



American Academy of Pediatrics  
DEDICATED TO THE HEALTH OF ALL CHILDREN®

**AAP**  
experience  
National Conference & Exhibition  
OCTOBER 25-29, 2019 • NEW ORLEANS  
AAPexperience.org • #AAP19

## Ancillary Space Request Form

Space is assigned on a first come, first serve basis and subject to availability. Upon authorization, AAP will release and assign space for the meeting. Once space is released the organization will work directly with venue to plan meeting. You are responsible for any hotel charges including catering, audiovisual and rental charges.

**Deadline for Submissions: September 23, 2019**

Date	Blackout Times
Friday, October 25, 2019	7:30 AM – 12:15PM & 2:00 PM – 5:45 PM
Saturday, October 26, 2019	7:30 AM – 12:15PM & 2:00 PM – 5:45 PM
Sunday, October 27, 2019	7:30 AM – 12:15PM & 2:00 PM – 5:45 PM
Monday, October 28, 2019	7:30 AM – 12:15PM & 2:00 PM – 5:45 PM
Tuesday, October 29, 2019	7:30 AM – 12:15PM

## Guidelines

1. Limit of one event per organization.
2. Approval is on a case-by-case basis.
3. \$100 application fee and a \$1,000 space rental fee will be charged upon application approval. An invoice will be sent to the main contact with these fees once your event has been placed.
4. Events taking place during education blackout hours will be denied.

The AAP reserves the right to reject ancillary meeting applications if the meeting will detract from educational sessions.

Organization:

Main Contact:

Address:

City:

State:

Zip:

Phone:

Email:



**Meeting Information:**

Event Name:

Program Description:

Preferred Date:

Start Time:

End Time:

Total # of Event Attendees:

Room Set:

Total Number of National Conference Professional Attendees:

Will you be serving Food & Beverage?

Will you require any Audio Visual equipment?

**Meeting Location Preference:**

Please be advised that meeting space is LIMITED and events are assigned to a first-come, first-serve basis.

Hilton Riverside:

Morial Convention Center:

**PLEASE RETURN THIS FORM TO:**

**Racheal McDonald**  
**Meetings & Exhibits Coordinator**  
**American Academy of Pediatrics**  
**Phone: 630.626.6243**  
[rmcdonald@aap.org](mailto:rmcdonald@aap.org)