

DOMOTEX
asia CITY FLOOR

May 27-29, 2026
Shanghai, China

Request Form for an Invitation
to PRC (only for Exhibitors)

Deadline: May 1, 2026

Form
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Please complete this form by **May 1, 2026** and return to:

Shanghai Orient Event Service Co., Ltd

Tel: +86 173 2136 7242

Email: booking@orient-explorer.com.cn Contact: Mr.Seven

- To get the visa faster, we suggest you apply the PRC travel visa in your country.
- We can provide you the invitation letter, please write Place to pick up Visa clearly.
- RMB300.00/pc/Exhibitor for company invitation letter, and RMB 800.00/pc/Exhibitor for government invitation letter (courier fee not included).
- Please fill out the following form (make copies if necessary) for each person requiring a entry visa.

Applicant's Name (in full) : _____

Nationality: _____ Date of Birth: _____

Passport No: _____ Exp.Date: _____

Place of Issue: _____

Company Name: _____ Booth No.: _____

Occupation: _____ Sex: _____

Address: _____

Tel: _____ e-mail: _____

Date of Arrival: _____

Date of Departure: _____

Duration of stay in China: _____ (Days)

Place to pick up Visa: _____

RPC VISA Information

General Information

Signature: _____ Date: _____

Persons visiting China regardless of nationality or intended length of stay are required to have a visa to enter China. You have the option of obtaining either a tourist or a business visa for this entry. Please use the following information as a guideline only for the visa process, you may want to contact the closest China Embassy/Consulate www.fmprc.gov.cn/mfa_eng/ for the most up to date information.

Please submit the following documents with your application:

- 1) Passport: A valid passport and a copy of its information page. Your valid passport must have at least six (6) months of remaining validity and at least one blank visa page in it
- 2) Application form: One completed Visa Application Form
Please fill the application form completely, correctly and legibly on line.
- 3) Photo: one recently-taken color photo of 2x2 square inch glued or stapled on the application form.
- 4) First time applicants whose former nationality was Chinese, shall write down his Chinese name in the application form and submit his original Chinese passport or the photocopy of the information page of the passport. Applicant who was formerly Chinese and has acquired a new US passport, if there is a Chinese visa in the old passport, shall submit his old US passport or the photocopy of the Chinese visa.
- 5) Non-US citizens who want to apply visa need provide the original and a photocopy of certificates for permit for residence, work, study or valid US visa.
- 6) For a business visa you will also require a letter of invitation in addition to the items listed above. Please see the Information on Letter of Invitation to PRC on the following page for more information about obtaining this letter.

Besides the documentations mentioned above, other documents might be required by visa officers in order to decide whether to issue the visa case by case.

Please note: This process takes a considerable amount of time, so it is highly recommended that you apply for both the invitation and visa as soon as possible.

Application Fee

- 1) The regular processing time for a visa is 4 working days
- 2) Applicant should pay the invitation letter cost

Note: The invitation letter cost will be different based on different forms. Please check our rules.

Invitation Letter to PRC

If you plan on entering China with a business visa you must obtain an invitation letter from the local government in China. In order for GLOBUS Events to assist you with this, you have to complete this form no later than **May 1 2026**. This form will be sent to China in order to get the appropriate invitation letter. A copy of your invitation letter will be faxed to both you and the consulate you indicate.

Please complete the form and send it to :

Shanghai Orient Event Service Co., Ltd

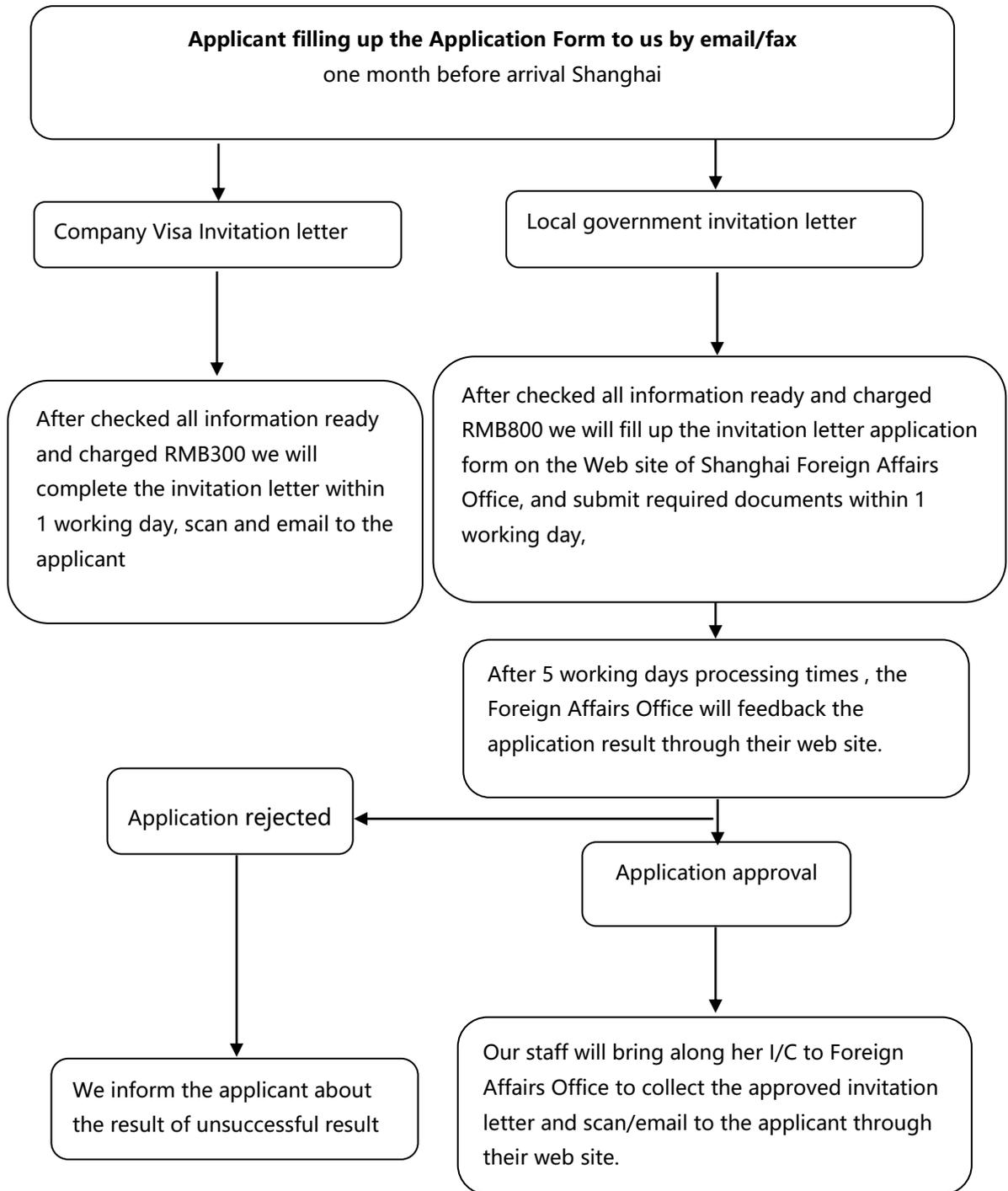
Tel: +86-17321367242

Email: booking@orient-explorer.com.cn

Contact: Mr.Seven

Signature: _____ Date: _____

Visa Invitation Letter Application flow



Signature: _____ Date: _____

The application solution for applicants from sensitive countries

Besides following the flow for business visa invitation letter above, the extra required documents by Shanghai Foreign Affairs Office for sensitive countries are as below:

1. First page of passport (personal information)
2. Page of Chinese visa (if been to china before)
3. Applicant's Company letter with company letter head, stating guest name, job title, trip duration, hotel confirmation letter and flight no., whole expenses will be paid by the company and guarantee he/she will return back to work, with official stamp.
4. The business license of the applicant's company and qualification certification must be authenticated by local Chinese embassy, including the company certification, Business registration information and Tax registration information. Original document is needed.
5. Copy of the approval permit of exhibition issued by Chinese government.
6. For exhibitors, they also need Business document with the organizer including booth contract, payment invoice, Bill of lading, Customs declaration, bank receipt.
7. We should start the above process 2 months before the event date because it will take long time for the sensitive country.

In principle the Shanghai Foreign Affairs Office encourages the organizer to apply invitation letter for guests from sensitive countries by itself, otherwise we have to submit Business agreement with the organizer and authorization letter issued by the organizer.

Signature: _____ Date: _____