

ANCILLARY EVENT REQUEST FORM

Deadline for Submissions: September 3, 2021

Email: Racheal McDonald; rmcdonald@aap.org

If your company is planning to hold an event during the American Academy of Pediatrics National Conference & Exhibition, carefully review the Rules and Regulations below before completing the Ancillary Event Request Form.

Requests will be reviewed and approved on a first-come, first-served basis.

Space at hotels is limited. Submitting a request form does not guarantee space for your event. AAP staff will make every effort to accommodate requests.

RULES AND REGULATIONS:

- Companies may NOT contract meeting space directly with the Official AAP National Conference & Exhibition hotels. Your company is responsible for ensuring that all company representatives and/or agents adhere to all the rules and regulations outlined. Any companies found contracting directly without prior consent from AAP or violating AAP's rules and regulations may jeopardize future exhibiting status and/or the ability to hold future functions in conjunction with AAP's National Conference & Exhibition.
- Events found to be in violation of these guidelines shall be immediately discontinued. Your company waives any rights to claims of damages arising out of the enforcement of these guidelines.
- Companies may NOT secure space for poster and/or educational presentations.
- Non-exhibiting companies may NOT use meeting rooms or any other venue, if the company has products relevant to attendees. AAP reserves the right to deny meeting space to companies that violate these policies.

5. Fees:

Alumni Groups/Hospitals/Universities	\$0
Exhibitor Social Event:	\$5,000
Exhibitor Internal/Staff Meeting	\$0
Other Events (<i>discretion by AAP</i>)	\$1,000

- Black-Out Times: Organizations may not hold function during the defined "black-out" times, unless they are for internal/staff only.

Friday, October 8, 2021	7:30AM-12:15PM, 2:00PM-5:45PM
Saturday, October 9, 2021	7:30AM-12:15PM, 2:00PM-5:45PM
Sunday, October 10, 2021	7:30AM-12:15PM, 2:00PM-5:45PM
Monday, October 11, 2021	7:30AM-12:15PM, 2:00PM-5:45PM
Tuesday, October 12, 2021	7:30AM-12:15PM

- Activities are restricted to the confines of the assigned hotel meeting rooms and may not be held in public areas, including but not limited to, hotel lobbies or hallways, and sidewalks adjacent to the hotel or convention center.
- Any and all charges for services levied by the hotel or AV company are solely the responsibility of the company. AAP has no responsibility or authority over any charges, including but not limited to room rental, food and beverage minimums, audio visual pricing, internet charges, electrical costs, etc.
- If a company is interested in securing space for an event/function at any other venue (not an official AAP hotel) the company may contact the venue directly, after receiving approval from AAP on the event date, time and content.
- Your company can provide one sign outside of assigned meeting room. Signage may only be placed in the hotel 2 hours prior to event start time and must be removed within 30 minutes of the conclusion of the event. Sign may be no larger than 22"x28". AAP needs to approve all signs before being placed outside room.
- All matters and questions not covered by the above guidelines are subject to the discretion of AAP.
- Host company of event will need to abide by any social distancing and Food/Beverage guidelines put in place by city or venue.

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I. ORGANIZATION INFORMATION:

Organization Name: _____ Booth #: (if applicable) _____

Contact Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Phone: _____ Email: _____

Organization Type: (check one) Alumni/University/Hospital Exhibitor Non-Exhibitor

II. EVENT INFORMATION:

Name of Event: (please be specific) _____

Event Description: _____

Date of Event: _____ Start Time: _____ End Time: _____

Number of People Expected: _____

Attendee Information: (check one)

Event is open to all attendees

Event is for Internal Staff Only

Event is invite-only

Preferred Location:

Loews Philadelphia Hotel (Co-Headquarter Hotel)

Pennsylvania Convention Center

Applications may request meeting space at any other Official AAP Hotel. A list of Official AAP Hotels can be found on the event website. Please note that any hotel that you wish to select will require that you receive an approval from AAP prior to reserving meeting space.

Please note: Room set and F&B will adhere to current social distancing guidelines.

Set-Up Style: (check one)

Conference

Classroom

U-Shape

Hollow Square

Rounds

Theater

Reception

Other:

Will you be serving Food and Beverage?

Will you require any audio-visual equipment?

Do you wish for this event to be included in attendee listings of ancillary events?

(only applicable to alumni/hospitals/universities)