

# Exhibitor services

We offer you a full range of services to make your trade fair participation as hassle-free as possible. As we want to suit our customers' different needs we offer our services separately. In this way you can find the best and the most suitable combination for you. By contacting us you can order the services you need. We take care that all the documents meet the necessary requirements of the European authorities. Because these documents are required for your visa application please order them sufficiently in advance before the event.

## Invitation letter

An invitation letter is no longer required by the German embassy in order to get a visa for attending our trade fairs. When applying for a visa exhibitors will be requested to submit a confirmation of the registration as an exhibitor from the respective trade fair company with the proof of payment. In such cases a visa will be issued free of charge. Should an exhibitor not be in possession of such confirmation, another alternative and plausible proof of the purpose of the trip has to be furnished. In such cases, and as a rule, visas cannot be issued free of charge.

In case the German embassy is not handling visa applications in your country but has outsourced the service to another foreign embassy, invitation letters are still required. Also, if you plan to enter Germany through another country, we recommend having an invitation letter throughout the journey, to present to immigration authorities on request.

The above applies if you are travelling to our fair from a country whose citizens require a visa for Germany. At the moment Mauritius is the only country for whose citizens the European Community has abolished the visa requirement for visits of up to three months.

## Travel health insurance

You have to make sure that you have adequate travel health insurance for your business trip. Documentary evidence of travel health insurance with adequate coverage valid for the entire Schengen area has to be submitted also to the visa authorities when applying for a visa. If you wish, we can take care of your insurance and provide you with the travel health insurance that meets the requirements of the Schengen area.

## Exhibitor pass

Depending on the size of your stand a particular amount of complimentary exhibitor passes valid for the duration of the show for exhibitors and their employees working at the exhibition will be issued. Please check the amount in your exhibitor documentation or in the terms and conditions of participation. Additional exhibitor passes can be obtained from the trade fair organizers. At the moment ITB Berlin is the only trade fair we offer exhibitor passes for.

Exhibitor passes are valid only for the person in whose name they are issued. Holders must be

prepared to present an identity document if required. As it is not possible to hand over exhibitor passes to another person, change names or cancel passes afterwards we kindly ask you not to complete your order until all participants have confirmed their participation.

You will receive an invoice according to your order. After receiving your payment, all documents are processed and sent by email or courier (only in case original documents are required). When ordering exhibitor passes only the delivery follows always by email.

For the events outside Germany we only offer a reduced range of exhibitor services at the moment but you can contact us and we will forward your order to the responsible trade fair organizer.