



**REQUEST FOR APPROVAL OF
AFTER-HOURS IN-BOOTH HOSPITALITY
ISC WEST 2023**

Exhibitors wishing to hold hospitality events in their booth on the show floor, which would extend after the show has closed for the day, or which would begin prior to the close of the show and extend after the show has closed for the day, MUST complete the requested information below for consideration. In-booth hospitality functions are required to end no later than 7:00 p.m. on Wednesday, March 29, 2023 and Thursday, March 30, 2023. No after-hours, in-booth hospitality functions will be authorized for the final show day, Friday, March 31, 2023.

If your request is approved, you must order security guards from the Official Security vendor, according to the formula below, to ensure your guests do not wander from your booth into neighboring booths that are unattended after show hours. Placement of this order will be confirmed with the official security vendor two weeks prior to the date of your function.

1 guard for every 25 guests (i.e., 1-25 guests, 1 guard; 26-50 guests, 2 guards, etc.)

Contact: Mr./Ms. _____ Title: _____
 Company: _____ Booth No.: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ FAX: _____
 E-Mail: _____

Function Date: 3/29/23 3/30/23 **Circle all applicable dates**
 Function Start: _____ p.m. Function End: _____ p.m.
 Maximum Number of Attendees: _____ Minimum Number of Attendees: _____

- ❖ All food and/or beverages to be served /consumed during function must be ordered through the Sands Expo Catering Department. Such arrangements are the sole responsibility of the exhibitor.
- ❖ Upon approval, the Official Security vendor will be notified by Reed Exhibitions of your event. Reed will also notify Sands of the approved event.

COMPLETE AND RETURN **NO LATER THAN February 28, 2023** TO: Chris Kleine, Reed Exhibitions
 Email: Christopher.kleine@rxglobal.com