

Virtual Trade Event (VTE) Application Form

OMB Control No.: 0551-####

Expiration Date: ##/##/####

[VTE Title]
[VTE Dates]

Directions: Fill out completely, including as much detail as possible. Incomplete applications are subject to disqualification.

Submission Checklist:

- Completed, detailed application form.
- Deadline **[date]**.
- High-resolution company logo file.

- High-resolution headshot.
- Email application to VirtualTradeEvents@usda.gov
Subject: Western Europe VTE

1. General Information

Company Name: _____

Company Description: (Detailed description to be used in virtual materials shared with host country distributors.)

Company Overview: Applications with two participants will be looked upon favorably.

Participant 1:	(person participating in VTE)
<input type="checkbox"/>	<i>I commit to participating - or will make arrangements with FAS in advance for a suitable replacement representative - in the VTE for its entire duration.</i>
Title:	
E-Mail:	
Telephone:	
Participant 2:	(person participating in VTE)
<input type="checkbox"/>	<i>I commit to participating - or will make arrangements with FAS in advance for a suitable replacement representative - in the VTE for its entire duration.</i>
Title:	
E-Mail:	
Telephone:	
Street Address:	
City:	
State and Zip Code:	
Website:	
Market Sector/Commodity:	
State(s) of U.S. Production:	

Public Burden Statement. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The public reporting burden for this information collection is estimated to average 25 minutes per response, including the time for reviewing instructions, and completing and submitting the collection of information.

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Number of Employees:

Company Designations: (optional; check all that apply)

- Female Owned Minority Owned Veteran Owned
 Native American Owned SME (500 or Fewer Employees)

2. Background Information

Description of Current International Activities:

Trade Capacity Volume (Yearly Revenue/Sales):

3. Business Match-Making Profile

Desired Business Partner: (Provide information on types of companies you are most interested in meeting and be as broad or specific as you prefer.)

Desired Size of Potential Partner:
Partner:

- 1 - 25 employees
 26 - 50 employees
 51 - 100 employees
 >100 employees

Profile of Desired Business

- Distributor
 Importer/Exporter
 Processor
 Producer
 Retailer
 Wholesaler

Are you already exporting to the country/region that is the focus of this VTE?

- Yes No

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If so, what products are you exporting and who are you working with

locally?

What specific food or agricultural product(s) do you want to export for the first time to this market or expand in the market?

Any specific companies or people you would like to meet with during the

VTE? If so, who?

4. Additional Information

Interpretation Services:

Do you require interpretation services for your business meetings? Yes No

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What would you like to achieve by joining this VTE?

How did you find out about this VTE?

Trade or Industry Organization:

- Food Export Association of the Midwest USA Food Export USA Northeast
 SUSTA WUSATA Other (_____)

USDA:

- FAS Website USDA Email

Please Note: *The information provided by your company for this application is for internal use by the parties that are involved in the preparation of this VTE and will not be disclosed to third parties. However, if your company is selected to participate in the VTE, your information – including company name, logo, and contact information – will be utilized to: 1) create business-to-business matches and 2) develop your company's online profile, which is available to all participants during the live event as well as included in the downloadable .PDF directory.*

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