



American Academy of Periodontology

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TO: Exhibitors Participating in the AAP 110th Annual Meeting
FROM: AAP Meeting Services
DATE: May 1, 2024
RE: Exhibitor Functions at the AAP 110th Annual Meeting

If you would like to hold an exhibitor-sponsored private function in conjunction with the AAP 110th Annual Meeting in San Diego, California, October 31 - November 3, 2024, please complete and return the attached Exhibitor Functions Reservation Form to advise us of your requirements. As a reminder, exhibitor-sponsored private functions are separately organized events during which exhibitors can meet with AAP members outside of the exhibition hall to network, entertain, and continue business initiated on the exhibit floor. Note: Non-exhibiting companies are prohibited from hosting functions at the AAP Annual Meeting.

There are three AAP-contracted hotels in San Diego: the Marriott Marquis San Diego Marina (which is the headquarters hotel for the 2024 meeting), the Manchester Grand Hyatt, and the Hilton San Diego Gaslamp Quarter. Once we receive your Exhibitor Functions Reservation Form and approve it, we will assign your event to a space at your desired location and put you in touch with the contact person at that venue.

Exhibitors sponsoring any type of private function are required to adhere to the following guidelines:

- The AAP must be informed of all planned functions. Exhibiting companies must complete the attached Exhibitor Functions Reservation Form and submit it to the AAP for space approval.
- Exhibiting companies must clarify that their events are not official AAP functions.
- Host companies agree to assume all liability for their functions.
- Exhibitors will assume all costs associated with their functions, including room rental, food and beverage, audio-visual, etc.
- No functions can be held opposite an AAP-sponsored event, and are therefore allowed only during the following program-free hours:
 - Thursday, October 31 5:30 pm - 12:00 midnight
 - Friday, November 1 7:00 pm - 12:00 midnight
 - Saturday, November 2 7:00 pm - 12:00 midnight
 - Sunday, November 3 3:30 pm - 12:00 midnight
 - Any events planned for the morning must end by 7:30 am on all four days of the meeting.
- Exhibitors requiring space for staff meetings should indicate their desired dates and times on the attached form regardless of the program-free hours listed above.
- Complete this form for any AAP Annual Meeting-related requests, even those to be held prior to Thursday, October 31.
- To allow for placement of alumni and affiliate events, exhibitor-function requests will not be processed until after Friday, June 28, 2024.
- For best availability, please return this form by Friday, September 6, 2024.

If you have any questions, please contact Meeting Services at 312-787-5518 or events@perio.org.

EXHIBITOR FUNCTIONS RESERVATION FORM

Official Name of Function:

Function Day/Date: _____ **Expected Attendance:** _____

Function Start Time: _____ **Function End Time:** _____

Type of Function:

Reception Business Meeting Dinner Seminar Other: _____

Desired Location:

- Marriott Marquis San Diego Marina (headquarters hotel)
 Manchester Grand Hyatt
 Hilton San Diego Gaslamp Quarter
 On own (name of venue): _____

Room Set:

- Reception-style (cocktail tables and bar) Banquet-style (rounds of 10)
 Theater-style (rows of chairs) Conference-style (one large table)
 Other: _____

Food and Beverage Requirements:

- Breakfast (buffet, plated, continental) Beverage break (hot, cold, hot & cold)
 Lunch (buffet, plated, boxed) Cocktail reception (hors d'oeuvres/drinks)
 Dinner (buffet, plated) None

Audio-Visual Requirements:

- None Podium Podium microphone Flatscreen
 LCD projection package (for PowerPoint) with screen Other: _____

Individual to whom reservation information should be sent (PLEASE PRINT):

Name: _____

Address: _____

Phone: _____ **Email:** _____

Please email the completed form to events@perio.org.