



Exhibitor 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

Guidelines

- Exhibitor Internal Staff Meeting:** AAP National Conference Exhibitors may hold meetings for exhibit booth staff only. Meeting must take place outside exhibit hall hours.

| Date | Blackout Times |
|----------------------------|--------------------|
| Friday, October 25, 2019 | |
| Saturday, October 26, 2019 | 12:00 PM – 4:00 PM |
| Sunday, October 27, 2019 | 10:00 AM – 4:00 PM |
| Monday, October 28, 2019 | 10:00 AM – 2:00 PM |
| Tuesday, October 29, 2019 | |

Guidelines

- Exhibitor Reception:** Exhibitors may hold social events that are non-educational in nature for a fee of \$5,000. Exhibitor receptions may take place before 7:00AM or after 6:00PM.

| Date | Blackout Times |
|----------------------------|-------------------|
| Friday, October 25, 2019 | 7:00 AM – 6:00 PM |
| Saturday, October 26, 2019 | 7:00 AM – 6:00 PM |
| Sunday, October 27, 2019 | 7:00 AM – 6:00 PM |
| Monday, October 28, 2019 | 7:00 AM – 6:00 PM |
| Tuesday, October 29, 2019 | 7:00 AM – 6:00 PM |



Contact Information:

Organization:

Main Contact:

Address:

City:

State:

Zip:

Phone:

Email:

Meeting Information:

Event Name:

Program Description:

Preferred Date:

Start Time:

End Time:

Total # of Attendees:

Room Set:

Will you be serving Food & Beverage?

Will you require any Audio Visual equipment?

Meeting Preference Location:

Please be advised that meeting space is LIMITED and events are assigned on 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