



**REQUEST FOR APPROVAL OF
AFTER-HOURS IN-BOOTH HOSPITALITY
ISC WEST 2022**

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 23, 2022 and Thursday, March 24, 2022. No after-hours, in-booth hospitality functions will be authorized for the final show day, Friday, March 25, 2022.

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: 3/23/22	3/24/22	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 24, 2022 TO: Chris Kleine, Reed Exhibitions
Email: Christopher.kleine@rxglobal.com