



Practical Pediatrics CME Course

Hilton Head Island, SC

Hilton Head Marriott Resort & Spa
May 24-26, 2012

Anticipated professional attendance: 250

Exhibit Schedule – The following is provided as a *general outline only*. Dedicated exhibit time is during course breaks only however, exhibitors are welcome to staff their exhibit tables throughout the course during “off-break” times. For a detailed course schedule, please visit www.aapexhibits.org. Course schedules and exhibit times are subject to change.

Wednesday, May 23

*Exhibit Set-up 2:00pm – 8:00pm
*Exhibitors may set up during registration the day before course begins

Thursday, May 24

Exhibit Set-up 6:00am – 7:00am
Exhibits Open 7:00am – 12:40pm

Friday, May 25

Exhibits Open 6:30am – 11:10am

Saturday, May 26

Exhibits Open 6:30am – 11:10am
Dismantle 11:10am – 12:10pm

Questions??? Please contact:

Marge Gates
Exhibits & Meeting Services Asst.
Phone: 847/434-4321
Fax: 847/434-8000
Email: mgates@aap.org

*** Note: Exhibit times subject to change (please see brochure for exact times of breaks)**

Space Assignment - Tabletop space will be assigned on-site, on a first-come, first-served basis. Each exhibitor will be provided with one six-foot skirted table and two chairs. **Please note that depending on space availability, the onsite meeting planner has the discretion to assign tables to accommodate the flow of traffic with the registration area, breaks and exhibits for the meeting.**

Exhibitor Badges - Each exhibit representative is required to wear their AAP gold exhibitor name badge when inside the exhibit area (this applies to set-up and dismantle times, as well). Representatives may pick up their badges at the AAP Registration Desk.

Security - Overnight security guards will not be provided by the Academy. Should an exhibitor wish to dismantle their exhibit at the end of an exhibit day, the Academy will provide a secure storage area in the hotel where items can be stored overnight. All property of the exhibitor is understood to remain under the exhibitor's custody and control.

Display Information

Table assignments will be made on-site on a first-come, first-served basis.

A tabletop display is defined as not exceeding 60" in height, 72" in width, and 24" in depth and not obstructing exhibit space to the left or right of the table. All materials must be placed on the table provided, and may not extend beyond the front edge of that table.

Should a display require electrical power or a phone hook-up, it is the responsibility of the exhibiting company to make the appropriate arrangements on-site with the AAP Meeting Services Manager for these table hook-ups. All expenses connected with these services are also the sole responsibility of the exhibiting company.

Shipping

Exhibitors are strongly encouraged to **hand-carry** display equipment and materials on-site, eliminating the possibility of lost or misplaced shipments.

If advance shipping is necessary, packages should arrive at the hotel no earlier than 48 hours prior to the start of the course. Packages sent can usually be retrieved at the hotel's bell stand or front desk. ALL packages in your shipment should be labeled as follows:

Representative's Name-Hold for Arrival (arrival date)
Hilton Head Marriott Resort & Spa
One Hotel Circle
Hilton Head Island, SC 29928
www.hiltonheadmarriott.com
Direct Phone Number: 843/686-8400
Toll-free Phone Number: 888/511-5086
Guest Fax Number: 843/686-8450

In addition labels should indicate the number of boxes shipped (i.e.1 of 2, 2 of 2)

Hotel & Transportation

Special group rates beginning at \$219 per night, plus tax, for single or double occupancy, have been negotiated at the Hilton Head Marriott Resort & Spa. These rates represent substantial savings from published rates. **The cutoff date for reservations at the group rate is April 26, 2012. Call the hotel directly to make your reservations.**

Ground Transportation: Shuttle service from the Savannah International Airport and Hilton Head Airport is available through Yellow Resort Shuttle. Reservations are required at least 24 hours in advance and can be made at 800/829-4222 (800/taxi-cab) or at www.yellowcabhhi.com. After dialing 800/taxi-cab*, press 0, say "South Carolina," press 1 for taxis and then ask for Hilton Head (not Savannah).

Parking: Complimentary self-parking is available for all Hilton Head Marriott Resort & Spa guests. Paid valet and self-parking are available for anyone not staying at the hotel.

Please carefully review the attached "Rules & Regulations at Tabletop Exhibitions" and "Exhibit Terms & Conditions."

If you have any questions, please contact Marge Gates, Exhibits & Meeting Services Assistant at mgates@AAP.org or 847-434-4321.