



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 12, 2023**.

- Invitations are required for admittance onto the show floor for events. Events can only be held June 13-14, 2023. 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 12, 2023.
- 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 email this form by **May 12, 2023**. E3 Show management
Skip.Haile@rxglobal.com | Shanna.Cito@reedpop.com

EVENT DATE AND TIME

NUMBER OF ATTENDEES

COMPANY NAME

BOOTH NUMBER

CONTACT

PHONE

ADDRESS

CITY

STATE

ZIP