

# NEOPREP: *An Intensive Review of Neonatal-Perinatal Medicine*



**Sheraton New Orleans Hotel  
New Orleans, LA  
January 21-27, 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](http://www.aapexhibits.org). Course schedules and exhibit times are subject to change.

**Friday, January 20**

Exhibit Set-up 5:00 pm - 8:00 pm

**Saturday, January 21**

Exhibits Open 7:00 am - 5:00 pm  
Reception 6:10 pm - 7:10 pm\*  
\*Optional to exhibit (Reception in foyer)

**Sunday, January 22**

Exhibits Open 7:00 am - 2:20 pm

**Monday, January 23**

Exhibits Open 7:00 am - 2:30 pm

**Tuesday, January 24**

Exhibits Open 7:00 am - 10:10 am\*\*

(\*\*The last break ends at 10:10am on this day, and attendees will be in general session the rest of the day. You are welcome to stay through until 1:00pm if you would like however, there are no scheduled breaks between 10:10am-1:00pm.)

**Wednesday, January 25**

Exhibits Open 7:00 am - 2:30 pm  
Dismantle 2:30 pm - 3:30 pm

**Questions???** Please contact:

**Marge Gates**  
Exhibits & Meeting Services Asst  
Phone: 847/434-4321  
Fax: 847/434-8000  
Email: [mgates@aap.org](mailto: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)  
Sheraton New Orleans Hotel  
500 Canal Street  
New Orleans, Louisiana 70130  
Direct Phone Number: 504/525-2500  
Toll-free Phone Number: 888/627-7033  
Guest Fax Number: 504/595-5552

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 \$169 per night, plus tax, for single or double occupancy, have been negotiated at the Sheraton New Orleans Hotel. These rates represent substantial savings from published rates. **The cutoff date for reservations at the group rate is December 21, 2011. Call the hotel directly to make your reservations.**

**Ground Transportation:** For information on shuttle service from the Louis Armstrong International Airport, contact The Airport Shuttle at 504/522-3500. Travelers must provide their own child car seats or booster seats. If Wheelchair Accessible Service is needed, please call Reservations at 866/596-2699 for assistance. Taxi service is also available.

**Parking:** Parking is available at the hotel for a fee. Please contact the hotel for more information.

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](mailto:mgates@AAP.org) or 847-434-4321 or