



## AAPM 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 2017 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 2017 AAPM hotels and the Colorado 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/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

E-mail: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Type of Function(s):

☐ Breakfast    ☐ Luncheon    ☐ Dinner  
☐ Meeting    ☐ Reception    ☐ Symposium    ☐ Other \_\_\_\_\_

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

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

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 July 29	Sunday July 30	Monday July 31	Tuesday August 1	Wednesday August 2	Thursday August 3
<input type="checkbox"/> All Day <b>REMINDER</b> There are no AAPM functions on this date	<input type="checkbox"/> Before 9:30 AM <input type="checkbox"/> After 6:00 PM <b>REMINDER</b> Open evening for Exhibitor Entertaining	<input type="checkbox"/> Before 7:30 AM <input type="checkbox"/> 12:15 PM – 1:45 PM <input type="checkbox"/> After 8:00 PM Following AAPM Awards Ceremony	<input type="checkbox"/> Before 7:30 AM <input type="checkbox"/> 12:15 PM – 1:45 PM <input type="checkbox"/> After 10:00 PM Following AAPM Night Out	<input type="checkbox"/> Before 7:30 AM <input type="checkbox"/> 12:15 PM – 1:45 PM <input type="checkbox"/> After 7:30 PM Following the Annual Business Meeting	<input type="checkbox"/> Before 7:30 AM <input type="checkbox"/> After 2:50 PM
<b>PRIME TIME</b> No AAPM functions on this date	<b>PRIME TIME</b> Open evening for Exhibitor Entertaining; Note: AAPM Committees conclude at 7:00 pm		<b>PRIME TIME</b> Take your clients to dinner! Meet at the Denver Art Museum for light hors d'oeuvres beforehand or come for desserts		