

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 2005 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 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 2005 AAPM hotels and the Washington State Convention Center. In 2005, there are a limited number of meeting rooms available for exhibitor use at the Convention Center.

Upon approval, you will make function arrangements directly with the hotel of your choice or Convention Center. 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: _____ Fax: _____

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: _____

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

REMINDER: 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 **CIRCLE** the dates and times you plan to host a function(s):

Saturday July 23	Sunday July 24	Monday July 25	Tuesday July 26	Wednesday July 27	Thursday July 28
<ul style="list-style-type: none"> All Day <p>There are no AAPM functions on this date</p>	<ul style="list-style-type: none"> Before 8:00 a.m. After 5:30 p.m. <p>REMINDER Open evening for Exhibitor Entertaining</p>	<ul style="list-style-type: none"> Before 7:30 a.m. 12:00 p.m. - 1:30 p.m. After 7:30 p.m. <p>Following the AAPM Awards Ceremony & Reception</p>	<ul style="list-style-type: none"> Before 7:30 a.m. 12:00 p.m. - 1:30 p.m. After 10:30 p.m. <p>Following the AAPM Night Out</p>	<ul style="list-style-type: none"> Before 7:30 a.m. 12:00 p.m. - 1:30 p.m. After 6:45 p.m. 	<ul style="list-style-type: none"> Before 7:30 a.m. After 12:00 p.m.

Please complete and return this form to:

Lisa Rose Sullivan

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 Fax: (301) 209-0862