

## EXHIBITOR FUNCTION REQUEST FORM

Exhibitors agree not to schedule or conduct any outside activity including, but not limited to, receptions, seminars, symposia, and hospitality suites that are in conflict with the official program of the 2002 AAPM Annual Meeting and Technical Exhibition, whether such activities are held at or away from the Exhibit Hall. However, Exhibitors are allowed to hold staff meetings at any time, as long as only exhibitor personnel are involved. Permission must still be requested using the Exhibitor function form.

Please submit this form by June 22 for written approval. You will receive an approval notification via e-mail or fax. The notification will include contact information for each of the designated 2002 AAPM hotels. Upon approval, you will make function arrangements directly with the hotel of your choice. Should you need assistance in planning an event to be held in a location other than one of the official hotels, contact information for the recommended destination management company will also be included.

Exhibiting Company: \_\_\_\_\_ Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Function(s):    ☐ Breakfast    ☐ Luncheon    ☐ Dinner    ☐ Other  
                                  ☐ Reception    ☐ Meeting    ☐ Symposium \_\_\_\_\_  
                                  ☐ Staff meeting (Exhibitors are allowed to hold staff meetings at **any time**, as long as only exhibitor personnel are involved. Permission must still be requested.)

Anticipated Attendance: \_\_\_\_\_

**NEW in 2002: AAPM will not be hosting a function Sunday evening. Exhibitors now have the opportunity to host private functions for meeting attendees following the close of the Exhibit Hall on Sunday.**

The following are the designated dates and times in which an exhibiting organization may conduct any of the above mentioned activities. Please check the dates and times you plan to host a function(s):

Saturday July 13	Sunday July 14	Monday July 15	Tuesday July 16	Wednesday July 17	Thursday July 18
<input type="checkbox"/> All Day  There are no AAPM functions on this date	<input type="checkbox"/> Before 8:00 a.m.  <input type="checkbox"/> After 5:30 p.m.  <b>NEW in 2002 -</b> Open evening for Exhibitor entertaining	<input type="checkbox"/> Before 7:30 a.m.  <input type="checkbox"/> 12:00 p.m. - 1:30 p.m.  <input type="checkbox"/> After 7:30 p.m.  Following the AAPM Awards Ceremony & Reception	<input type="checkbox"/> Before 7:30 a.m.  <input type="checkbox"/> 12:00 p.m. - 1:30 p.m.  <input type="checkbox"/> After 10:30 p.m.  Following the AAPM Night Out	<input type="checkbox"/> Before 7:30 a.m.  <input type="checkbox"/> 12:00 p.m. - 1:30 p.m.  <input type="checkbox"/> After 6:45 p.m.	<input type="checkbox"/> Before 7:30 a.m.  <input type="checkbox"/> After 12:00 p.m.

**Please complete and return this form to:**

Angela Keyser, AAPM, One Physics Ellipse, College Park, Maryland 20740-3846  
Fax: (301) 209-0862

**DEADLINE DATE: JUNE 22**