

SHOW MANAGEMENT CO., LLC

GJX Exhibitor Invitation Letter Request

Invitation Letter Request Deadline: January 10th, 2026

The letter is provided for exhibitors and their staff only. It is not provided for buyers or guests

A completed Exhibitor Badge Request form must be submitted to GJX by an exhibiting company prior to any visa letters being sent.

Invitation letters will include the name, passport number and title with the company of each attendee. Additionally, the letters are addressed to the U.S. Consulate or U.S. Embassy to which the person is applying, so please provide us with that address. Letters will be emailed in a **.pdf** format to the person requesting them. We can also send the original copy to you via U.S. Postal Service, but we cannot guarantee their arrival. ***Please note GJX does not to email or fax the letters directly to the embassy or consulate office per the request of the U.S. Department of State.***

Please indicate how you want to receive your letter. (Check all that apply): Email ☐ * Fed-Ex ☐ Fax ☐

If you wish to receive the invitation letter(s) via Fed-Ex, please provide your account number:

Fed-Ex Account Number: _____

ADDRESS OF U.S. EMBASSY OR U.S. CONSULATE:

List the first and last (surname) of personnel/staff working for your company who require invitation letters. Include their passport number and the title they have within your company.

NAME	PASSPORT #	TITLE WITH COMPANY
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Company Name

Email

Booth #(s)