



# Terms and Conditions

## Supplier Name

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## Terms and Conditions for VISA Invitation Letter Request

### Applicable for the following categories

- Aruba
- Presales
- Pointnext
- Inside Sales
- Management
- Speakers
- Staff

VISA Invitation letters handling fees are included in Partners, Customers, Others, and Sponsors packages.

Please be aware that the HPE TSS registration team will be out of the office from December 21st 2018 until January 2nd 2019. All your requests will be processed thereafter.

### Information required to apply for an invitation Letter for Visa request

- Passport information (Provide information during registration phase)
- Check with your local embassy for the time it will take to process your visa application
- Credit card details to pay for the amount of €135 net for Invitation Letter handling fee

### Considerations

- Please check if you need a VISA to enter the France
- Letters will only be issued once full payment has been received and all of the information has been provided
- Letters will be issued 7-9 working days following receipt of full payment and completed information
- Letters will be issued with the information you provided within our tool
- HPE Invitation Letters will be issued for a maximum 10-day period, from Friday, 08th March 2019 to Sunday, 17th March, 2019 and may not be extended.



- Due to the time it takes for a visa application to be processed, we would recommend that visa letter information and full payment be submitted no later than Friday 25<sup>th</sup> January 2019 (Please note this date may be earlier dependent upon local consulate requirements). Requests received after this time will be processed upon receipt, however timelines cannot be guaranteed.
- Please check carefully that all your entered data is correct. False information and mistakes will result in having the whole process restarted and will therefore cause considerable delays and additional fees.
- Please be aware that the visa fee of € 135 might be charged again if false information and mistakes will result in the need of having the whole process re-done. Therefore, please check your information carefully.

**Handling Fee**

The amount of €135 net applies for each Visa Invitation letter request. Payment is due upon request and is possible by Credit Card Only through Registration tool.  
This fee is non-refundable in case of cancellation or changes.