



EXHIBITOR REQUEST FORM
Before/After Hours
Exhibit Space Functions

MAY 17-19, 2022
HUNTINGTON PLACE
DETROIT, MI

(REQUIRES SHOW MANAGEMENT APPROVAL)

To obtain approval for:

- Before / After Hours Exhibit Space Function

Deadline: April 19, 2022

Questions? Contact Moria Menke

Email: mmenke@sme.org

Call: 313-425-3090

Complete this form and return to mmenke@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.