

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 2003 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 by **July 18** 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 2003 AAPM hotels and the San Diego Convention Center. In 2003, there are a limited number of meeting rooms available for exhibitor use at the 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: _____

Phone: _____ Fax: _____ Email: _____

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: _____

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 check the dates and times you plan to host a function(s):

Saturday August 9	Sunday August 10	Monday August 11	Tuesday August 12	Wednesday August 13	Thursday August 14
<ul style="list-style-type: none"> • All Day <p>There are no AAPM functions on this date</p>	<ul style="list-style-type: none"> • Before 8:00 a.m. • After 5:30 p.m. <p align="center">REMINDER Open evening for Exhibitor Entertaining</p>	<ul style="list-style-type: none"> • Before 7:30 a.m. • 12:00 p.m. - 1:30 p.m. • After 7:30 p.m. <p align="center">Following the AAPM Awards Ceremony & Reception</p>	<ul style="list-style-type: none"> • Before 7:30 a.m. • 12:00 p.m. - 1:30 p.m. • After 10:00 p.m. <p align="center">Following the AAPM Night Out</p>	<ul style="list-style-type: none"> • Before 7:30 a.m. • 12:00 p.m. - 1:30 p.m. • After 6:45 p.m. 	<ul style="list-style-type: none"> • Before 7:30 a.m. • After 12:00 p.m.

Please complete and return this form to:
Angela Keyser
 AAPM, One Physics Ellipse, College Park, Maryland 20740-3846
 Fax: (301) 209-0862

DEADLINE DATE: JULY 18