EXHIBITOR PERSONNEL REGISTRATION INFORMATION

The Exhibitor Online Personnel Registration system will open on **May 22**.

Please note the following:

- Exhibiting companies are allotted Complimentary Personnel and Technical Exhibit Hall Only Registrations based on booth size.

- **Each vendor will receive two boxed lunch vouchers per contracted 10 x 10 (1 Voucher for Monday and 1 Voucher for Tuesday).** Boxed lunches are served Monday and Tuesday in designated locations in the exhibit hall. Exchange the voucher for a boxed lunch and dine with the medical physicists! A great way to network.

- Exhibiting companies may purchase additional Full Registrations or Technical Exhibits - Hall Only Registrations as necessary.

- Each Exhibitor must name one person to be their representative in connection with installation, operation, and removal of the exhibit. Such representative will be authorized to enter into necessary service contracts for which the Exhibitor will be responsible.

- In the event that AAPM Show Management needs to contact someone from your company while on-site, the registration system will require that an **ON-SITE contact person and cell phone number** be provided. **This name and number will not be shared with anyone outside of AAPM Show Management.**

- **When entering personnel registrations, you will be required to provide first name, last name, and personal email address for EACH registrant.**

- **The official AAPM badge must be worn at all times in the exhibit hall. Exhibitor badges are not to be issued to individuals who wish to gain admittance for the purpose of contacting other Exhibitors. False certification of any individual as an Exhibitor's representative, misuse of Exhibitor's badges, or any other method or device used to assist unauthorized personnel to gain admittance to the exhibit floor will be considered a substantial violation of the rules. Violators will be fined $300.00 per incident and the individual(s) in question will be escorted from the meeting.**

- **Exhibitor personnel are required to conduct themselves in a professional manner at all times during the 2019 AAPM Meeting.**

- **AAPM Registration staff will be located on Level 1 of the Henry B. Gonzalez Convention Center:**
  - Friday, July 12 / 8:00 am - 6:00 pm
  - Saturday, July 13 - Wednesday, July 17 / 7:00 am - 6:30 pm
  - Thursday, July 18 / 7:00 am - 3:00 pm
BADGE DISTRIBUTION:

Personnel Badges will not be pre-mailed. The default process for badge pick-up is that **each individual will pick up his or her badge on-site at registration**. If you would prefer to do a "Group Pick Up" on-site, you will be given this option in the registration system.

Please review the following information for each option:

1. **Individual pick up:**
   - Prior to the meeting, an email will be sent to each individual registered which will include a QR code specific to his or her registration. The email will go out to Exhibitors the week of **July 8th**.
   - Individuals will use the QR code on-site to pick up their badge.

2. **Group pick up:**
   - If you opt for a group pick up, your personnel will not receive the pre-meeting email.
   - The Exhibitor Contact will be the only person who can pick up the company's personnel badges.
   - Appointments for picking up badges will be held on **Thursday, July 11th between 4pm and 6pm**.
   - To make an appointment contact rachel@aapm.org

Terms and Conditions:
- **NO REFUNDS** will be given for Exhibitor Personnel Registration cancellations after **June 19th**.
- **Transfer of Registration:** to make personnel registration changes after a badge has been printed, the original badge MUST BE EXCHANGED for the new badge to be generated or FULL PAYMENT will be required.

**Maintenance of Certification (MOC) as defined by ABR SAM process:**
Many AAPM Annual Meeting attendees require Maintenance of Certification (MOC) as defined by the American Board of Radiology (ABR). SAM are not required, but can be used to meet the (ABR) American Board of Radiology self-assessment continuing education (SA-CE) requirements. **Exhibitors (excluding Technical Exhibits – Hall Only)** are eligible to receive the SAM credits.

**Additional information about MOC/SAM**

Registering for SAMs:
- There is no deadline to register for the participation device needed for the SAM program but registration is REQUIRED to obtain SAM credits.
- Any eligible exhibitor personnel that wishes to add the SAM item to their registration may do so by contacting the AAPM registration call center at 508-743-8511.
## Complimentary Personnel Registrations

<table>
<thead>
<tr>
<th>FEES</th>
<th>REGISTRATION INCLUDES</th>
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<tbody>
<tr>
<td>No Charge</td>
<td>For each 10 feet x 10 feet booth purchased, your company will receive TWO complimentary personnel registrations plus ONE hall only plus 1 Monday lunch vouchers and 1 Tuesday lunch vouchers. Each complimentary personnel registration includes admission to the Technical Exhibits, Scientific Sessions &amp; Symposia, AAPM Awards Ceremony and Reception, AAPM Night Out, Continuing Education Credits (each person must complete online survey and meet CAMPEP eligibility requirements) and SAMs. Access to SAMs will add an additional fee. Hall only Personnel Registration includes admission to the Technical Exhibit Hall ONLY; no admission to Scientific Sessions.</td>
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## Additional Full Registrations

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<thead>
<tr>
<th>FEES</th>
<th>REGISTRATION INCLUDES</th>
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<tbody>
<tr>
<td>$625 each</td>
<td>Includes admission to the Technical Exhibits, Scientific Sessions &amp; Symposia, AAPM Awards Ceremony and Reception, AAPM Night Out, Continuing Education Credits (each person must complete online survey and meet CAMPEP eligibility requirements) and SAMs. Access to SAMs will add an additional fee.</td>
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## Technical Exhibit Hall Only Registration

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<tr>
<th>FEES</th>
<th>REGISTRATION INCLUDES</th>
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<tr>
<td>$340 each</td>
<td>Includes admission to the Technical Exhibit Hall ONLY; no admission to Scientific Sessions.</td>
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## Entrepreneur Start-UP Exhibitors

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<tr>
<th>FEES</th>
<th>REGISTRATION INCLUDES</th>
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<tr>
<td>No Charge</td>
<td>Each Entrepreneur Start-UP Exhibitor will receive TWO Technical Exhibit Hall Only Registrations. Hall only Personnel Registration includes admission to the Technical Exhibit Hall ONLY; no admission to Scientific Sessions.</td>
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Exhibitors may purchase an unlimited number of social function tickets either pre-show or onsite.

### SOCIAL FUNCTION

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<thead>
<tr>
<th>SOCIAL FUNCTION</th>
<th>DATE</th>
<th>TIME</th>
<th>LOCATION</th>
<th>FEES</th>
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<tbody>
<tr>
<td>AAPM Awards Ceremony</td>
<td>Monday, July 14</td>
<td>Ceremony: 6:30 pm - 8:00 pm</td>
<td>Grand Hyatt</td>
<td>$14.00</td>
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<td></td>
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<td>Reception</td>
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<td>8:00 pm - 9:00 pm</td>
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<tr>
<td>Night Out</td>
<td>Tuesday, July 16</td>
<td>6:30 pm - 10:00 pm</td>
<td>La Villita Historic Arts Village</td>
<td>$90.00</td>
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Onsite Registration
AAPM Registration will be located on the Level 1 of the Henry B. Gonzalez Convention Center:

Friday, July 12 / 8:00 am - 6:00pm
Saturday, July 13 - Wednesday July 17 / 7:00 am - 6:30 pm

Hours of Exhibitor Access to Displays
Exhibitors wearing Exhibitor badges may enter the exhibit hall from 7:30 am - 7:00 pm each day of the exposition. Should an Exhibitor require additional time for the maintenance of computer hardware and/or software said Exhibitor must receive permission from Exhibit Management.

Guest Passes and Work Passes
Each exhibiting company is allotted 10 Guest passes (1 guest pass per day, per person).

Guest passes allow access to the EHIXIBIT HALL ONLY.

Guest passes WILL NOT be pre-mailed. They must be picked up on-site.

Please Note: Guest Badges are not to be used by Exhibitor personnel. Gross violation of this rule may be subject to the payment of a registration fee of up to $300 per violation.

Work Passes
Work passes will be issued for gaining entrance to the exhibit hall during installation and dismantling. Ten work passes will be available to each exhibitor contact. Should you need more than 10 prior to arriving show site, please contact rachel@aapm.org. Work passes will also be available at show site at Exhibitor Registration and the loading dock located at the back of the exhibit hall. During installation and dismantling admission to the Exhibit Hall is by work-pass and exhibit badge only. Work passes are valid ONLY during installation and dismantling; an exhibit badge is required during exhibit hours.