We are glad you will be attending the 61st Annual Meeting & Exhibition in San Antonio, TX from July 14 - 18, 2019!

**Exhibitor Registration**

Exhibitor 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.

The Exhibitor Contact listed on the Space Application will receive an email with your company registration login information.

[View more information regarding registration here](#)

**Personnel Work Passes**

Special work passes will be issued for gaining entrance to the exhibit hall during installation and dismantling. Ten work passes will be mailed to each Exhibitor Contact the week of July 10th. 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.

**Social Program**

Exhibitors are encouraged to attend the social functions during the Annual Meeting. Each Full Complimentary Personnel Registration includes one ticket to the AAPM Awards Ceremony & Reception and one ticket to the AAPM Night Out. Exhibit Hall Only Personnel Registrations may purchase tickets for the Awards Ceremony & Reception and the Night Out in the registration system.

**AAPM Awards Ceremony & Reception**

**Monday, July 15**
6:30 – 8:00pm
Lone Star Ballroom, Grand Hyatt

American Association of Physicists in Medicine will honor AAPM award winners during a ceremony followed by a wine and cheese reception. Please remember your tickets.

**Night Out – La Villita Historic Arts Village**

**Tuesday, July 16**
6:30 – 10:00pm
418 Villita St, an easy walk from Convention Center

Great opportunity to mingle with attendees! Exhibitors are encouraged to meet your colleagues at the venue for limited light snacks and then make your way to one of the many restaurants in the area for dinner. Or, dine first and make your way to the event for a bite of something sweet at the end of the evening

Take a look at all social events taking place during the Annual Meeting: [Special Events](#)

**Meeting Program**

The Meeting Program is available. Check it out [here](#).
Annual Meeting Exhibitor Service Kit

The Service Kit is available. Review the list of Official Service Providers posted on the website. Proceed with caution if companies other than those listed contact you.

2019 AAPM Annual Meeting Online Service Kit

Virtual Press Room

AAPM Virtual Press Room for the 2019 Meeting will consist of both Scientific and Exhibitor related press releases. Any Exhibitor wishing to link to a single or multiple press releases is asked to post the press release(s) on the internet, thus creating a URL address. Then forward the press release URL address and the date of the press release to rachel@aapm.org

AAPM Exhibitor Virtual Press Room Guidelines:
1. Only companies officially exhibiting at the 2019 AAPM Meeting may submit materials for the Exhibitor Virtual Pressroom.
2. There is no endorsement implied by AAPM.
3. Releases will be listed in date order.

Rule Reminders!

- All in-line 10 x 10 and 10 x 20 exhibit booths have until 2 pm on Saturday to setup.
- Installation of all exhibits booths (300 sq. ft. or larger) and the removal of all empties must be completed by 12:00 pm Saturday, July 13. Any exhibits that remain uninstalled or empties remaining on the floor by Noon will be considered in violation and subject to a mandatory installation, and removal by our official decorator Brede Exposition Services. All fees and cost associated with installation, and removal will be invoiced and charged to the responsible party.

The exhibits open on Sunday, July 14 at 12:30 pm. Exhibitors are authorized to complete final touch up (NOT SETUP) work on their booths from 8:00 am - noon on Sunday.

Housing Information

Orchid Events, LLC (formerly Orchid Event Solutions), is the ONLY AAPM-designated housing provider for our Meeting. If you are approached by any company other than Orchid Events, LLC regarding hotel rooms in San Antonio, TX., please be aware that they have no relationship with AAPM. You put yourself at financial risk if you provide them your credit card information. To report housing fraud, please contact Rachel

For Exhibitors with Room Block Reservations: Orchid Events will hold room blocks with a deposit. Personnel names with final arrival/ departure dates are due in writing no later than May 29th. This is a strict deadline, and room blocks will be re-leased if names are not supplied by this date.

Instead of using a form to complete your Housing Block Reservation, you will use an online link – Exhibitor Room Block Link

For Individual Exhibitor Reservations with No Room Blocks: You may prefer to make individual housing reservations by linking to 'Online Housing' or you can use the 'Exhibitor Housing Link’.

2019 Housing Information

Exhibitors are STRONGLY encouraged to use designated AAPM hotels.

By using Orchid Events to book your rooms, you will be entered in a drawing for a 2020 Annual Meeting complimentary registration. (One winner will be selected at random and the winner’s registration fee will be refunded after the drawing)
What's new for 2019?

Meeting Suites

- Meeting Suites are only available to contracted vendors.
- Meeting Suites are available for full-duration-of-the-meeting rental to host meetings with customers, potential customers and staff.
- AAPM member attendees are permitted in this area. Exhibitors are permitted to serve food and beverages in this area. Exhibitors must follow the food and beverages rules:
  - Distribution of Food: The distribution of popcorn, peanuts or any type of nuts is not permitted in the Exhibit Hall.
  - Distribution of Beverages: The distribution of Alcohol of any type is not permitted in the Exhibit Hall.
- All Meeting Suite labor, materials and services will remain under the control and supervision of the general contractor. Additional information regarding construction, labor and service costs is available through the general contractor. The official convention center caterer must supply all food/beverage service in the Meeting Suites.
- The form to complete is posted under Exhibitors Activities!

Child Care

Camp AAPM welcomes children ages 6 months – 12 years. The program will be managed by Accent on Children’s Arrangements, Inc., a national child care company also used by RSNA. Children participate in age-appropriate activities including arts and crafts projects, active games and much more in a safe, nurturing environment.

ACCENT's professional, trained supervisors are CPR and Pediatric First Aid certified. They are teachers, professional children's program providers, or mothers who simply love working with children and have completed ACCENT's specialized training program.

To assure that your child has a place, please preregister by June 29, 2019. This deadline ensures proper staffing, which is in the best interest of your child(ren).

Click here to register your child for Camp AAPM. Questions? Email registration@accentoca.com

Let's COLLABORATE! Looking for ways to ramp up your visibility among AAPM Members?

Why not consider investing your marketing dollars to form a closer alliance with AAPM by becoming a Corporate Affiliate. In addition to recognition in AAPM publications and directories, Corporate booth signage and ribbons reserved for your representatives at Annual Meetings, Corporate Affiliates are also granted first options for booth selection, as well as invitations to participate in select opportunities to engage with Members and AAPM’s leadership.

If it sounds interesting, there's more. Check out the website to explore the possibilities.

Contact information:

AAPM HQ
Rachel Sniroldo, Exhibits & Meetings Assistant
(571) 298-1230
rachel@aapm.org

Brede Exposition Services (Show Decorator)
Customer Service
(407) 851-0261
info@bredeallied.com

Orchid Event Solutions, LLC (Official Housing Provider)
Customer Service
(888) 505-4486
help@orchid.events

Convention Data Service (Official Registration Company)
Customer Service
(508) 743-8511
aapm@xpressreg.net
Upcoming Important Dates:

Exhibitor Breakfast: July 17