



**Chicago International Remainder and Overstock Book Exposition**  
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## INVITATION LETTER REQUEST

- CIROBE is happy to issue letters of invitation to our international attendees and exhibitors applying for a U.S. visa. Please completely fill out the form below to request a letter of invitation and email it to us at [info@cirobe.com](mailto:info@cirobe.com) or fax it to us at (773) 955-2967. It will take our office 7-10 business days to process your request. Please note this letter does not guarantee that you will be granted a visa.
- For information and instructions on applying for a visa, please visit the US State Department website at <http://www.travel.state.gov/>
- U.S. embassies and consulates now require face-to-face visa interviews for most nonimmigrant visa applicants. Because of these new regulations visa application approval may be delayed. You are encouraged to apply for a visa at least three months before CIROBE.
- All letters of invitation will be sent by airmail only (free of charge) unless a courier account number is provided on the original request or payment via credit card for courier services is arranged. We will not accept payment by check. **Please allow ample time for processing requests.**
- We are unable to contact U.S. Embassies directly or fax your invitation letter to the embassy to aid you with your visa request. You must take your application materials with you to your in-person interview.

### LETTER OF INVITATION REQUEST FORM

Prefix	Mr. Miss Mrs. Ms. Dr. Prof.
First Name	
Last Name	
Job Title	
Company Name	
Company Address	
City	
State	
Zip/Postal Code	
Country	
Company Telephone No.	
Company Fax Number	
Passport Number (if applicable)*	
Date of Birth (mm/dd/yyyy)*	
Duration of Visit to US	
E-mail Address	
Courier Service	Courier Company: <input type="checkbox"/> DHL <input type="checkbox"/> FedEx <input type="checkbox"/> UPS Courier Account #:
<input type="checkbox"/> I will submit credit card payment** by Mastercard or Visa for Courier Services. I understand my letter will not be sent until this is received.	
<input type="checkbox"/> Please send a copy of my letter to my US contact below, who will forward it to me:	
US Contact Name:	
Mailing address	
City, State Zip/Postal Code	
Other Notes:	

\* Some countries require this information on your invitation letter and some do not. Please check the US State Department website to determine whether you will need this information on your letter.

\*\* Credit card information includes the credit card number, expiration date, CVV code, mailing address, and a signature authorizing the charge. Please visit your preferred carriers' site to determine the charge for your courier services.