



OCTOBER 15-17, 2024
 ORANGE COUNTY CONVENTION CENTER
 ORLANDO

EXHIBITOR REQUEST FORM
Meeting Rooms / Hospitality Suites

(REQUIRES SHOW MANAGEMENT APPROVAL)

To obtain approval for:
 Hospitality Suites at Hotels
 Meeting Rooms at Hotels/Convention Centers
 Literature Distribution at Hotel

Deadline: First-come, First-served
Questions? Contact Lynda Kisell
Email: lkisell@sme.org
Call: 313-425-3106

Complete this form and return to lkisell@sme.org

Company: _____ Booth #: _____
 Contact Name: _____ Phone: _____
 Address: _____ Fax: _____
 City / State / Zip: _____ Email: _____
 Country: _____

REQUEST: Check all that apply:

MEETING ROOM / HOSPITALITY SUITE
 Preferred Location (check one): Hotel Convention Center
 If hotel, preferred hotel: _____
 Dates/Times required: _____
 Room setup (please check): Classroom U-Shape Theater # of People: _____
 Other: _____
 Purpose for meeting(s): _____

LITERATURE DISTRIBUTION AT A HOTEL
 Description of literature: _____
 Distribution Location: _____

*Meeting room usage during show hours is strictly for internal company functions and is not to be used for customer functions. Marketed exhibitor functions for groups of invited guests during show hours is strictly prohibited. **Your room is provided by FABTECH Show Management and is subject to on-site review for adherence to any conditions originally agreed to.***

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

- Make all necessary arrangements with the facility directly for room setup, catering and audiovisual equipment needed.
- 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 (CCA)

APPROVAL - FOR FABTECH USE ONLY

The company above is an exhibitor and may book a meeting room/hospitality suite, or have literature distributed. The exhibitor is to make his/her own arrangements.

SHOW MANAGER APPROVAL _____

Keep a copy for your records.