



One Physics Ellipse · College Park, MD 20740-3846 · Phone: (301) 209-3350 · Fax: (301) 209-0862
<http://www.aapm.org/meetings/08AM/>

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 2008 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 2008 AAPM hotels and the George R. Brown 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: _____

Type of Function(s): Breakfast Luncheon Dinner Other
 Reception Meeting Symposium _____
 Staff Meeting (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 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 Select the dates and times you plan to host a function(s):

Saturday July 26	Sunday July 27	Monday July 28	Tuesday July 29	Wednesday July 30	Thursday July 31
All Day REMINDER There are no AAPM functions on this date	Before 8:00 a.m. After 5:30 p.m. REMINDER Open evening for Exhibitor Entertaining	Before 7:30 a.m. 12:00-1:30 p.m. After 7:30 p.m. Following AAPM Awards Ceremony & Reception	Before 7:30 a.m. 12:00-1:30 p.m. After 11:00 p.m. Following AAPM Night In	Before 7:30 a.m. 12:00-1:30 p.m. After 6:45 p.m. Following the Annual Business Meeting	Before 7:30 a.m. After 5:30 p.m.