

American Association of Directors of Psychiatric Residency Training (AADPRT)

**46th Annual Meeting
Hilton San Francisco Union Square
March 9-11, 2017**

EXHIBITOR PROSPECTUS

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

- Standard exhibit booth \$1,700
- Additional exhibit booth \$875
- Not for profit exhibit booth \$1450
- Additional reception ticket \$150

DETAILS:

- Each exhibitor will receive one 6 foot draped table with chair.
- Space is pre-assigned.
- Your fee does not include electrical or audio visual equipment.
- Complimentary internet will be available to conference participants, but we do ask that you refrain from streaming live or recorded video.
- 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.
- All times listed below are pacific time.

SET UP:

Thursday, March 9

7:30-8:30 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 10

3:45 – 5:15pm

Tear down must be completed during this time, 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 9

9:00 am – 6:30 pm

Friday, March 10

7:30 am – 3:45 pm

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

ELECTRICAL/AV:

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 available on the AADPRT website.

SHIPPING:

Package handling services are provided by the Package Express Department. 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

Hilton San Francisco Union Square
Attn: **INSERT YOUR NAME HERE**
AADPRT Annual Meeting
333 O'Farrell Street
San Francisco, CA 94102

We recommend you include a packing slip both inside and outside of each package. When you arrive onsite, you will need to go to the Package Express Department in Tower 3 near the garage valet to retrieve your items. Packages must be redeemed in person. Exhibitors will be responsible for packing and shipping of all packages.

If you plan to ship items home from the hotel, please plan to bring shipping labels with you.

The Package Express Department may be reached Monday thru Friday, 7a-5p PT and Saturday & Sunday 8a-5p at 415-771-1400, ext 6211.

PROPERTY:

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

MATERIALS FOR DISTRIBUTION:

We anticipate approximately 750 attendees at the 2017 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 \$125, check payment must 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 2017 for March 7-11.

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.