

American Association of Directors of Psychiatric Residency Training (AADPRT)

45th Annual Meeting

Hilton Austin

March 3-5, 2016

EXHIBITOR PROSPECTUS

FEES (fee includes one booth and one ticket to Thursday evening welcome reception):

- Standard exhibit booth \$1,650
- Additional exhibit booth \$825
- Not for profit exhibit booth \$1400
- Additional reception ticket \$90

DETAILS:

- Each exhibitor will receive one 6 foot draped table with chair.
- Space is pre-assigned.
- Your fee does not include internet, electrical, or audio visual equipment.
- If you will be using a stand-alone exhibit, provide exhibit dimensions to Sara by Feb. 1.
- Sub-letting your booth with another company is strictly prohibited.
- No company may hold any program, meal, or entertainment event in association with the AADPRT annual meeting without the express written consent of the AADPRT program committee. Any requests must be approved no later than Feb. 1.

SET UP:

Thursday, March 3

7:00-8:00 am

Set up must be completed during this hour, no exceptions

Booth must be set up by exhibitor, event staff is not available to assist.

TEAR DOWN:

Friday, March 4

3:30 – 4:30pm

Tear down must be completed during this hour, no exceptions

Booth must be torn down by exhibitor, event staff is not available to assist.

Please work with hotel staff for removal of unused promotional items, empty boxes, etc.

EXHIBIT HOURS:

See attached draft schedule for registrant activities

Thursday, March 3

8:00 am – 6:00 pm

Friday, March 4

7:30 am – 3:30 pm

Exhibitors are asked to have representatives present throughout aforementioned exhibit hours (particularly during breaks).

INTERNET/ELECTRICAL/AV:

Internet, electrical, and audio-visual needs must be ordered by exhibitor directly through hotel no later than **Feb. 1**. Any and all fees are the responsibility of the exhibitor. Forms are attached.

SHIPPING:

Package handling services are provided by The UPS Store located within the Hilton Austin. Please see The UPS Store shipping instructions document for details and fee schedule. Packages should not be scheduled for arrival more than 3 days prior to the start of event. When sending shipments to the hotel, include all information on the shipping label as listed below

Conference Name: AADPRT Annual Meeting

Event Dates: March 3-5, 2016

Client / Guest Name: **FILL IN YOUR NAME HERE**

Hold for Arrival (arrival date): **FILL IN YOUR ARRIVAL DATE HERE**

Hilton Austin

500 East 4th Street

Austin, TX 78701

Hotel Phone: 512-482-8000

Number of packages in that shipment : **FILL IN NUMBER OF PACKAGES HERE**

We recommend that you include a packing slip both inside and outside of each package. Packages must be redeemed in person. Exhibitors will be responsible for packing and shipping of all packages.

PROPERTY:

AADPRT is not responsible for the loss of any exhibitor property.

MATERIALS FOR DISTRIBUTION:

We anticipate approximately 750 attendees at the 2016 meeting.

 AISLES:

Aisles are restricted to the free movement of traffic. Exhibitors are required to confine their activities within their booth space and are not permitted to interfere with the use of other exhibits, impede access to other exhibits, or impede the free use of the aisle.

SIGNAGE:

Only professionally printed signage is permitted. Signs may not be affixed to any walls. The hotel reserves the right to approve the copy and placement of any signs or banners used within the hotel. The hotel provides complimentary use of easels on a first-come, first-served basis. Please make any and all requests onsite.

OPENING RECEPTION:

All exhibitors receive one complimentary ticket to Thursday evening's opening reception at the hotel. If you wish to buy additional tickets for \$90, payment must be included with booth payment (to be received by AADPRT no later than Feb. 1).

EVENTS HOSTED BY EXHIBITORS:

Due to a full conference schedule, we ask that all exhibitors refrain from hosting events (on or off property) intended for our attendees during the days of the conference. This restriction will be applied in 2016 for March 1-5.

ONSITE AADPRT CONTACT INFORMATION:

Your onsite contact is Sara Stramel-Brewer (exec@aadprt.org or cell for text or calling is 317-407-1173) or Doug Brewer (cell for text or calling is 317-502-0014).

HOTEL RESERVATIONS:

If you have not yet made your hotel reservation, please do so before the block sells out. Please visit the AADPRT.org website, choose annual meeting tab, next meeting, click for more details and hotel reservations.