

Practical Pediatrics CME Course

Washington, DC



Renaissance Washington DC Hotel
September 3-5, 2010

Anticipated professional attendance: 250

Exhibit Schedule – The following is provided as a *general outline only*. For a detailed course schedule, please visit www.PediaLink.org click on ‘find a CME activity’ located under CME finder. Course schedules and exhibit times are subject to change.

Thursday, September 2	
Exhibit Set-up	4:00 – 5:00 pm
Exhibits Open	5:00 – 8:00 pm (optional)
Friday, September 3	
Exhibits Open	7:00 am – 2:10 pm
Saturday, September 4	
Exhibits Open	6:30 am – 1:15 pm
Sunday, September 5	
Exhibits Open	6:30 am – 1:15 pm
Dismantle	1:15 pm – 2:15 pm

Questions???

Please contact:

Marge Gates

Exhibits & Meeting Services Asst.

Phone: 847/434-4321

Fax: 847/228-5059

Email: mgates@aap.org

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)
Renaissance Washington DC Hotel
999 9th Street NW
Washington, DC 20001
Direct Phone Number: 202/898-9000
Toll-free Phone Number: 800/228-9290
Guest Fax Number 202/289-0947

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 \$159 per night, plus tax, for single or double occupancy, have been negotiated at the Renaissance Washington DC Hotel. These rates represent substantial savings from published rates. **The cutoff date for reservations at the group rate is August 6, 2010.** Call the hotel directly to make your reservations. A limited number of guest rooms have been reserved, and they are assigned based on availability (first-come, first-served). **Please be aware that the room block may be filled prior to August 6, 2010; in such a case, neither the group rate nor guest room availability can be guaranteed. The AAP, therefore, recommends that you make your reservations as early as possible.**

Ground Transportation: For information on shuttle service from Reagan National Airport (7 miles from the hotel) or Washington Dulles International Airport (35 miles from the hotel), contact Super Shuttle at 800/BLUE-VAN (800/258-3826) or www.supershuttle.com. Taxi and Metrorail service are also available.

Parking: Self- and valet parking is available at this 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 847-434-4321 or mgates@aap.org.