

Practical Pediatrics CME Course

Orlando, Florida

Disney's Contemporary Resort
March 23-25, 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.

Thursday, March 22

*Exhibit Set-up 5:00pm – 8:00pm
**Exhibitors may set up during registration the day before course begins*

Friday, March 23

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

Saturday, March 24

Exhibits Open 6:30am – 11:10am

Sunday, March 25

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:

Disney's Contemporary Resort
4600 North World Drive
Lake Buena Vista, FL 32830
disneyworld.disney.go.com/resorts/contemporary-resort
Direct Phone Number: 407/824-1000
Toll-free Phone Number: 800/W-DISNEY
Guest Fax Number: 407/824-3539

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 \$189 per night, plus tax, for single or double occupancy, have been negotiated at the Contemporary Resort. These rates represent substantial savings from published rates. **The cutoff date for reservations at the group rate is February 24, 2012. Call the hotel directly to make your reservations.**

Ground Transportation: For information on shuttle service from the Orlando International Airport, contact Disney's Magical Express at 407/939-6244. Complimentary service is available for guests staying at the Contemporary Resort. Taxi service is also available.

Parking: Complimentary self-parking is available for all AAP attendees staying at the Contemporary Resort.

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.