



innovation
56th Annual Meeting & Exhibition • July 20–24, 2014 • Austin, TX

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 2014 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 Smiroldo** 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 2014 AAPM hotels and the Austin 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: _____

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 July 19	Sunday July 20	Monday July 21	Tuesday July 22	Wednesday July 23	Thursday July 24
<input type="checkbox"/> All Day REMINDER There are no AAPM functions on this date	<input type="checkbox"/> Before 9:30 AM <input type="checkbox"/> After 6:00 PM REMINDER 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

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