



When travelling to Nigeria from abroad, you will need a visa to enter the country. We recommend one of the following two options to apply for your visa.

## OPTION 1: VISA ON ARRIVAL

**The easiest way of obtaining a visa is the 'Visa on arrival service'. However, this will need some paperwork to be prepared in advance, namely a 'Visa On Arrival Approval Letter'.**

Our main event contractor, African Exhibition Services (AES), offers a visa support service and can prepare a 'Visa On Arrival Approval Letter' in advance. If you would like to use this service, please send the following

- Flight ticket (return)
- Copy of passport data page (colour scan) – passport needs to be valid for at least 6 more months
- Passport photo (colour scan)

to Ms. Kaley and Ms. Grace from AES. Please address your email to both email addresses [Kaley@groupalfa.com](mailto:Kaley@groupalfa.com) and [Grace@groupalfa.com](mailto:Grace@groupalfa.com) and please copy in [Wael.tabet@groupalfa.com](mailto:Wael.tabet@groupalfa.com) and [Stephanie.Payne@btob-events.com](mailto:Stephanie.Payne@btob-events.com).

The cost of this service varies depending on the applicant's nationality. Ms Kaley and Ms Grace will inform you of the price.

**IMPORTANT: The deadline for 'Visa On Arrival' applications is 3 weeks before the event. Payment must be made in advance in order to process the visa application (no on-site payment is accepted).**

## OPTION 2: VISA APPLICATION THROUGH YOUR LOCAL NIGERIAN CONSULATE, EMBASSY OR MISSION

You can also apply for a visa through the Nigerian Embassy, Consulate or Mission in your home country. They will advise you on all paperwork needed.

You will be asked to submit a visa invitation letter and Ms. Kaley and Ms. Grace from African Exhibition Services (AES) will be able to assist.

Please be aware that there is an administrative fee of 25 USD for each visa invitation letter. This fee will be invoiced by Ms. Kaley and Ms. Grace, and payment should be made directly to African Exhibition Services. The full amount must be paid before the visa invitation letter can be issued.

Visa processing times may vary in different countries. Please check with the Nigerian Embassy, Consulate or Mission that you hope to obtain your visa from and make sure that you apply well in sufficient time.

To receive your invitation letter, please send the following information to Ms. Kaley and Ms. Grace, please send your email to both email addresses: [Kaley@groupalfa.com](mailto:Kaley@groupalfa.com) and [Grace@groupalfa.com](mailto:Grace@groupalfa.com) and please copy in [Wael.tabet@groupalfa.com](mailto:Wael.tabet@groupalfa.com) and [Stephanie.Payne@btob-events.com](mailto:Stephanie.Payne@btob-events.com).

- Applicant's full name
- Applicant's nationality
- Applicant's passport number
- Applicant's date of birth:
- Applicant's passport expiry date:
- Name and address of your local Nigerian Embassy / Consulate / Mission that the invitation letter should be addressed to.

NOTE: an invitation letter is required for each individual in your party applying for a visa