



November 11-13, 2014
Georgia World Congress Center
Atlanta, GA USA

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

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

Complete this form and press SUBMIT at the bottom or fax to 313-425-3407

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 (CCAI)

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.