



### EXHIBITOR FUNCTION REQUEST FORM

One Physics Ellipse • College Park, MD 20740-3846 • Phone: (301) 209-3382 • Fax: (301) 209-0862

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 2013 AAPM Meeting, 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 to [Rachel Smioldo](#) 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 2013 AAPM hotels and the Indianapolis Convention Center.

Upon approval, you will make the function arrangements directly with the hotel of your choice or Convention Center. You are required to provide AAPM with location of function.

Should you need assistance in planning an event to be held in a location other than one of the official hotels or Convention Center, contact information for the recommended destination management company will also be included.

Exhibiting Company: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of Function(s):  
 Breakfast     Luncheon     Dinner     Other \_\_\_\_\_  
 Meeting     Reception     Symposium

(Exhibitors may hold staff meetings at **any time**, as long as only exhibitor personnel are involved. Permission must still be requested.)

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

Let AAPM help you digitally capture and archive your meetings or functions. We are able to offer you the opportunity to do so at discounted prices compared to regular market prices. AAPM will host your digital presentation in the AAPM Virtual Library for a 12 month period, providing you with the opportunity to reach the ENTIRE membership with your message.

Would you like information regarding the video and/or audio capture of your function?    YES    or    NO

**REMINDER: AAPM will not be hosting a function Sunday evening. Exhibitors have the opportunity to host private functions for meeting attendees following 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 **select** the dates and times you plan to host a function(s):

Saturday August 3	Sunday August 4	Monday August 5	Tuesday August 6	Wednesday August 7	Thursday August 8
<input type="checkbox"/> All Day	<input type="checkbox"/> Before 9:30 a.m.	<input type="checkbox"/> Before 8:00 a.m.	<input type="checkbox"/> Before 8:00 a.m.	<input type="checkbox"/> Before 8:00 a.m.	<input type="checkbox"/> Before 8:00 a.m.
<b>REMINDER</b> There are no AAPM functions on this date	<input type="checkbox"/> After 6:00 p.m.	<input type="checkbox"/> 12:30- 2:00 p.m.	<input type="checkbox"/> 12:30- 2:00 p.m.	<input type="checkbox"/> 12:30- 2:00 p.m.	<input type="checkbox"/> After 2:30 p.m.
	<b>REMINDER</b> Open evening for Exhibitor Entertaining	<input type="checkbox"/> After 8:00 p.m. Following AAPM Awards Ceremony	<input type="checkbox"/> After 10:00 p.m. Following AAPM Night Out	<input type="checkbox"/> After 6:00 p.m. Following the Annual Business Meeting	

Please submit this form to [Rachel Smioldo](#)