



**SEPTEMBER 8-11, 2025**  
 MCCORMICK PLACE  
 CHICAGO, IL

**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: \_\_\_\_\_ Cell: \_\_\_\_\_

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 (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.*