

**49th Annual Meeting • July 22 - July 26, 2007• Minneapolis, MN**

**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 2007 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 2007 AAPM hotels and the Minneapolis 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 are allowed to 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 **CIRCLE** the dates and times you plan to host a function(s):

Saturday July 21	Sunday July 22	Monday July 23	Tuesday July 24	Wednesday July 25	Thursday July 26
<ul style="list-style-type: none"> <li>All Day</li> </ul> <p>There are no AAPM functions on this date</p>	<ul style="list-style-type: none"> <li>Before 8:00 a.m.</li> <li>After 5:30 p.m.</li> </ul> <p><b>REMINDER</b> Open evening for Exhibitor Entertaining</p>	<ul style="list-style-type: none"> <li>Before 7:30 a.m.</li> <li>12:00 p.m. - 1:30 p.m.</li> <li>After 7:30 p.m.</li> </ul> <p>Following the AAPM Awards Ceremony &amp; Reception</p>	<ul style="list-style-type: none"> <li>Before 7:30 a.m.</li> <li>12:00 p.m. - 1:30 p.m.</li> <li>After 9:00 p.m.</li> </ul> <p>Following the AAPM Night Out</p>	<ul style="list-style-type: none"> <li>Before 7:30 a.m.</li> <li>12:00 p.m. - 1:30 p.m.</li> <li>After 6:45 p.m.</li> </ul> <p>Following the Annual Business Meeting</p>	<ul style="list-style-type: none"> <li>Before 7:30 a.m.</li> <li>After 5:30 p.m.</li> </ul>

**Please complete and return this form to:**

**Hadijah Robertson**

**AAPM, One Physics Ellipse, College Park, Maryland 20740-3846  
Fax: (301) 209-0862**