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| --- | --- |
| **Company Name:** |  Enter Company Name of Exhibitor wishing to host event |
| **Trading As:** |  Enter Trading Name of Exhibitor wishing to host event  |
| **Site(s):** |  Enter site number(s) of Exhibitor wishing to host event |

**All events held on exhibitor’s sites are restricted by ticket access times for the event.**

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| **Attendee Type** | **Event Hours**Wed 12th – Fri 14th | **After Hours**Wed 12th – Fri 14th | **Event Hours**Sat 15th | **After Hours**Sat 15th |
| Staff | 06:00am - 05:00pm | 4:30pm - 08:00pm | 06:00am - 04:00pm | Not Permitted |
| Visitors | 08:00am - 05:00pm | 4:30pm - 08:00pm | 08:00am - 04:00pm | Not Permitted |

**Important information to note:**

 If an event is approved for hosting with both food and alcohol, alcohol service may not start prior to 11am.

Any approved after-hours functions must be by invitation only, with an attendance list provided to The Society ahead of the event.

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| **Details of all proposed hosted events on your site** (Must be within the above-mentioned times and dates) |
| **Proposed Date** | **Proposed Start Time** | **Proposed End Time** | **Details regarding the planned event,****including food and alcohol service** | **Number expected to attend** | **Alcohol service proposed?** |
|  |  |  |  | **Staff** | **Visitors** | **Total** |  |
| Select Date | Enter time | Enter time | Click here to enter event details | Enter number | Enter number | Enter number |[ ]
| Select Date | Enter time | Enter time | Click here to enter event details | Enter number | Enter number | Enter number |[ ]
| Select Date | Enter time | Enter time | Click here to enter event details | Enter number | Enter number | Enter number |[ ]
| Select Date | Enter time | Enter time | Click here to enter event details | Enter number | Enter number | Enter number |[ ]