

PREP: THE COURSE

New Orleans, LA



InterContinental New Orleans
March 17-21, 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.

Friday, March 16

*Exhibit Set-up 5:00pm – 7:00pm

**Exhibitors may set up and/or exhibit during registration the day before course begins*

Saturday, March 17

Exhibit Set-up 5:45am – 6:45am

Exhibits Open 6:45am – 5:00pm

Sunday, March 18

Exhibits Open 7:00am – 4:30pm

Monday, March 19

Exhibits Open 7:00am – 4:30pm

Dismantle 4:30pm – 5:30pm

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 break times)**

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)

InterContinental New Orleans

444 St. Charles Avenue

New Orleans, Louisiana 70130

www.new-orleans.intercontinental.com

Direct Phone Number: 504/525-5566

Toll-free Phone Number: 800/424-6835

Guest Fax Number: 504/523-7310

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 \$179 per night, plus tax, for single or double occupancy, have been negotiated at the InterContinental New Orleans. These rates represent substantial savings from published rates. **The cutoff date for reservations at the group rate is February 17, 2012. Call the hotel directly to make your reservations.**

Ground Transportation: For information on shuttle service from the Louis Armstrong International Airport, contact Airport Shuttle Inc. at 866/596-2699 or www.airportshuttleneworleans.com. Taxi service is also available.

Parking: Onsite valet parking is available for a fee. Numerous self-park options are available nearby for a fee.

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.