



## American Academy of Periodontology

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**TO:** Exhibitors Participating in the AAP 109<sup>th</sup> Annual Meeting  
**FROM:** AAP Meeting Services  
**DATE:** November 10, 2022  
**RE:** Exhibitor Functions at the AAP 109<sup>th</sup> Annual Meeting

If you would like to hold an exhibitor-sponsored private function in conjunction with the AAP 109<sup>th</sup> Annual Meeting in Austin, Texas, November 9-12, 2023, 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.

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, November 9 7:00 pm - 12:00 midnight
  - Friday, November 10 7:00 pm - 12:00 midnight
  - Saturday, November 11 7:00 pm - 12:00 midnight
  - Sunday, November 12 4:00 pm - 12:00 midnight
  - Any events planned for the morning must end by 8:00 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, November 9.
- To allow for placement of alumni and affiliate events, exhibitor-function requests will not be processed until after Friday, June 30, 2023.
- For best availability, please return this form by Friday, September 8, 2023.

If you have any questions, please contact Meeting Services at 312-787-5518 or [events@perio.org](mailto:events@perio.org).

# EXHIBITOR FUNCTIONS RESERVATION FORM

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**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:**

- Hilton Austin (co-headquarters hotel)  
 Fairmont Austin (co-headquarters hotel)  
 Hyatt Place Austin  
 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](mailto:events@perio.org).