

EXHIBITOR HOSPITALITY FUNCTION FORM

<<< **Deadline to Submit Form: Friday, 10 November 2023** >>>

Forms should be emailed to IAEE / Beverly Elliott: belliott@iaee.com / (972) 687-9206

This form should be used by any exhibitor or partner of IAEE's Expo! Expo! 2023 that will be reserving any venue location for your Exhibitor Hospitality Function. *(Please be sure that all invited attendees of your exhibitor hospitality function are participating attendees of Expo! Expo! 2023.)*

EXHIBITOR INFORMATION:

Company Name: _____ Booth #: _____
 Address: _____
 Sales Contact Name & Title: _____
 Contact Email: _____ Phone: _____

LOCATION	FUNCTION DESCRIPTION
DETAILS	EXHIBITOR HOSPITALITY HOURS
<p>*Date: _____</p> <p>*Start Time: _____</p> <p>*End Time: _____</p> <p># of People: _____</p>	<p>Tuesday, 5 December 2023:..... 7:00 p.m. – 10:00 p.m.</p> <p>Wednesday, 6 December 2023:..... 7:00 p.m. – 9:00 p.m.</p> <p>Please Note: Exhibitors may only schedule functions during these times.</p>

***NOTE:** Exhibitor Hospitality Hours are not to be held for any reason during the following event hours:
 Tuesday, 5 December.....9:00 a.m. – 6:45 p.m.
 Wednesday, 6 December8:30 a.m. – 7:00 p.m. and 9:00 p.m. – 12:00 a.m.
 Thursday, 7 December.....8:30 a.m. – 12:30 p.m.

By signing below, exhibitor agrees to host their meeting or function in such a manner that does not conflict with any IAEE Annual Meeting events including but not limited to all Education Sessions, the Opening Reception, the General Session, Exhibit Hours, and the Closing Luncheon on Thursday.

Signature: _____