



Exhibitor Function Request Form • 6th AAPM Spring Clinical Meeting
 March 18 – 21, 2017 • Hilton New Orleans Riverside • New Orleans, LA

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 AAPM Spring Clinical Meeting, whether such activities are held at or away from the official hotel. However, Exhibitors are allowed to hold staff meetings at any time, as long as only exhibitor personnel are involved. Permission must still be requested.

Any Exhibitor wishing to hold any outside activity in conjunction with its exhibit must contact Rachel Smiroldo for written approval. You will receive an approval notification from AAPM HQ via e-mail. The notification will include contact information for the Hilton New Orleans Riverside. Upon approval, you will make function-arrangements directly with the hotel.

Exhibiting Company: _____

Contact: _____

Mailing Address: _____

City: _____ State: _____ Zip/Postal Code: _____ Country: _____

E-mail (required): _____ Tel: _____ Fax: _____

Type of Function(s):

- Breakfast
 Luncheon
 Dinner
 Other _____
 Meeting
 Reception
 Symposium

(Exhibitors may hold staff meetings at any time, as long as only exhibitor personnel are involved.

Permission must still be requested.)

Anticipated Attendance: _____

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):

Friday March 17	Saturday March 18	Sunday March 19	Monday March 20	Tuesday March 21
<input type="checkbox"/> All Day REMINDER There are no AAPM functions on this date	<input type="checkbox"/> After 7:30 p.m.	<input type="checkbox"/> After 5:30 p.m.	<input type="checkbox"/> After 5:30 p.m.	<input type="checkbox"/> After 12:30 p.m.

Please submit this form to Rachel Smiroldo

1631 Prince Street, Alexandria VA 22314, (Email) rachel@aapm.org, (Phone) 571-298-1230, (Fax) 571-298-1301