

Uniformed Services Pediatric Seminar (USPS)



Seattle, Washington Renaissance Seattle Hotel March 10-13, 2012

Anticipated professional attendance: 200

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 9	
Exhibit Set-up	1:30pm – 4:00pm
Saturday, March 10	
Exhibits Open	7:15am – 4:05pm
Sunday, March 11	
Exhibits Open	7:30am – 3:45pm
Monday, March 12	
Exhibits Open	7:00am – 1:30pm
Dismantle	1:30pm – 2:30pm

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

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 Seattle Hotel
515 Madison Street
Seattle, WA 98104
Direct Phone Number: 206/583-0300
Toll-free Number: 800/546-9184
Guest Fax Number: 206/447-0992

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 the prevailing government per diem rate for 2012 have been negotiated at the Renaissance Seattle Hotel for a percentage of the USPS room block. Rooms are available at this rate on a first-come, first-served basis. (For information only: The 2011 government per diem rate is \$139 per night, plus tax, for single or double occupancy.) The remainder of the USPS room block has been reserved at negotiated rates that represent substantial savings from published rates. **The cutoff date for reservations at the per diem rate or regular group rate is February 10, 2012. Call the hotel directly to make your reservations.**

Ground Transportation: For information on shuttle service from the Seattle-Tacoma International Airport, contact Shuttle Express at 425/981-7000. Taxi service is also available.

Parking: Self-parking is available to AAP attendees at a discounted rate. Valet parking is also available.

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.