ATTENDANCE VERIFICATION SCHEME

Company Information

Company

Address

Contact Information

Name

Job Title

Email

Phone

Attendance Verification Scheme (AVS) form

Please type in your data directly on to this form and when you have finished,
save it and email to Harry Bailey, AVS Administrator – **harry@avscheme.com**
Please note that you will need Acrobat reader version 9 or above to be able to save your data.
You can download this software free of charge at http://www.adobe.com/products/reader.html

Show	Contact Name	Date	Consumer/ Trade	Owner/Majority Stakeholder*	NET Space Sold	Audit Scheme? ABC	BPA	AVS	Other	N/A
E.G. The ABC Show	John Smith	22.02.11 – 25.02.11	Consumer	Yes	10,000		✓			

Please note this form must be completed and sent to the AVS administrator by 30 May.

* (AEO only requires you to audit shows for which you are more than 50% owner)