



Generalkonsulat  
der Bundesrepublik Deutschland  
Kanton

Consulate General  
of the Federal Republic of Germany

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## Visa for Exhibitors and Visitors of German Trade Fairs

For exhibitors or visitors whose fair travel is organized by a Chinese trade fair organisation the Visa Section has introduced a group procedure in order to speed up the visa application procedure: The applications will be handed in as a group application by a Chinese trade fair organization at the Visa Application Centre ([www.germanvac-cn.com](http://www.germanvac-cn.com)) at a fixed date (approx. 4 – 8 weeks before trade fair starts).

Individual exhibitors or visitors who are travelling without a trade fair organisation have to apply for their visa at the Visa Application Centre as individual business man.

Trade fair exhibitors and visitors please refer to the information in the leaflet “Business Visa”

**Holders of Official Chinese Passports** (Diplomatic or Service Passport, Passport for Public Affairs) have to apply for a visa through the Foreign Affairs Office of their Province.

The number of applicants in the group procedure may be adjusted according to the capacity of the visa section. It is important to prepare and submit the visa applications well in advance as the German Consulate General is not able to take into account short-term travel plans due to restricted capacities.

### I. Responsibilities of the Trade Fair Organizations:

#### a. German trade fair organizations in China issuing the invitations:

- To inform the Consulate General on time about the approximate number of trade fair participants
- To forward to the Consulate General a **list of all trade fair exhibitors** bearing the name of the Chinese company, name and position of the employee, number, size and costs of booth, status of payment, Chinese trade fair organization and to provide a regular update of this list (e. g. weekly)

Example of the list of exhibitors:

Chinese company	Name of employee	Position of employee	Booth no.	Size of booth	Costs of booth (RMB)	Status of payment	Chinese Trade Fair company
Dianyi	ZHANG Hong	Managing Director	07-E06	40 m <sup>2</sup>	30.000	10.000 paid	Huimao Exhib. Co.

- To forward to the German Consulate General a **list of all trade fair visitors** bearing the name of the Chinese company, name and position of the employee, name of Chinese trade fair company and to provide a regular update of this list (e. g. weekly)

Example of the list of visitors:

Chinese company	Name of employee	Position	Chinese trade fair company
Dianying	Mr. ZHANG Hongbao	Sales person	Huimao Exhibition Co.
Diannao	Mr. WANG Lihao	Managing Director	none

#### b. the trade fair organization handling the travel (generally Chinese trade exhibition company):

- To arrange the dates for handing in the applications through Visa Application Centre.
- Groups have to be sorted and separated according to flight dates.
- To fill in the online visa application form (<http://visa.diplo.de>)
- To collect visa applications of exhibitors or visitors (including frequent travellers) and to collectively submit the applications of all participants in groups according to the flight dates at the arranged dates to the Visa Application Centre. Additionally the following lists have to be presented with every group:
  - List of exhibitors (company name, name and position of employee, size and identification of booths, costs of booth, status of payment)
  - List of visitors (company name, name and position of employee)
  - Documents listed in II 1. – 17.

## **II. The following documents have to be presented:**

1. 2 duly filled and signed application forms (Application for Schengen Visa) and 3 recent photographs with white background (see information on photographs), accompanied by signed declaration that the information given is true and complete (section 55 of German Residence Act).
2. Passport (valid at least 90 days after expiration of the visa)
3. Original trade fair invitation  
If there is only one invitation for several employees copies of the invitation have to be submitted for every single applicant stating the name of the applicant who provides the original invitation letter.
4. for exhibitors: stand confirmation, invoice and receipt of booth fee with indication of booth number and size (confirmation by trade fair organization in Germany or German trade fair organization in China with bank transfer), **map with booths**
5. Confirmation by employer of professional position of applicant, duration of employment, monthly income, purpose of travel, guaranteed continuation of employment. The confirmation has to bear address, phone and fax number, company seal, signature, name and position of undersigned.
6. Business licence of Chinese company
7. Proof of how the journey is financed (confirmation by employer is stating that all incurring costs will be covered)
8. Proof of financial background of applicant (salary account or bank-/credit card statement or bankbook if possible covering a period of up to 6 months, proof of house property or car ownership if requested)  
Bank statements must bear the name of the bank account holder or a confirmation of the bank has to be submitted. If financial means of the spouse is submitted a notary marriage certificate is required.
9. Proof of travel medical insurance for duration of stay in the Schengen area (see information leaflet „Travel Medical Insurance“, also possible as medical group insurance but has to be accompanied by a name list)
10. for Chinese applicants: Household Register (Hukou)
11. Temporary Residence Card 暂住证, if the normal abode is not in agreement with the Household Register (Hukou) or place of issue of the passport
12. for non-Chinese applicants: Chinese residence permit
13. Flight reservation (journey there and back , also possible as group reservation but has to be accompanied by name list)
14. Hotel reservations (also possible as group reservation but has to be accompanied by name list; hotel vouchers, confirmation of travel agencies are not accepted)
15. Other documentation proving purpose of stay and duration of travel are compulsory if duration of stay exceeds exhibition time and one day of arrival and departure (visitors) or three days construction and dismantling of the booth (exhibitors).
16. Complementary documents:
  - o Invitation letter of a company in Germany or within the Schengen area
  - o Proof of business contacts with a company in Germany or within the Schengen area
17. copy of ID-card (original has to be presented at the interview in the Consulate General)
18. Additional documents may be requested by the Consulate General of Germany.

All documents have to be presented with a **translation** into German or English.

Copies have to be in **A4 format**.

The **visa fee** is **35 EUR, as from 1<sup>st</sup> January 2007 60 EUR**.

Individual exhibitors/visitors and **trade fair organizations** handling the travel please refer to information leaflet “Business visa” for details on visa procedure.

### **When submitting group visa for exhibitors/visitors please**

- o submit visa applications to the Visa Application Centre ([www.germanvac-cn.com](http://www.germanvac-cn.com))
- o arrange with the Visa Application Centre the dates for submitting the applications by telephone
- o For exhibition groups please submit **original documents with one copy** at the Visa Application Centre. At the Visa Application Centre you can have your documents pre-checked and get general information in visa matters.
- o The visa fees for exhibition groups have to be paid at the Consulate General on the same day before 2 pm as the submittance of the visa applications at the Visa Application Centre.