A green background with black text

Description automatically generated

|  |  |
| --- | --- |
| **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.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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 |  |