

AFTER HOURS RECEPTIONS / SPECIAL EVENTS



All exhibitors hosting an event on the exhibit floor after scheduled official Show hours must complete this form and submit it to show management by **May 11, 2020.**

- ◆ Invitations are required for admittance onto the show floor for events. Events can only be held June 9-11, 2020. 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 event 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 **May 29, 2020.**
- ◆ 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 event. 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 by **May 11, 2020.**

E3 show management aroberts@dolaherevents.com | T. 508.834.6187

EVENT DATE AND TIME	NUMBER OF ATTENDEES
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COMPANY NAME	BOOTH NUMBER
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CONTACT	PHONE
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ADDRESS

CITY	STATE	ZIP
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EMAIL ADDRESS
