



AFTER HOURS RECEPTIONS / SPECIAL EVENTS

All Exhibitors hosting an event on the exhibit floor after scheduled official Show hours (“Events”) must complete this form and submit it to Show Management by **May 15, 2017**.

- ◆ Invitations are required for admittance onto the Show floor for Events. Events can only be held June 13-14, 2017. Please submit copy of the invitation to Show Management.
- ◆ For every 20 people that are attending the Events, a security guard, hired by the Exhibitor, must be present. Security is required to escort Events attendees to and from your booth and the exhibit hall entrance. Show Management must receive a confirmation of hired security before approval for Events will be granted.
- ◆ Guest Lists are required for ALL Events and must be submitted to Show Management by **June 2, 2017**.
- ◆ All planning and costs associated with Events are the responsibility of the Exhibitor, including notifying customers about the Event and coordinating with Show Management.
- ◆ PLEASE REMEMBER to order 24-hour power in advance for Events. The electrical service desk will be staffed until 6:00PM each day.
- ◆ Contact Levy Restaurants the exclusive LACC caterer for your catering requirements.
- ◆ Please call 508.834.6201 with any questions

Please email this form to:

E3 Show Management mley@irl-events.com | 508.834.6183 | aroberts@irl-events.com | T. 508.834.6187

EVENT DATE AND TIME NUMBER OF ATTENDEES

COMPANY NAME BOOTH NUMBER

CONTACT PHONE FAX

ADDRESS

CITY STATE ZIP

E-MAIL ADDRESS