



SEPTEMBER 13-15, 2021  
MCCORMICK PLACE | CHICAGO

## 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 Jackie Solack  
**Email:** jsolack@sme.org  
**Call:** 313-425-3123

**Complete this form and return to jsolack@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 RAPID+TCT 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 Society of Manufacturing Engineers (SME)** as additional insured(s) for this function.  
MINIMUM COVERAGE \$1,000,000 PER INCIDENT

### **APPROVAL - FOR RAPID+TCT 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.