FABTECH

**OCTOBER 21-23, 2026**
LAS VEGAS CONVENTION CENTER
LAS VEGAS, NV

# EXHIBITOR PRESS CONFERENCE RESERVATION FORM

- Show Management will coordinate exhibitor news conferences to ensure minimal overlap.
- **Exhibitors are responsible for their own arrangements—i.e. catering, audio visual, etc.**
- Times are available on a first come, first served basis.

**Deadline: October 2, 2026**
**Questions?** Contact Jennifer Dallos

**Email:** jdallos@sme.org

**Complete this form and return to jdallos@sme.org**

**Date and Time** *(Choose only one):*

☐ **Wedneday** **October 21, 2026** Start / End Time: _____

☐ **Thursday** **October 22, 2026** Start / End Time: _____

☐ **Friday** **October 23, 2026** Start / End Time: _____

**Topic** *(check all that apply):*

☐ **New Product Announcement**

Name of Product: _____

Product Benefits: _____

☐ **Corporate Announcement**: _____

☐ **New Partnerships**: _____

☐ **Other** (Explain): _____

**How many media do you plan to invite?** _____

**News Conference Location:** ☐ Our Booth ☐ Please assign a room

**News Conference Contact:**

Company: _____ Booth #: _____

Contact Name: _____ Phone: _____

Address: _____ Cell: _____

City / State / Zip: _____ Email: _____

Country: _____

**News Conference Guidelines**

- FABTECH provides this service to **contracted exhibitors only.**
- FABTECH Public Relations will coordinate exhibitor news conferences to ensure minimal overlap. A Press Conference Schedule is posted in the Newsroom for editors and reporters covering the event.

**Regulations—Pre-Show Press Conferences:**

- Press conferences will be limited to **one hour** prior to show opening.
- To enter the show floor, all persons must have badges.
- All pre-registered attendees, press, or booth personnel must be met at the show entrance and escorted to your booth where they must remain.
- You must obtain an “Early Entry Pass” from the Show Office at least one day prior to your press conference.
- If your press conference and/or demonstration ends before the show opens, all non-exhibitor participants must be escorted back off the show floor.

***Keep a copy for your records.***