

**48th Annual Meeting • July 30 - August 3, 2006 • Orlando, FL**

**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 2006 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 2006 AAPM hotels and the Orange County 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 29	Sunday July 30	Monday July 31	Tuesday Aug 1	Wednesday Aug 2	Thursday Aug 3
<ul style="list-style-type: none"> <li>All Day</li> </ul> <p>There are no AAPM functions on this date</p>	<ul style="list-style-type: none"> <li>Before 8:00 a.m.</li> <li>After 5:30 p.m.</li> </ul> <p align="center"><b>REMINDER</b> Open evening for Exhibitor Entertaining</p>	<ul style="list-style-type: none"> <li>Before 7:30 a.m.</li> <li>12:00 p.m. - 1:30 p.m.</li> <li>After 7:30 p.m.</li> </ul> <p align="center">Following the AAPM Awards Ceremony &amp; Reception</p>	<ul style="list-style-type: none"> <li>Before 7:30 a.m.</li> <li>12:00 p.m. - 1:30 p.m.</li> <li>After 9:00 p.m.</li> </ul> <p align="center">Following the AAPM Night Out</p>	<ul style="list-style-type: none"> <li>Before 7:30 a.m.</li> <li>12:00 p.m. - 1:30 p.m.</li> <li>After 6:45 p.m.</li> </ul> <p align="center">Following the Annual Business Meeting</p>	<ul style="list-style-type: none"> <li>Before 7:30 a.m.</li> <li>After 5:30 p.m.</li> </ul>

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

**Hadijah Robertson**

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