

Guest List Deadline: Friday, 24 February 2023

Exhibiting companies who wish to conduct meetings with attendees with non-exhibitor badges (e.g. Exhibit Pass Plus or Full Conference, manufacturers' representatives, distributors, salespeople, customers, etc.) in their booth(s) during non-show hours must notify Show Management in advance.

Official Exhibition Hours:	Tuesday, 07 March	10:00 – 17:00
	Wednesday, 08 March	10:00 – 17:00
	Thursday, 09 March	10:00 – 16:00

NOTE: No meetings may be scheduled for the morning of Tuesday, 07 March.

Please Type or Print:

Event Description		Number of Attendees
Event Date	Event Start Time	Event End Time
Company Name	On-Site Contact Name	Booth #
On-Site Contact Phone	Submitter's Phone	Submitter's Email
Comments		

PROCEDURES:

- Once your event/meeting is approved, a confirmation will be sent to you along with instructions as to where to enter/exit the Exhibit Hall. This is the only location from which your guests will be allowed to enter or exit the exhibit hall at any time before or after official show hours. Security guards will have your list of invited guests and will check each person's name as they enter. Updated guest lists may be provided on-site at the Exhibit Director's Office if needed.
- Guest lists must be provided for all meetings or events. Guest lists must be received by **Friday, 24 February 2023** as an Excel or Word document. Lists should include *First (Given) Name* and *Last (Family) Name (in separate fields)* and *company affiliation* (if available). Email lists to exhibits@ofcconference.org.
- Meetings may begin **no earlier than two hours before** the show floor opens and must end **no later than one hour after** it closes.
- All guests must be badged OFC attendees. Meeting organizer may register their guests online for a badge or send them a link to OFC's registration system and have them register themselves. **Do not register meeting guests/attendees as exhibitors** of your company so we may maintain accurate registration counts of badge types. Contact Management at exhibits@ofcconference.org for assistance or questions.
- Guests may only go to the location of the meeting and they cannot venture to any other part of the hall.
- Exhibit Hall lighting will be at 50% before and after official show hours.
- Please remember to order 24-hour power in advance for special after-hours demonstrations.
- For events with 20-50 invited guests, exhibitor must hire (1) [security guard](#) starting 15 minutes prior and 15 minutes following your event.
- Exhibitors are not permitted to hold events for more than 50 people during conference hours.

REPRODUCE THIS FORM IF ADDITIONAL COPIES ARE NEEDED.

Return to: OFC Exhibit Operations at exhibits@ofcconference.org

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR FILES.