

AM:PREP *An Intensive Review of Adolescent Medicine*



Disney's Contemporary Resort
Orlando, Florida
February 8-11, 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.

Tuesday, February 7
Exhibit Set-up 9:00 am – 4:00 pm

Wednesday, February 8
Exhibit Set-up 6:00 am - 7:00 am
Exhibits Open 7:00 am - 4:00 pm

Thursday, February 9
Exhibits Open 9:45 am - 3:45 pm

Friday, February 10
Exhibits Open 10:00 am - 3:30 pm
Dismantle 3:30 pm – 4:30 pm

Questions???. Please contact:

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

* Please note that there are concurrent sessions occurring in the mornings and afternoons of Feb 9th – 11th. These concurrent sessions are being held on a different level of the hotel and different from the general session and exhibits. They are not included in the exhibit times above due to lack of attendee traffic, however, please be aware, if you'd like to exhibit during those times you are welcome to staff your exhibit table.

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)
Disney's Contemporary Resort
4600 North World Drive
Lake Buena Vista, FL 32830
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 Disney's Contemporary Resort. These rates represent substantial savings from published rates. **The cutoff date for reservations at the group rate is January 11, 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 407-827-6777. Complimentary shuttle service is available for guests staying at Disney's Contemporary Resort. Taxi service is also available.

Parking: Complimentary self-parking is available for attendees staying at Disney's Contemporary Resort.

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

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