



EXHIBITOR FUNCTION REQUEST FORM

One Physics Ellipse • College Park, MD 20740-3846 • Phone: (301) 209-3382 • Fax: (301) 209-0862

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 2011 Joint AAPM/COMP 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 [Karen MacFarland](#) 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 2011 AAPM hotels and the Vancouver Convention Centre.

Upon approval, you will make function arrangements directly with the hotel of your choice or Convention Centre. Should you need assistance in planning an event to be held in a location other than one of the official hotels or Convention Centre, contact information for the recommended destination management company will also be included.

Exhibiting Company: _____

Contact: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

☐ Breakfast ☐ Luncheon ☐ Dinner ☐ Other _____

☐ Reception ☐ Meeting ☐ Symposium

☐ Staff Meeting (Exhibitors may 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 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 select the dates and times you plan to host a function(s):

Saturday July 30	Sunday July 31	Monday August 1	Tuesday August 2	Wednesday August 3	Thursday August 4
<input type="checkbox"/> All Day REMINDER There are no AAPM functions on this date	<input type="checkbox"/> Before 9:30 a.m. <input type="checkbox"/> After 5:30 p.m. REMINDER Open evening for Exhibitor Entertaining	<input type="checkbox"/> Before 8:00 a.m. <input type="checkbox"/> 12:30- 2:00 p.m. <input type="checkbox"/> After 8:00 p.m. Following AAPM Awards Ceremony	<input type="checkbox"/> Before 8:00 a.m. <input type="checkbox"/> 12:30- 2:00 p.m. <input type="checkbox"/> After 10:00 p.m. Following AAPM Night Out	<input type="checkbox"/> Before 8:00 a.m. <input type="checkbox"/> 12:30- 2:00 p.m. <input type="checkbox"/> After 6:00 p.m. Following the Annual Business Meeting	<input type="checkbox"/> Before 8:00 a.m. <input type="checkbox"/> After 2:30 p.m.