

American Association of Directors of Psychiatric Residency Training (AADPRT)

**47th Annual Meeting
Hilton New Orleans Riverside
March 1-3, 2018**

EXHIBITOR PROSPECTUS

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

- Standard exhibit booth \$1,700
- Not for profit exhibit booth \$1450
- Additional exhibit booth \$875
- Additional reception ticket \$125

DETAILS:

- Each exhibitor will receive one 6 foot draped table with two chairs.
- 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 January 18, 2018.
- 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 January 18, 2018.
- All times listed below are central time.

SET UP:

Thursday, March 1

7:30-8:30 am

Set up must be completed during this hour, no exceptions

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

TEAR DOWN:

Friday, March 2

3:45 – 4:15pm

Tear down must be completed during this time, no exceptions

Booth must be torn down by exhibitor, AADPRT 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 1

Chemin Royale

9:00 am – 6:30 pm

Friday, March 2

Chemin Royale

7:30 am – 3:45 pm

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

INTERNET/ELECTRICAL/AV:

Internet, electrical, and audio-visual equipment needs must be ordered by exhibitor directly through hotel no later than **February 16 to avoid additional fees**. Any and all fees are the responsibility of the exhibitor. Form is available on the AADPRT website.

SHIPPING:

Package handling services are provided by FedEx Office. 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 as well as inside the package:

Hold for Guest: (Guest Name) (Guest Cell Number)
c/o FedEx Office at Hilton New Orleans Riverside
2 Poydras Street
New Orleans, LA 70130
AADPRT Annual Meeting

See FedEx shipping document posted to the AADPRT website for pick up and/or delivery information.

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

If you have questions, contact the FedEx Office Business Center at 504.581.5892.

PROPERTY:

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

MATERIALS FOR DISTRIBUTION:

We anticipate approximately 800 attendees at the 2018 meeting.

AISSLES:

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.

OPENING RECEPTION:

Each exhibitor receives one complimentary ticket to Thursday's opening reception. If you wish to buy additional tickets for \$125, check payment must be received by AADPRT no later than January 18, 2018.

EVENTS HOSTED BY EXHIBITORS:

Due to a full conference schedule, we ask all exhibitors refrain from hosting events (on or off property) intended for our attendees February 27-March 3.

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.