تحت الرعاية السامية لصاحب الجلالة الملك محمد السادس Under the High Patronage of His Majesty King Mohammed VI









14 - 16 APRIL 2025 MARRAKECH

The Largest Tech & Startup Show in Africa

EXHIBITOR GUIDE TO APPLYING FOR AN eVISA FOR GITEX AFRICA 2025



Introduction

We look forward to your participation in GITEX Africa 2025, the largest tech & startup event in Africa.

All exhibitors who are required to apply for a visa prior to travelling to Morocco for the event should follow the following steps.

If you have any questions while completing your event registration and visa application process please contact your sales account manager or our team on:

Support@gitexafrica.com



CONTENT



- Do I require a Visa?
- Completing Your Exhibitor Registration
- Visa Invitation Letter
- Applying for Your Visa to Morocco Using Your GITEX Africa Unique Registration Number (URN)



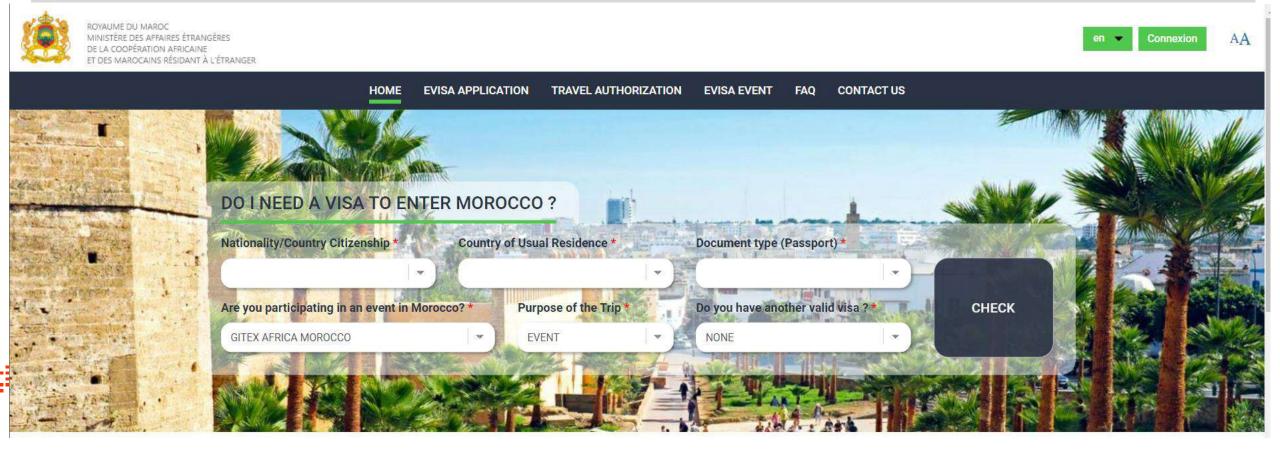
DO I NEED A VISA:

You can check if you require a visa to enter Morocco on the following link:

www.acces-maroc.ma

Based on the information inputted, the website will advise whether you:

- Do need a visa and how to apply for an eVisa through the same portal
- Do not require a visa



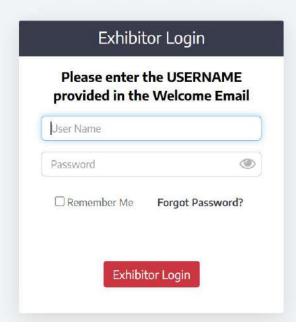
1. Login to the GITEX AFRICA 2025 Exhibitor Portal using your Username and Password

go.gitexafrica.com/eportal



GITEX AFRICA 2025 EXHIBITOR PORTAL

This page works best when using Google Chrome/ Firefox/Safari/Opera browser.

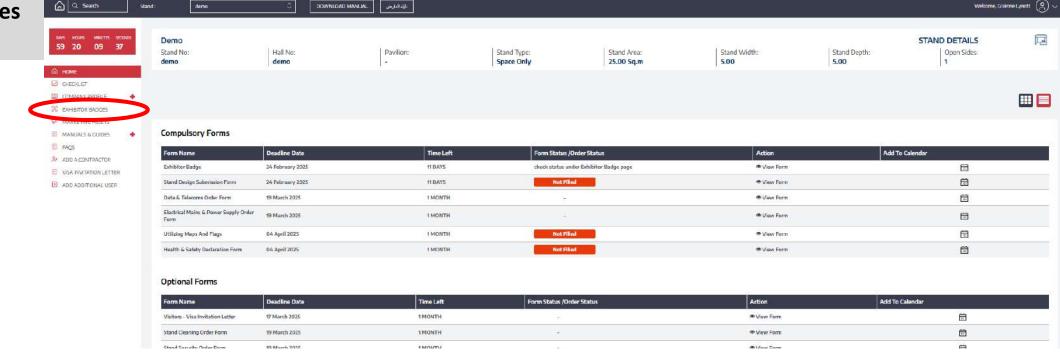


2. To be issued your URN you must register as an exhibitor.

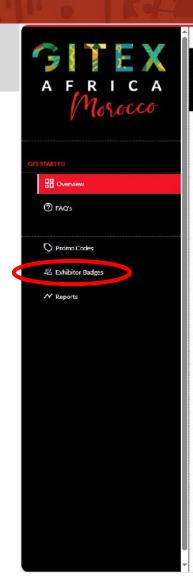
Select Exhibitor Badges in the Menu List



GITEX AFRICA 2025 EXHIBITOR PORTAL



3. Click Exhibitor Badges on the Welcome Page



WELCOME TO GITEX AFRICA 2025

EXHIBITOR BADGES AND FOC PROMOCODES

Please use this platform to create badges for your exhibiting team members to access the exhibition halls during GITEX AFRICA 2025. All exhibiting team members at your stand must have registered EXHIBITOR BADGES in order to access the event.

40 19 25 40 DAYS HOURS MINUTES SECONDS

EXHIBITOR BADGE PROCESS:

Apply for your exhibitor badges using one of the following three options by clicking "Exhibitor Badges" on the lefthand side menu of this page.

- Register Multiple Exhibiting Team Members To register all your team members in bulk, firstly download our template from the portal, populate it with your teams information and re-upload the excel to the portal.
- · Register Single Exhibiting Team Member Register team members individually by providing their complete details
- Exhibiting Team Member Invitations Invite your team member to self register by sending email invitation via the portal.
- Upon successful registration, a confirmation email will be sent to the email address provided.
- You can collect your printed badge at the registration area during the event NO PRINT AT HOME BADGE AVAILABLE FOR GITEX AFRICA 2025.

Note: The number of badges allocated corresponds directly with space booked

The deadline to apply for exhibitor badges is <u>7 April 2026</u>. No badges can be deleted, replaced or edited after the deadline. Each badge is valid for only one attendee and is non-transferrable.

Receiving Your Badge

- . Print your badge at the registration area at the event.
- . Collect your lanyards and badge-holders once you have your badge printed at the event

Note: Anyone found to be in violation of transferring/duplicating/editing their badges will be liable to pay a penalty of AED 3000 and denied entry into the event.

What Does Your Exhibitor Badge Give You Access To:

- Your stand during build up (before the event opens) and during the event.
- . The exhibition halls during the show days.

Important Notice

- Exhibitor badges are strictly reserved for use by exhibitors and their exhibiting team members and should not be transferred or "lent" to non-exhibiting personnel/visitors. Any visiting staff should register as a visitor
- No request for an exhibitor badge should be made for any person below the age of 18.
- . An Exhibitor Badge permits access to the exhibition halfs during the build-up and open of the show
- . Badges must be worn by exhibitors at all times, as strict security will be maintained on the exhibition site.
- If a badge is lost or misplaced, please report the loss to the organiser's office. A duplicate badge will be issued on the expressed condition that the lost badge was issued in the first place.

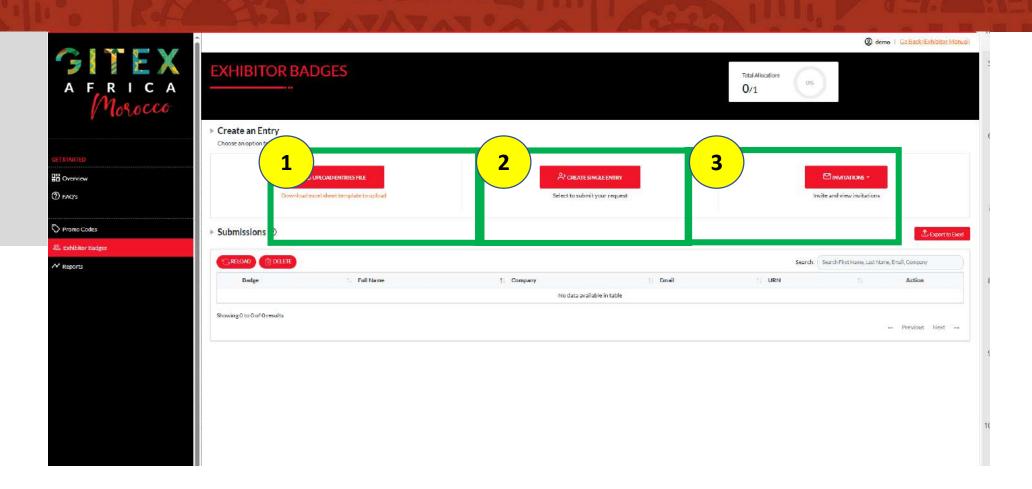
PROMO CODE ISSUING PROCESS:

. Access your allocated visitor FDC Promo Codes, which you can use to invite your clients to attend the event. Simply click on Promo Codes on the lefthand side

(2) demo | Go Back (Exhibitor Manual)

There are 3 different options available to register exhibitors

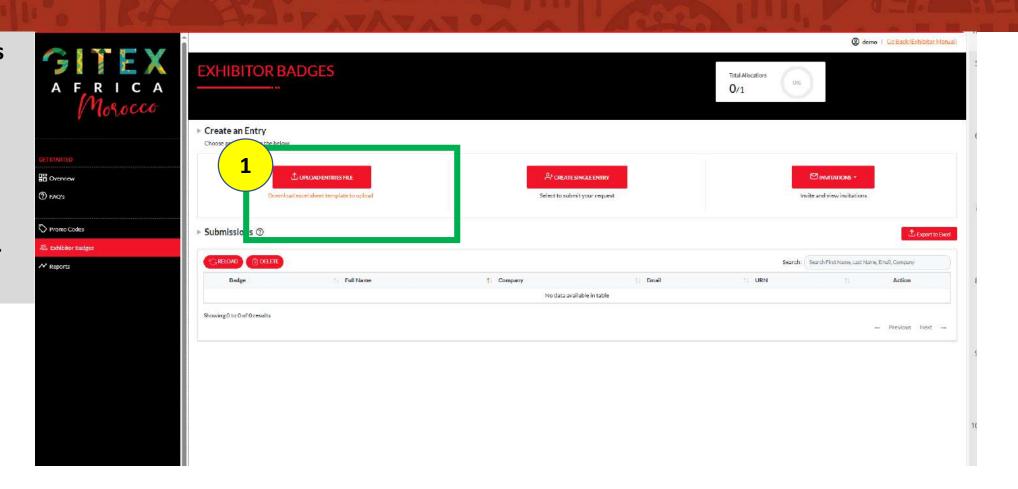
- 1. Upload Entries File
- 2. Create Single Entry
- 3. Invitations



Option 1 – Upload Entries File

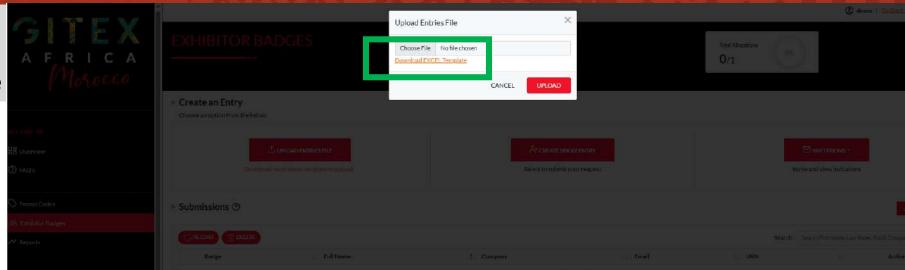
Step 1. Select 'Upload Entries File'

This method is used to upload multiple exhibitor details



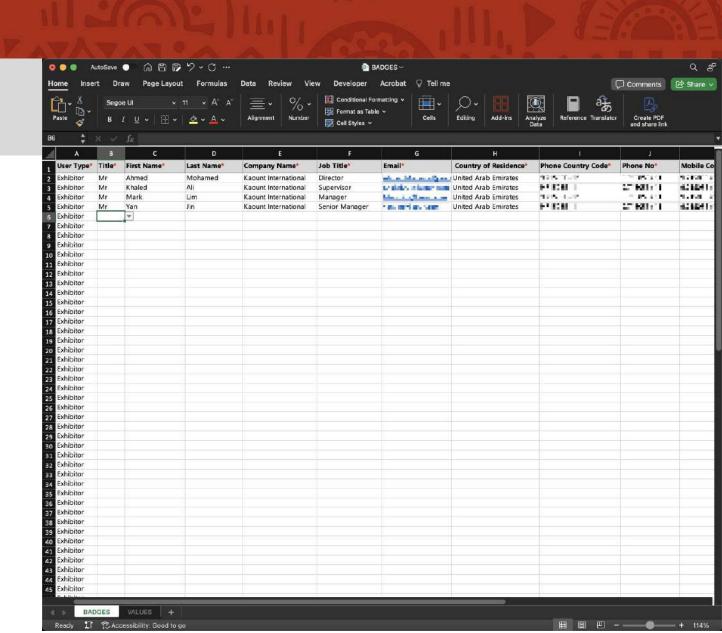
Option 1 – Upload Entries File

Step 2. Download the Excel Template



Option 1 – Upload Entries File

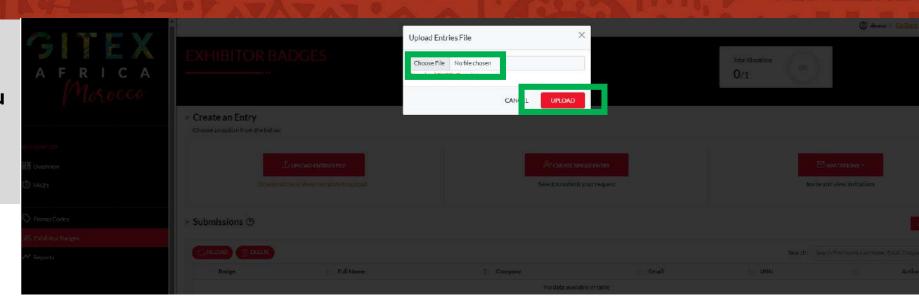
Step 3. Complete the information on Excel Template



Option 1 – Upload Entries File

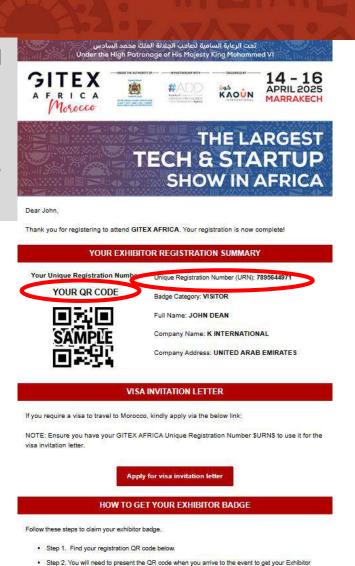
Step 4. Chose the Excel File that you completed

Click UPLOAD



Once uploaded all of the uploaded list will receive a personalized confirmation email which will include their <u>Unique</u>

<u>Registration Number</u> (which is required if you require a visa to travel to Morocco for GITEX Africa will be visible on the screen.



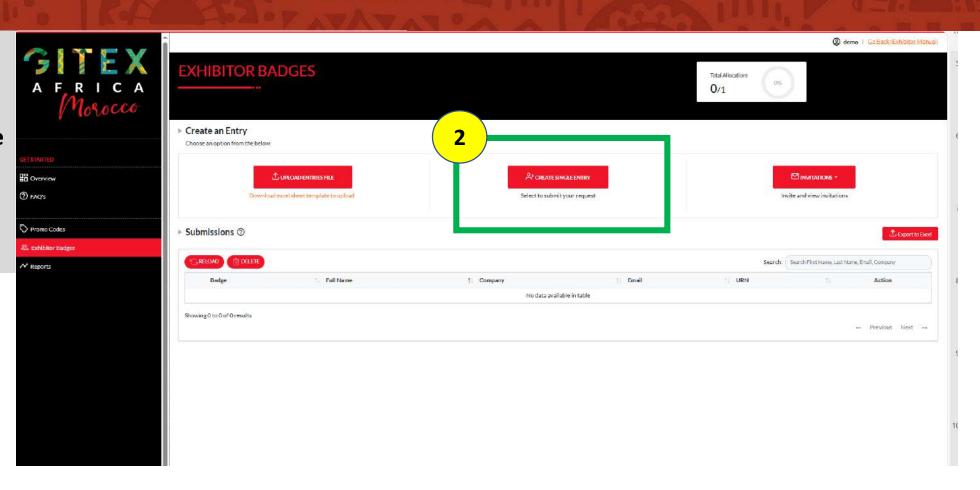
Step 3. When you arrive at GITEX AFRICA in Marrakech – proceed to the Exhibitor registration area - zone colour GREEN.
 Step 4. Present the unique QR code to our registration staff and you will receive your lanyard and

Badge, so please print off this email or save it on your mobile device.

Option 2 – Create Single Entry

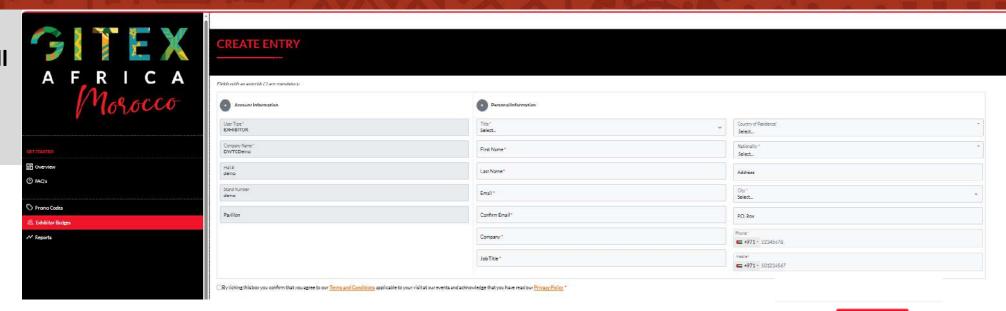
Step 1. Select 'Create Single Entry'

This method is used for single exhibitor entry



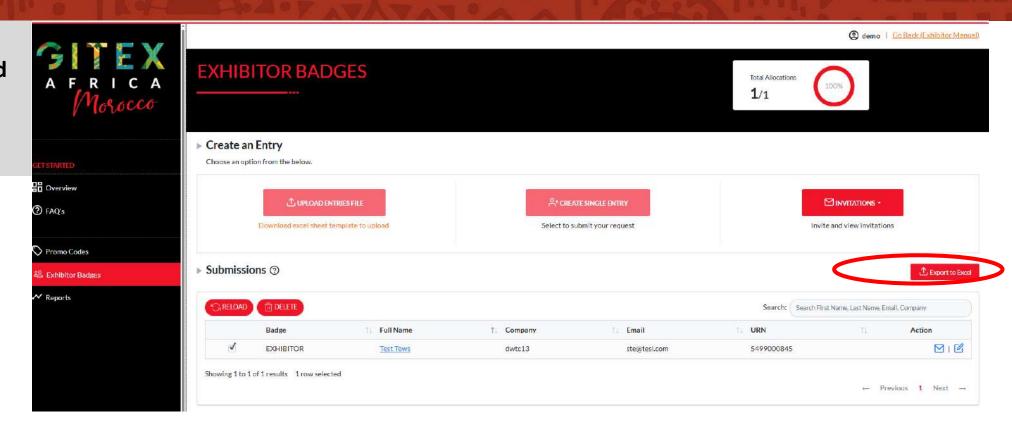
Step 2. Complete the 'Create Entry' Form with all your details.

Click SUBMIT



SUBMIT

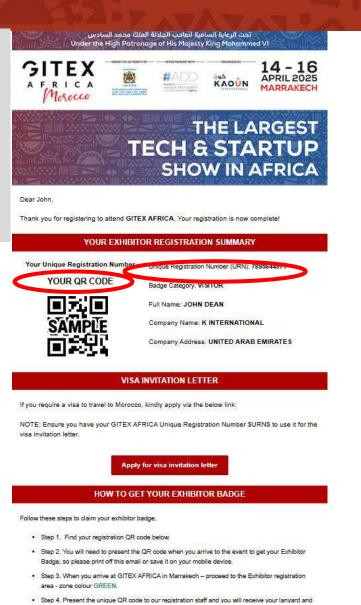
Step 3. You can view exhibitor badges allocated and export via excel to review.



Once submitted, the registered exhibitor will receive a confirmation email which will include their <u>Unique Registration</u>

<u>Number</u> which is required if you need a visa to travel to Morocco for GITEX AFRICA

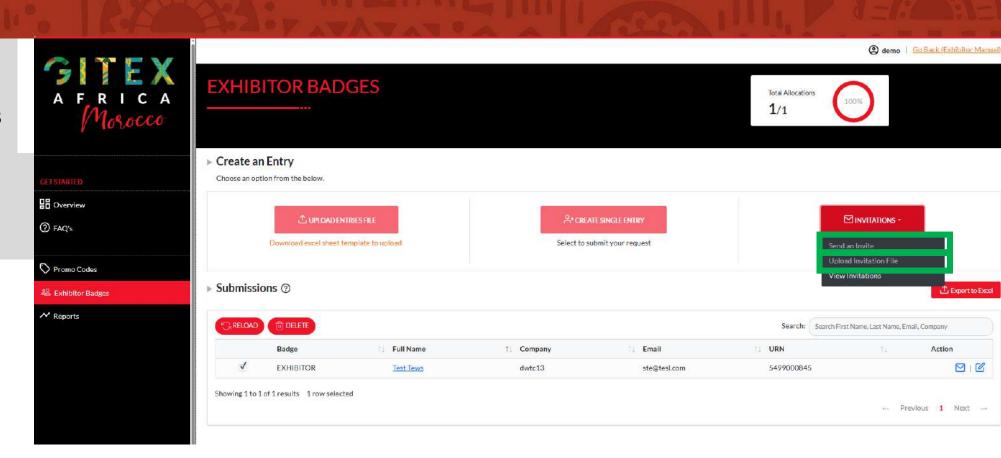
This will be will be visible in the email along with your QR code.



Option 3 – Invitations

The 'Invitation Feature' has two methods

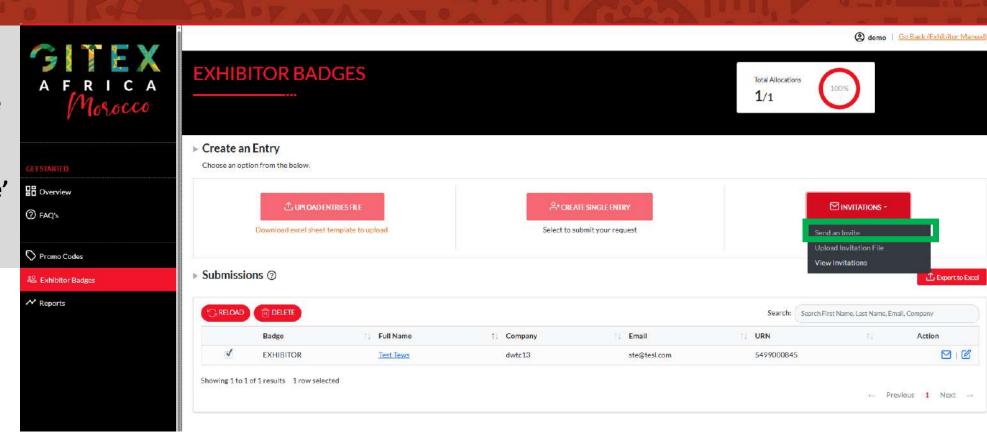
- 1. Send an Invite
- 2. Upload Invitation File



Option 3.1 'Send an Invite'

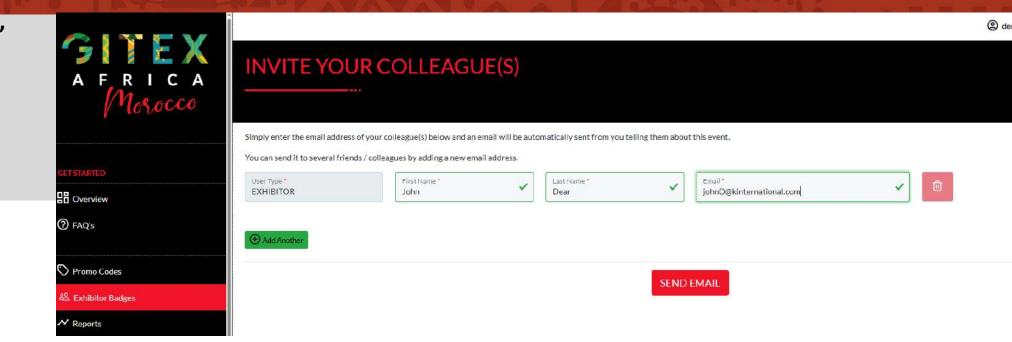
This method is used to invite an individual exhibitor.

Step 1. Select 'Send an Invite' from the drop down list



Option 3.1 'Send an Invite'

Step 2. Complete the individual fields & click on 'SEND EMAIL'



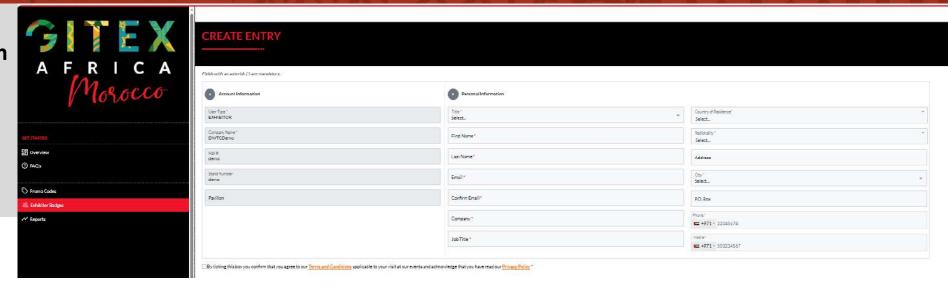
Option 3.1 'Send an Invite'

Your invited exhibitor will receive an email invitation to register him/herself as an exhibitor

The invited exhibitor can click on 'Register here'



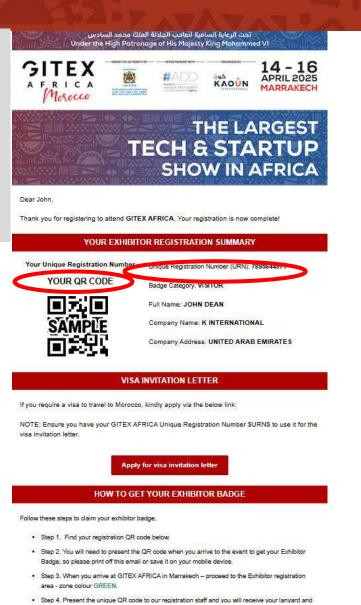
Your invited exhibitor should complete the 'Badge Registration Form'



Once submitted, the registered exhibitor will receive a confirmation email which will include their <u>Unique Registration</u>

<u>Number</u> which is required if you need a visa to travel to Morocco for GITEX AFRICA

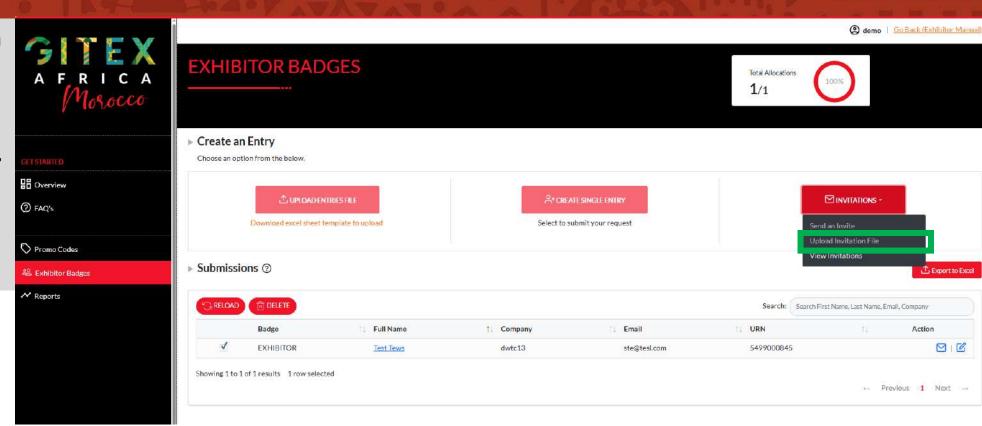
This will be will be visible in the email along with your QR code.



Option 3.2. Upload Invitation File

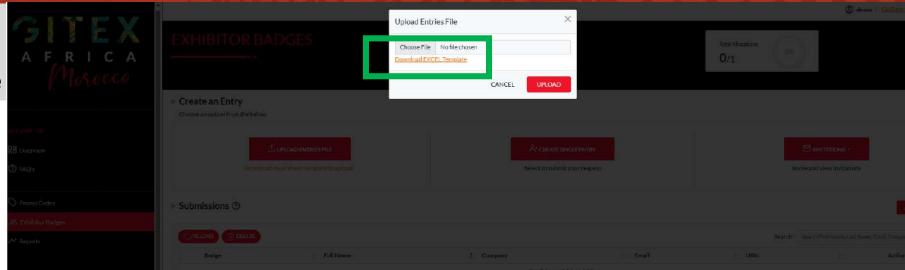
This method is used to invite a group of exhibitors at once.

Step 1. Select 'Upload Invitation File'



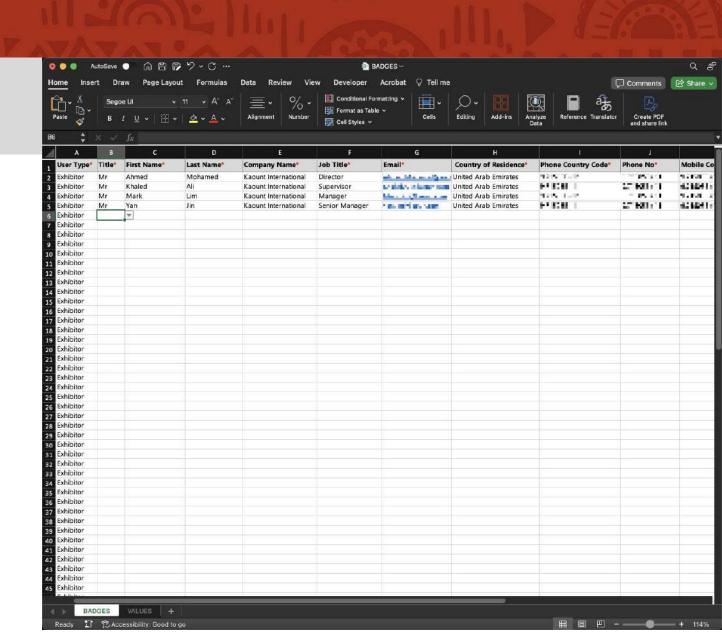
Option 3.2. Upload Invitation File

Step 2. Download the Excel Template



Option 3.2. Upload Invitation File

Step 3. Complete the information on Excel Template



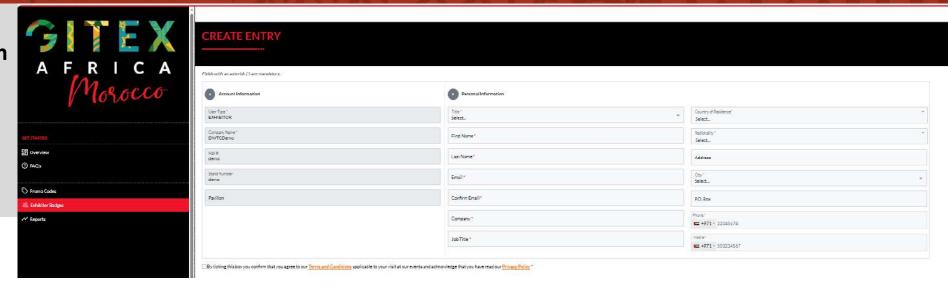
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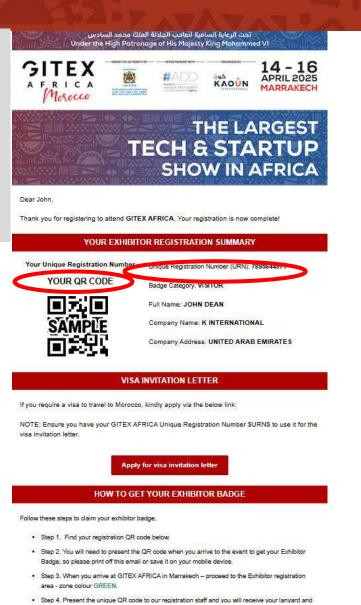
Your invited exhibitor should complete the 'Badge Registration Form'



Once submitted, the registered exhibitor will receive a confirmation email which will include their <u>Unique Registration</u>

<u>Number</u> which is required if you need a visa to travel to Morocco for GITEX AFRICA

This will be will be visible in the email along with your QR code.



From the confirmation email received, please pay special attention to:

- 1. Your Unique Registration Number (URN)
- 2. VISA APPLICATION LETTER

YOUR EXHIBITOR REGISTRATION SUMMARY

Your Unique Registration Number Unique Registration Number (URN): 7895644971

YOUR QR CODE

Badge Category: VISITOR

Full Name: JOHN DEAN

Company Name: K INTERNATIONAL

Company Address: UNITED ARAB EMIRATES

VISA INVITATION LETTER

If you require a visa to travel to Morocco, kindly apply via the below link:

NOTE: Ensure you have your GITEX AFRICA Unique Registration Number \$URN\$ to use it for the visa invitation letter.

Apply for visa invitation letter

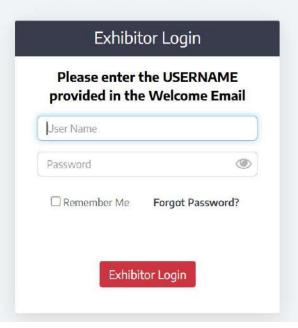
1. Login to the GITEX AFRICA 2025 Exhibitor Portal using your Username and Password

go.gitexafrica.com/eportal



GITEX AFRICA 2025 EXHIBITOR PORTAL

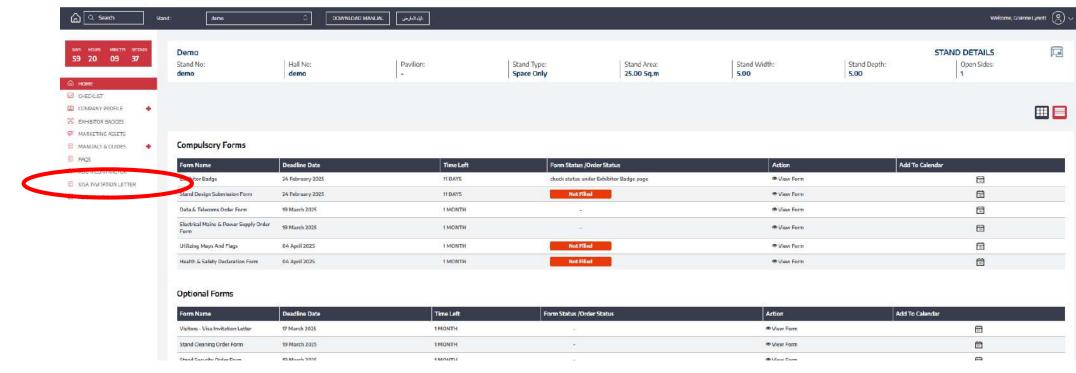
This page works best when using Google Chrome/ Firefox/Safari/Opera browser.



2. Select Visa Invitation Letter in the Menu List



GITEX AFRICA 2025 EXHIBITOR PORTAL

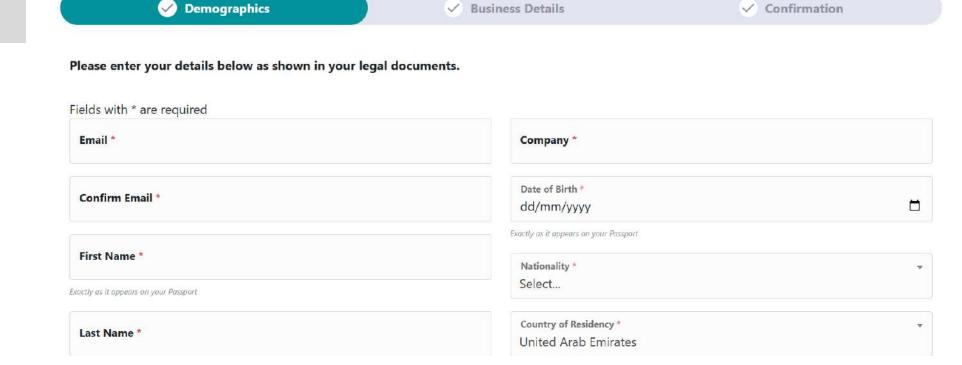


3. APPLY FOR YOUR VISA INVITATION LETTER

- Complete all form details ensuring that the name entered is as per your passport
- Press Submit



VISA INVITATION LETTER



Select type of attendee 'Exhibitor' from selection.

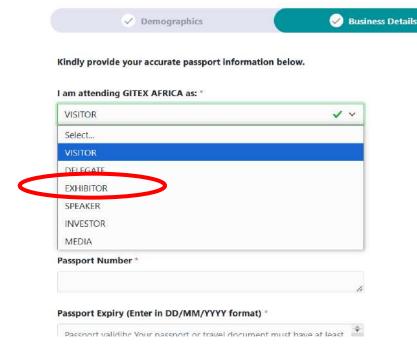
Complete the remainder of your passport information and click on SUBMIT

NB – PASSPORTS MUST HAVE AT LEAST 6 MONTHS VALIDITY FOR VISA APPLICATION AND TRAVEL



VISA INVITATION LETTER

✓ Confirmation

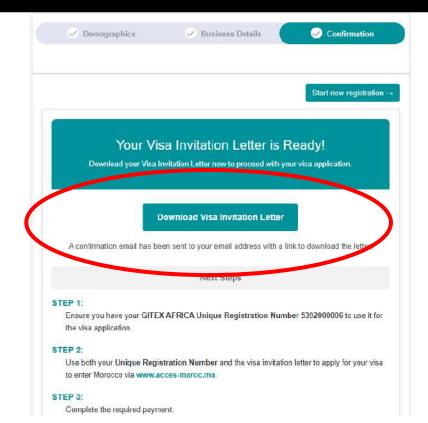


DOWNLOAD YOUR VISA INVITATION LETTER FOR THE EVENT

Your VISA invitation letter is ready to download to allow you to proceed with your application



VISA INVITATION LETTER



DOWNLOAD YOUR VISA INVITATION LETTER FOR THE EVENT

Download the letter PDF



VISA INVITATION LETTER



VISA APPLICATION – NEXT STEPS

Next Steps:

STEP 1:

Ensure you have your GITEX AFRICA Unique Registration Number 5392000006 to use it for the visa application.

STEP 2:

Use both your **Unique Registration Number** and the visa invitation letter to apply for your visa to enter Morocco via www.acces-maroc.ma.

STEP 3:

Complete the required payment.



11/02/2025

123

United Arab Emirates

LETTER OF INVITATION - VISITOR GITEX AFRICA 14 April to 16 April 2025, Marrakech, Morocco

Dear Sir/Madam.

We look forward to welcoming you as VISITOR to GITEX AFRICA, which will be held under The High Patronage of His Majesty King Mohammed VI of the Kingdom of Morocco, may God Assist Him, under the authority of the Ministry of Digital Transition and Administration Reform, in partnership with the Digital Development Agency (ADD).

GITEX AFRICA - 14 April - 16 April 2025 - Marrakech Event Timings: 10am - 6pm Venue: GITEX AFRICA, Place Bab Idid, Marrakech, Morocco

Thank you for confirming your details as given below:

Unique Registration Number (URN)	222222222	
Full Name (as per Passport)	GrLy	
Date of Birth	01/01/2000	
Passport Number	PE12345888	
Passport Expiry Date	pe12398631	
Nationality	Aland Islands	
Country of Residence	United Arab Emirates	

This letter has been issued upon your request without any liability towards KAOUN International, the organizer of GITEX AFRICA.

This event is open to Trade Professionals, strictly for those 18 years and over-Students between 16 and 18 years old are subject to organizer approval and need to be accompanied by a faculty member.

Looking forward to welcoming you in Marrakech, Morocco.

15 Avenue Al Abtal Appt No. 4 +212053 013 4030 Agdal, Rahat, Morocco

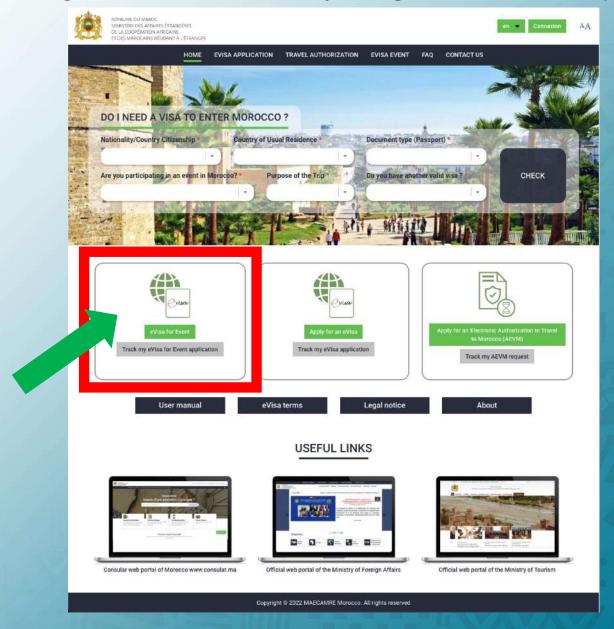
info@kaounlive.com

KAOUN-INT.COM

LOGIN INTO: www.acces-maroc.ma/#/



Navigate to the 'eVisa for Event' Section

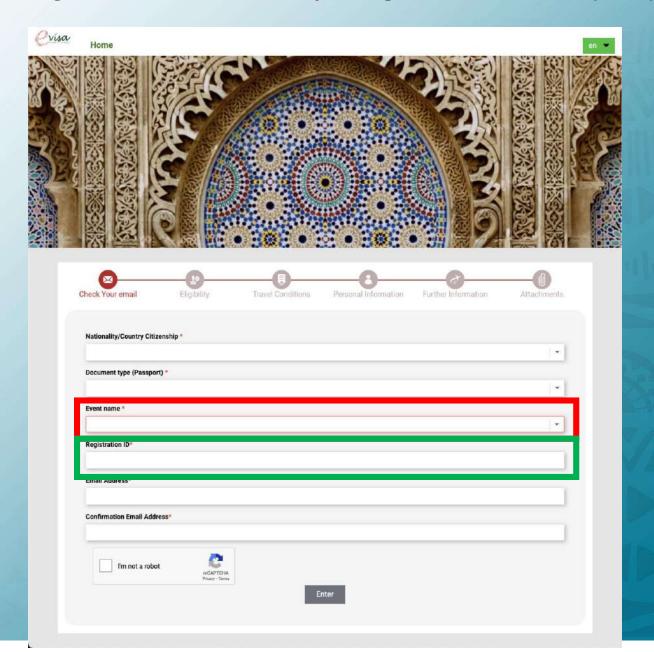


Complete the information outlined.

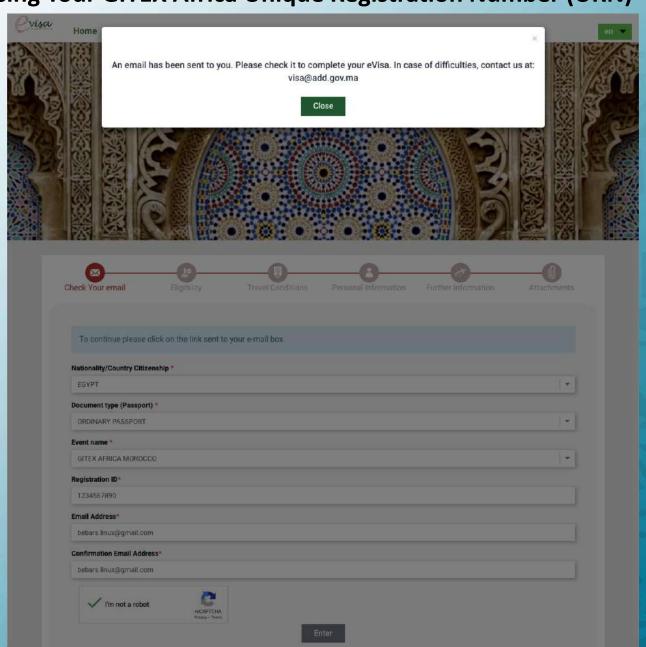
Under the 'Event Name' field – please select GITEX Africa Morocco

Under the 'Registration ID' field - please input your Unique Registration Number.

This has been provided to you in your Event Confirmation email sent to your registered email address

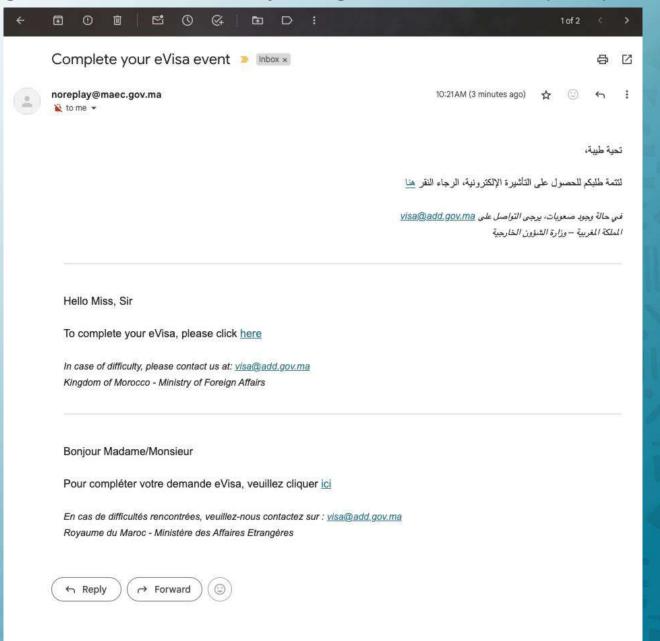


After completing the information on this 1st page of the Application Form, you will receive an email from 'noreplay@maec.gov.ma'

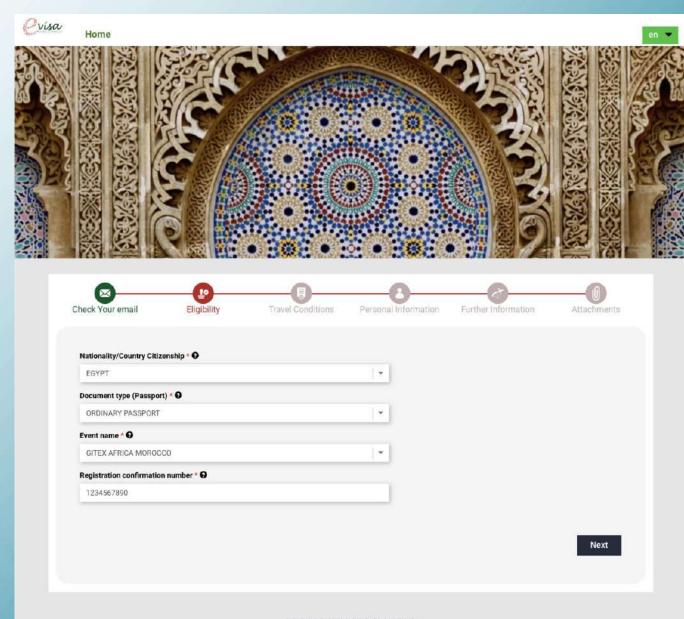


Your will receive an email from 'noreplay@maec.gov.ma'
Subject: 'Complete your eVisa'

Click on the link to complete your application.



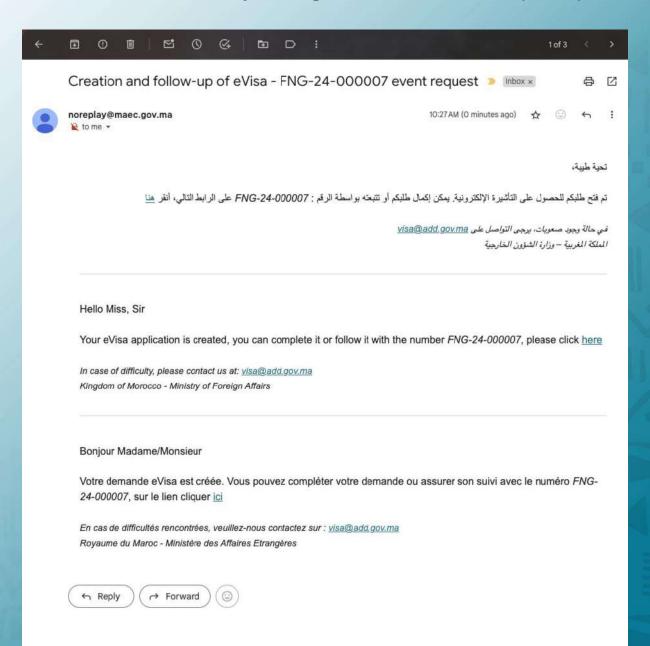
Complete your details under the 'Eligibility' section and click



You will receive an email from noreplay@maec.gov.ma

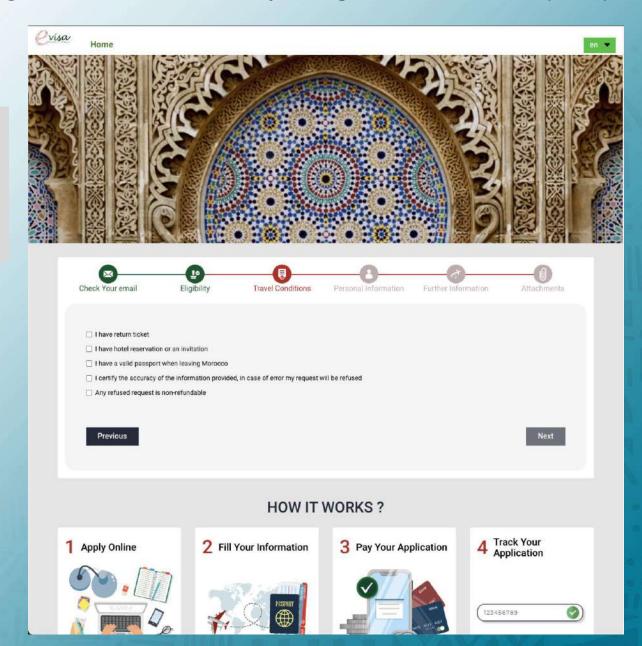
Subject: 'Creation and follow-up of eVisa – FNG-24 -xx-xxxx event request'

Click on the link to complete your application.



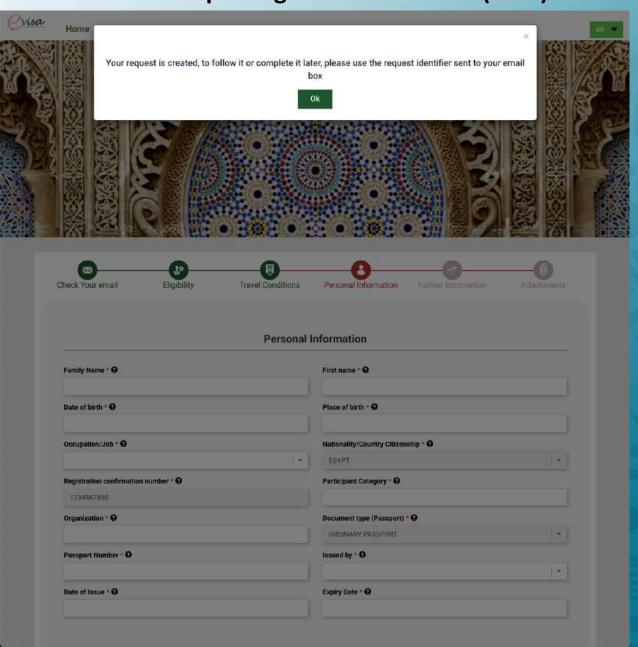
Under the Travel Conditions Section:

Check/select what applicable under the 'Travel Condition' section and click



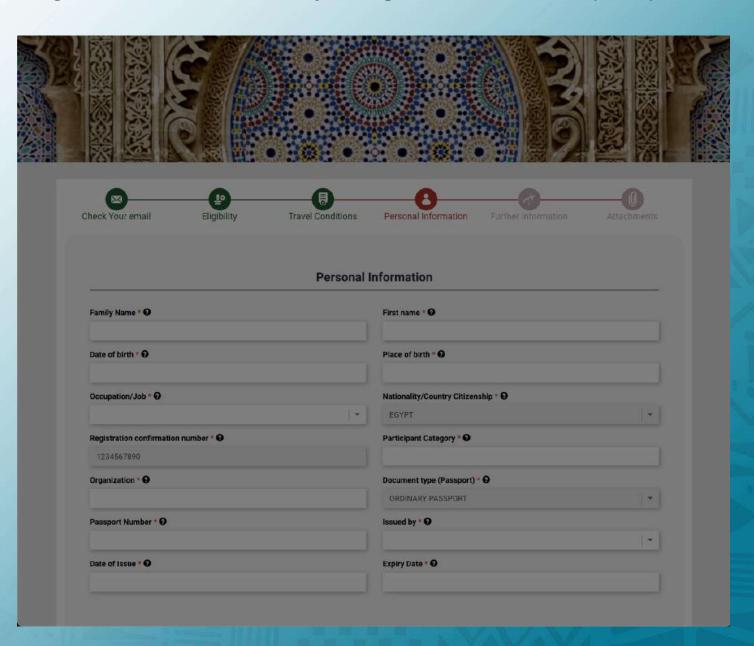
You will received a notification advising that the Request is Created

Click OK



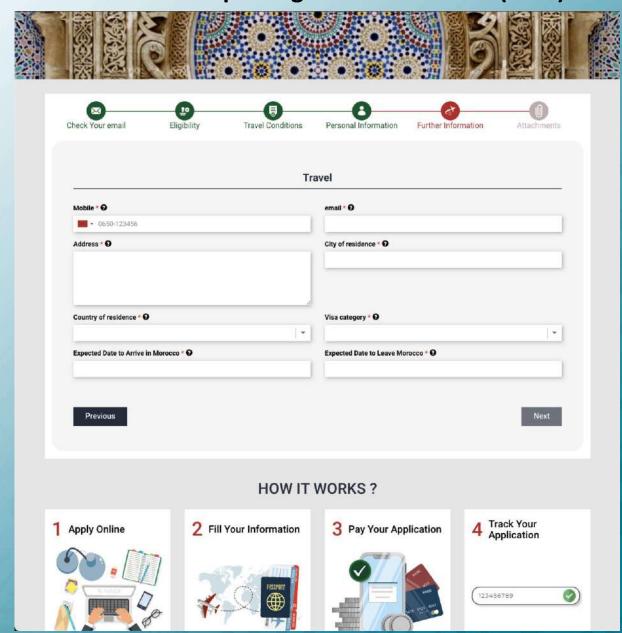
Continue and complete the 'Personal Information Section' of the Application Form

Once completed click on



Continue and complete the 'Further Information Section' of the Application Form

Once this section is completed click on NEXT

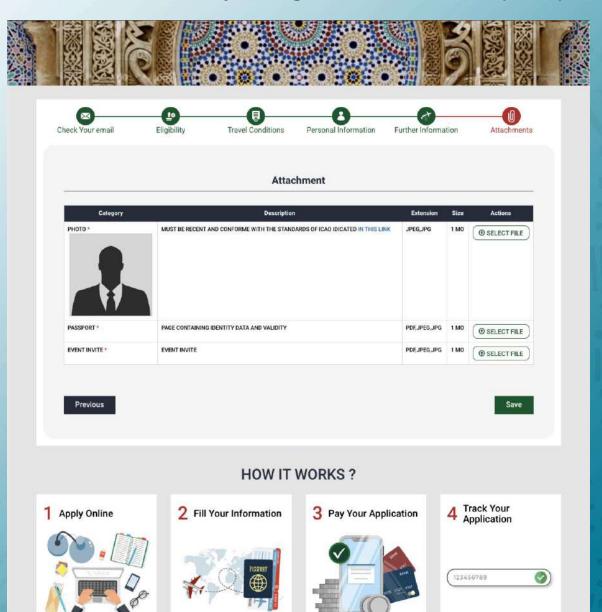


Upload all of the required attachments in the 'Attachments' section.

Please ensure you have your GITEX Africa Visa Invitation Letter available to upload together with the other documents required.

Once this section is completed and all of the necessary documents are uploaded please click on

Save

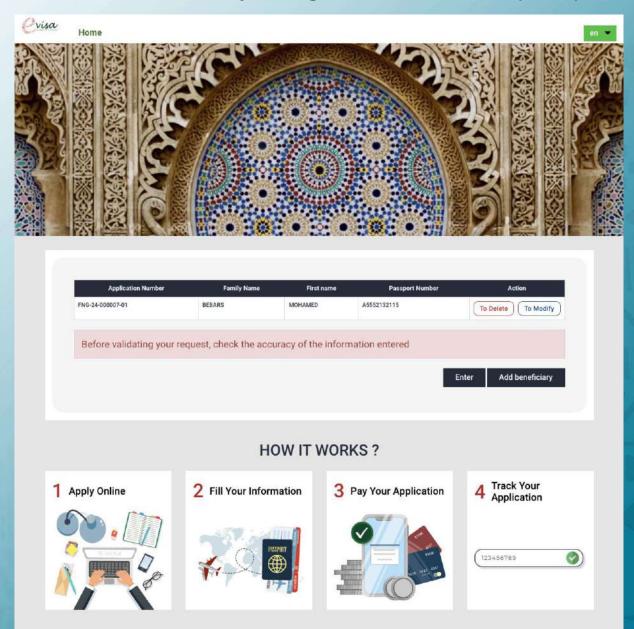


You will then be asked to 'Validate Your Request'

Before 'Validating' please check the accuracy of the information entered and modify if required.

Once your are ready to validate click on

Enter

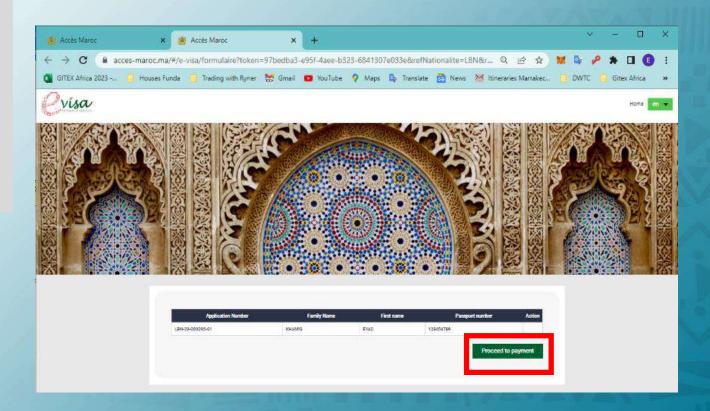


You will now see a 'summary' of your visa application number, name and passport number

You can now proceed to pay for your Moroccan Visa

Click on

Proceed to payment



There are 2 Visa Options:

Standard Visa – may take between 3-10 days to process

Express Visa – can take 1-7 days to process

Select which visa you would like and click on



STANDARD

770 MAD

Get your Visa within an average of

3 Business Day(s)

May take longer than 3 Business Day(s) if additional verification required

EXPRESS

1100 MAD

Get your Visa within an average of

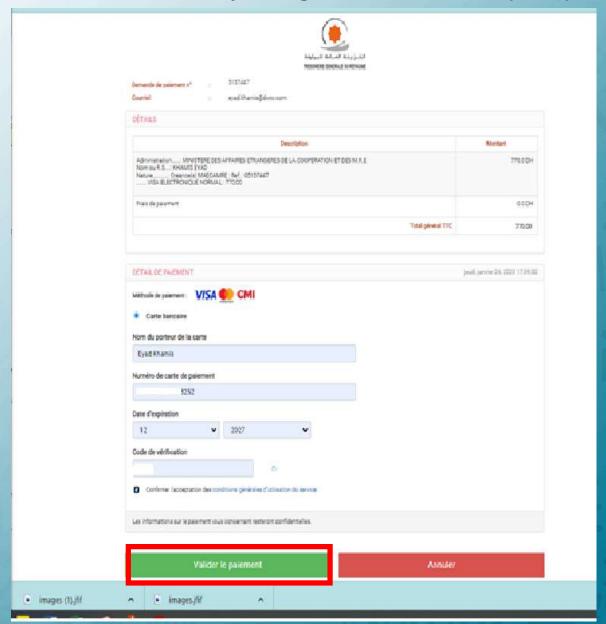
1 Business Day(s)

May take longer than 1 Business Day(s) if additional verification required

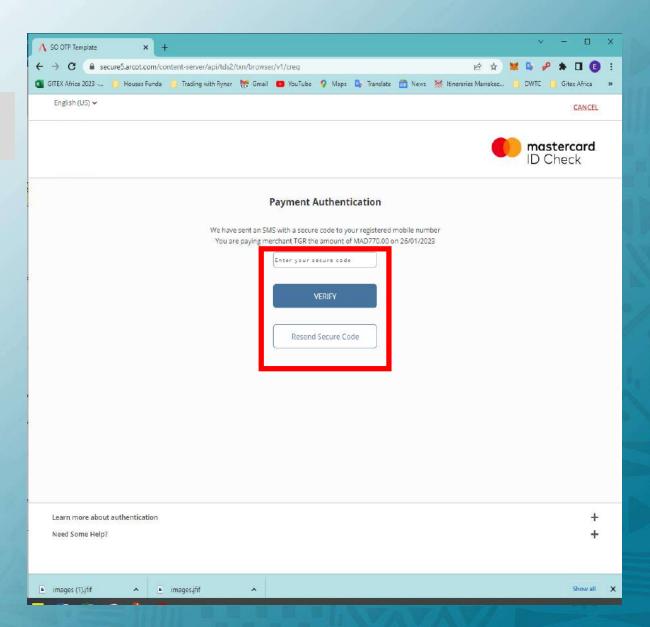
Pay

Complete your payment detail and click on

Valider le paiement



Authenticate/Verify the Payment to complete the application



IMPORTANT

THE DEADLINE FOR VISA APPLICATIONS TO MOROCCO FOR GITEX AFRICA 2025 IS 28 MARCH 2025

UPDATES TO THE VISA APPLICATION PROCESS WILL BE COMMUNICATED AS AND WHEN THEY HAPPEN

IN THE MEANTIME, IF YOU HAVE ANY QUERIES PLEASE CONTACT: SUPPORT@GITEXAFRICA.COM

