

BOOTH EVENT/MEETING NOTIFICATION FORM

DEADLINE: MAY 6, 2018

Any exhibitor planning to host a party or business meeting in their booth space must notify Show Management in advance using this form. All booth events/meetings must be held during posted move-in or show hours. Please note, any meeting being held on Sunday, June 10 must conclude no later than 4:00 p.m. All exhibitors must leave the floor at this time. As a reminder, all exhibitors and sales representatives must have a badge before being allowed on the show floor. This notification must be submitted by the deadline date, **May 6, 2018**. If you plan to host more than one event, a separate form for each event should be completed.

Note: Events or Meetings that occur on the days of the show must be concluded by the closing time: 5:00 PM on June 11-12 and 3:00 PM on June 13. Extensions will not be allowed.

Booth Number:	
how Site:	
Fax Number:	
his form and any other pertinent info erminate the event without notice.	rmation by the deadline date of May 6, 2018.
Time – START:	FINISH:
eet if necessary):	
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	how Site: Fax Number: his form and any other pertinent informinate the event without notice. Time – START: