

## HOSPITALITY EVENTS

### Exhibitor and Sponsor Private Social Functions/Special Events Approval Form

Exhibitors/Sponsors may not conduct group functions, such as meetings, off-site dinners, receptions, demonstrations, film showings, speeches or other similar activities, during times which conflict with any officially programmed meeting event, which includes SOA educational sessions, exhibit hall hours, special programs, social and themed events, including receptions and meals provided by the SOA.

Social functions are allowed only during program-free hours and must not conflict with any of the following approved hours (listed below). Failure to comply may result in denial of participation in all future SOA events. If you or someone from your company is planning a private function or event, please complete the following and return it for approval to Denise Eiring ([deiring@soa.org](mailto:deiring@soa.org)), no later than Aug. 31, 2018.

***Approved Hospitality Hours:***

**Sunday, October 14, 2018—After 7:00 p.m.**

**Monday, October 15, 2018—12:00 pm–1:30 p.m., or after 7:00 p.m.**

**Tuesday, October 16, 2018—After 6:30 p.m.**

**Wednesday, October 17, 2018—The Annual Meeting adjourns at 1:15 p.m.**

Organization Name: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date and Time of Exhibitor Private Event: \_\_\_\_\_

Location/Venue: \_\_\_\_\_

Number of People (anticipated): \_\_\_\_\_

*Please include a copy of your event invitation with your completed form.*

We appreciate your compliance and wish you success with your event.