

Important Information for International NAMM Members Needing Visas to Attend the 2010 NAMM Show

The NAMM shows are not open to the public. Only companies which are currently active doing business in the music products industry will qualify to attend. The best way to attend is to have your company become a Member of NAMM. For more information on how your company can become a NAMM member please e-mail info@namm.org.

NAMM, the International Music Products Association, welcomes the employees of Member companies from more than 90 different countries to our Winter NAMM Show and Summer NAMM. Whether your company is Exhibiting at the show or you are attending as a Buyer representing your company we know your time is valuable. We offer this information to help make your time at the NAMM Shows a pleasant and profitable experience.

There are now 35 countries participating in the U.S. Department of State Visa Waiver Program. If you are coming from outside the United States to exhibit or attend the 2010 NAMM Show find out if your country is on the list of Visa Waiver Countries at http://travel.state.gov/visa/temp/without/without_1990.html. If you do not need a visa to travel to the U.S. you are required to register for Electronic System for Travel Authorization, ESTA. Please log on to www.cbp.gov/esta and register before the date you will travel.

If you are required to obtain a visa to travel to the U.S. you may request a letter of invitation from NAMM. This letter will inform the U.S. embassy that you will be in the U.S. to conduct business at the 2010 NAMM Show and will return to your home country when the show is over. The visa application process may take 90 days or longer so please request letters of invitation at least 90 days prior to travel dates for the NAMM Show. The last day to request a 2010 NAMM Letter Show of Invitation is **October 1, 2009**.

Please note: Requests received after **October 1, 2009** may not allow sufficient time to obtain the necessary appointment with your local U.S. Embassy.

Please complete the Letter of Invitation Request Form, with required information for each person who will need a Letter of Invitation to attend the NAMM Show:

Return the completed Request for Letters of Invitation to the NAMM office.

By e-mail to: InvitationLetters@namm.org

subject: Letters of Invitation

By Fax to: 760.438.3483

Or by mail to:

NAMM Invitation Letters
5790 Armada Drive
Carlsbad, CA 92008

NAMM will send all original letters by United States Postal Service First Class Mail International unless an account number for UPS, DHL or FedEx is provided.

NAMM cannot send the original letters using any Freight Collect service. An account number must be provided for express service or you may arrange for an express service pick up at the NAMM office with the courier or your choice.

After you request the letter you will need to make an appointment at the U.S. Embassy nearest you for a visa interview. Take the letter of invitation to your appointment along with your current valid passport or government identification, evidence that you have funds to cover expenses in the U.S. and evidence of compelling social and economic ties to your home country. For more information visit; http://travel.state.gov/visa/temp/types/types_1264.html.

Be specific about the dates of your travel to and from the United States. If you have already purchased your hotel and air bookings, provide your round-trip travel itinerary with your application.

If you are denied, reapply immediately and provide any requested information at your next interview. If you are delayed or denied again, please submit an inquiry about your case by e-mail to BusinessVisa@state.gov or call 202-663-3198.

Please be aware that employees of NAMM cannot assist you with the visa interview process, but do inform NAMM of your situation so that we may try and assist, if possible. The Visa Assistance Program can expedite visa processing and arrange special appointments with the U.S. Consulate Offices. It is the only program recognized by the State Department and may benefit NAMM Members based in the United States with operations overseas. To learn more go to www.uschamber.com/international.

