



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.