

Guides and help **IMEX**hibitor

Creating an IMEX account

You only need to create an IMEX account once.

You can use it to manage your participation at every IMEX.

1

Select **Create your IMEX account**.

2

Enter your email address in the Email Address box, then click **Send Verification Code**.

We will then send you an email with a code.

3

Enter the code in the Verification Code box and click **Verify Code**.

You must do this within 10 minutes of receiving the code.

4

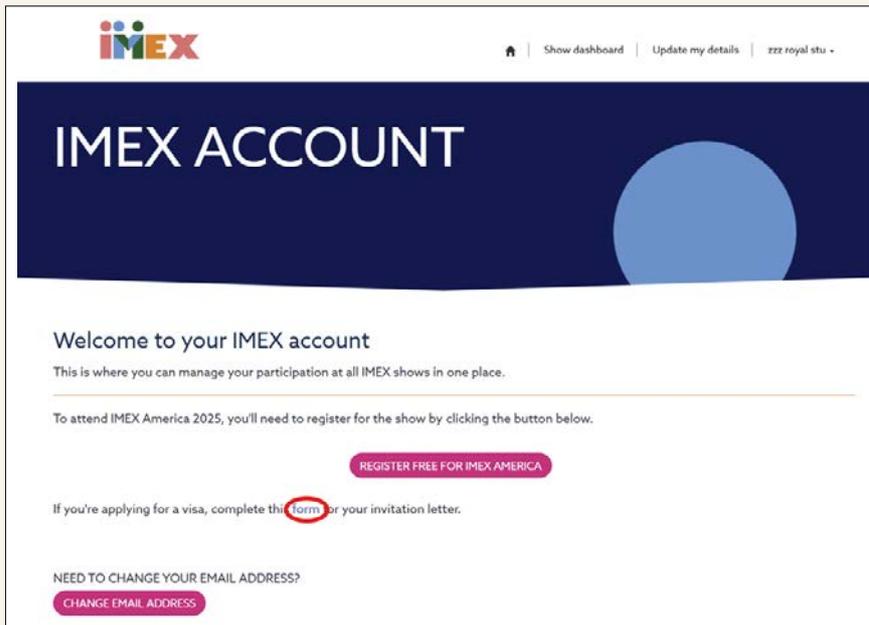
Then enter and confirm a password for your IMEX account, complete the **First Name, Surname, Organization Name** and **Country** boxes and click **Create Account**.

➔ You can now access your IMEX account to register for the upcoming show and manage your participation.

How to request a Visa invitation letter

If you require a Visa to attend the show, you can obtain your Visa letter and an example copy of your badge by following the below steps in your IMEX Account

Click the below highlighted area in your IMEX Account homepage to access the request form:



Complete all of the mandatory fields (marked with an *) specified in the form.

1. IMEX account email address: *

Enter a valid email address.

2. What is your capacity of attendance? *

Hosted buyer

Buyer attendee

Exhibitor

Attendee, press, student etc.

3. Full name, as it appears on your passport: *

Enter your answer

4. Passport number: *

Enter your answer

How to request a Visa invitation letter

Then submit the form:

5. **Passport nationality:** *

6. **Date of birth:** *

7. **Date of visa appointment (if known):**

Submit

Complete all of the mandatory fields (marked with an *) specified in the form.

Your visa letter for IMEX America 2025 is attached inbox x

The IMEX Team <hello@imexevents.com>
to [REDACTED]

Hi [REDACTED]

Thank you for requesting a letter of invitation for your visa application. Your letter is now attached.

We have also attached an example badge which can be used to support your application. **You cannot use this badge to gain entry to the show. Your show badge will be emailed to you several weeks before the show.**

The IMEX Team

2 attachments • Scanned by Gmail

That's great, thank you very much. Thank you I have received it. That's great, thank you so much!

Reply Reply to all Forward