

## 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 2015 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 2015 AAPM hotels and the Anaheim 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 11	Sunday July 12	Monday July 13	Tuesday July 14	Wednesday July 15	Thursday July 16
<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