



OCTOBER 15-17, 2024
 ORANGE COUNTY CONVENTION CENTER
 ORLANDO

EXHIBITOR REQUEST FORM
Before/After Hours
Exhibit Space Functions

(REQUIRES SHOW MANAGEMENT APPROVAL)

To obtain approval for:

- Before / After Hours Exhibit Space Function

Deadline: First-come, First-served

Questions? Contact Chris Moody

Email: cmoody@sme.org

Call: 313-425-3025

Complete this form and return to cmoody@sme.org

Company: _____ Booth # _____

Contact Name: _____ Phone: _____

Address: _____ Fax: _____

City / State / Zip: _____ Email: _____

Country: _____

REQUEST:

Exhibit Space Function

Dates/Times required: _____

of people: _____

Purpose for function: _____

****Attach list of attendees**

SPECIAL NOTE: ONCE A REQUEST IS APPROVED, EXHIBITOR MUST:

- Make all necessary arrangements with the facility directly for extended electrical usage, early/late lighting and catering.
- Any function over 20 people requires the exhibitor to hire a security guard from the official security guard company of the show.
- Present this approved request form to the contact at the facility.
- Obtain an Insurance Rider **naming All Five Associations** as additional insured(s) for this function.

MINIMUM COVERAGE \$1,000,000 PER INCIDENT

1. Society of Manufacturing Engineers (SME)
2. Fabricators & Manufacturers Association, International (FMA)
3. American Welding Society (AWS)
4. Precision Metalforming Association (PMA)
5. Chemical Coaters Association (CCAI)

APPROVAL - FOR FABTECH USE ONLY

The company above is an exhibitor and may hold a before/after hour function within the confines of their booth. The exhibitor is to make his/her own arrangements.

SHOW MANAGER APPROVAL _____

Keep a copy for your records.