**Royal Society Summer Science Exhibition: Exhibitor Form C**

Please fill out the below questions in as much detail as possible. The deadline for submitting your completed form via SmartSurvey is **Friday 31 May 2019**.

1. **Title of your exhibit**

**Operations**

1. **We can provide you with exhibit tables. How many, if any, do you require?**

The Royal Society will also provide tablecloths.

Small tables (0.8m x 0.8m):

Large tables (0.8m x 1.2m):

1. **Nominate two emergency contacts**

This is in case we need to contact someone outside of exhibition opening hours. One of these can be yourself.

**Deliveries and arrivals**

1. **Tick all approximate dates and times that you plan to arrive.**

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| Friday 28 June 2pm - 4pm (deliveries only). No set up will be permitted on this day. |
| Saturday 29 June 10am - 12pm |
| Saturday 29 June 12pm - 2pm |
| Saturday 29 June 2pm - 4pm |
| Saturday 29 June 4pm - 6pm |
| Sunday 30 June 10am - 12pm |
| Sunday 30 June 12pm - 2pm |
| Sunday 30 June 2pm - 4pm |

1. **List any delivery companies who will need access to the building during delivery, set up and breakdown of your exhibit.**

**Staffing**

1. **List the names of all your volunteers who will be staffing your exhibit during the week. (Title, First Name, Last Name, Organisation)**
2. **Please provide the details of your team members (6 maximum) who will work each of the Soiree evenings.**

The Soirees are exclusive evening openings of the Exhibition for invited guests which will take place on the Wednesday 3 July and Thursday 4 July 2019. There is a strict limit of 6 exhibit volunteers each evening due to event capacity, and additional names will not be allowed.

List the details in the following format: Title, First name, Last name, Honours.