



**EXHIBITOR REQUEST FORM
Before/After Hours
Exhibit Space Functions**

SEPTEMBER 13-15, 2021
September 13-15, 2021
McCormick Place * Chicago, IL

(REQUIRES SHOW MANAGEMENT APPROVAL)

To obtain approval for:

- Before / After Hours Exhibit Space Function

Deadline: August 13, 2021
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: _____ On Site Contact Phone: _____
 Address: _____ Fax: _____
 City / State / Zip: _____ Email: _____
 Country: _____

REQUEST:

Exhibit Space Function

Dates/Times required: _____
 # of people: _____
 Purpose for function: _____

****Please attach list of attendees for security purposes**

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.
- All services must be provided by the Official Vendors listed in the RAPID + TCT Exhibitor Services Manual.
- Any function over 30 people requires the exhibitor to hire a security guard from the official security guard company of the show.
- Obtain an Insurance Rider **naming the following** as additional insured(s) for this function:
 MINIMUM COVERAGE \$1,000,000 PER INCIDENT
 1. Society of Manufacturing Engineers (SME)
 2. Rapid News Publications

APPROVAL - FOR RAPID + TCT 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.