ Any food and beverage expenses not taken within the programme or the hosted buyer lounge
- ✦ Hotels and flights upgrades
- ✦ Additional hotel nights
- ✦ Personal expenses such as mini bar, additional drinks, telephone etc.



### What if my company does not allow me to receive complimentary travel & accommodation?

If you cannot accept complimentary travel and accommodation due to your company policy, you can still attend the event as a hosted buyer. During the registration process, simply do not tick that you would like us to book your travel and accommodation. You will still have access to all the onsite benefits such as the hosted buyer lounge and networking events.

### Do I have to preschedule appointments in advance?

Yes, pre-scheduled appointments are a requirement of attending Business Travel Show Europe as a hosted buyer. Hosted buyers will be asked, during registration, to confirm that they will comply and make appointments using the event online diary.

### Can I change/cancel an appointment once booked?

Yes, the diary system will allow you to either cancel an appointment or to change the time of the appointment, as long as the exhibitor has other available appointment slots.

### Will my data be shared?

Exhibitors will only be able to see your data if you have booked an appointment with them.

Data is limited to:

- Name
- Company Name
- Job Title
- Email address

*\*If you are attending the live show and an exhibitor scans your name badge, this will also give them the above data.*

### What if I miss a pre-scheduled appointment?

Please visit that exhibitor at the earliest opportunity to re-arrange the appointment so that they do not list you as a 'missed appointment'.



### Can I attend with a colleague?

We do accept multiple hosted buyers from the same organization provided they can demonstrate responsibility for different areas and are looking to meet with different suppliers.

### What if I need to cancel my attendance?

The cancellation deadline for hosted buyers is Friday 17 May 2024. Cancellations received before this date will not incur a fee unless travel or accommodation has been confirmed.

Cancellations received after this date may incur a cancellation fee up to £450.

You must cancel your attendance in writing by emailing [hosted@businesstravelshoweurope.com](mailto:hosted@businesstravelshoweurope.com). This will not be effective until you have received a written acknowledgement of your cancellation from the hosted buyer team.

### How will I know what my travel arrangements are?

Your travel arrangements will be confirmed to you by the official event TMC by email. You will be advised of your accommodation details nearer to the event. The hotel and travel details will also be available in your online diary.

Most air tickets will be issued as e-tickets and will be sent to you by email once booked. If a paper ticket or UK rail ticket has to be issued, this will be posted by first class mail.

You will receive your transfer arrangements by email from the hosted buyer team the week prior to the event.

### What if I need to change my travel arrangements?

Contact the Hosted Buyer team by emailing [hosted@businesstravelshoweurope.com](mailto:hosted@businesstravelshoweurope.com). Please note that changes to flights are subject to availability and buyers will be responsible for any additional costs incurred. If further nights' accommodation is required this will be up to the hosted buyer to book and pay for these extra nights.

### Do I need a visa to enter the UK?

EU, EEA and Swiss citizens will not require a visa to enter the UK when visiting for less than 6 months.



If you are based in a country that does require a visa to enter the UK, Business Travel Show Europe can provide you with a visa invitation letter to support your application. Any costs associated with obtaining the visa are the buyers own responsibility.

Who do I contact if I have any problems or queries?

Pre-event: Please email [hosted@businesstravelshoweurope.com](mailto:hosted@businesstravelshoweurope.com) and a member of the team will respond as soon as possible.

Onsite: Please come to the hosted buyer lounge where we will be happy to help you.