



American Academy of Periodontology

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TO: Exhibitors Participating in the AAP 107th Annual Meeting in Miami Beach, Florida,
November 4-7, 2021

FROM: AAP Meeting Services

DATE: May 1, 2021

RE: Exhibitor Functions at the AAP 107th Annual Meeting

Exhibitor-sponsored private functions are separately organized events during which exhibitors can meet with American Academy of Periodontology participants outside of the exhibition hall to network, entertain, and continue business initiated on the exhibit floor.

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 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, e.g., food and beverage, audio-visual, room rental, etc.
- No functions can be held opposite an AAP-sponsored event. Functions are allowed only during the following program-free hours:
 - Thursday, November 4 7:00 pm - 12:00 midnight
 - Friday, November 5 7:00 pm - 12:00 midnight
 - Saturday, November 6 6:30 pm - 12:00 midnight
 - Sunday, November 7 4:00 pm - 12:00 midnight
- To allow for placement of alumni events, exhibitor function requests will not be processed until after Friday, July 16, 2021.
- Exhibitors requiring space for staff meetings should indicate their desired dates and times regardless of the program-free hours listed above.
- Complete this form for any Annual Meeting event even if it is to be held prior to Wednesday, November 3. For best availability, return this form no later than Wednesday, September 15, 2021.

Note: Non-exhibiting companies are prohibited from hosting functions at the AAP Annual Meeting.

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 (as it should appear on the AAP Annual Meeting mobile app):

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

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

Type of Function:

Reception Business Meeting Dinner Seminar Other: _____

Desired Location:

- | | | |
|-----------------------------------------------------------------------------------------------------------------|----------------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Fontainebleau Miami Beach | <input type="checkbox"/> Hyatt Centric Miami Beach | <input type="checkbox"/> Berkeley Park MGallery |
| <input type="checkbox"/> Confidante Miami Beach | <input type="checkbox"/> Sagamore Miami Beach | <input type="checkbox"/> El Paseo |
| <input type="checkbox"/> Gale Hotel | <input type="checkbox"/> Iberostar Berkeley Shore | <input type="checkbox"/> Lennox Miami Beach |
| <input type="checkbox"/> One Hotel | <input type="checkbox"/> Plymouth South Beach | <input type="checkbox"/> Redbury South Beach |
| <input type="checkbox"/> Shelborne Hotel | <input type="checkbox"/> Kimpton Surfcomber | |
| <input type="checkbox"/> On own (name of venue): _____ | | |
| <input type="checkbox"/> On own, but would like venue ideas from the Greater Miami Convention & Visitors Bureau | | |

Room Set:

- | | |
|--------------------------------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> Reception-style (cocktail tables and bar) | <input type="checkbox"/> Banquet-style (rounds of 10) |
| <input type="checkbox"/> Theater-style (rows of chairs) | <input type="checkbox"/> Conference-style (one large table) |
| <input type="checkbox"/> Other: _____ | |

Food and Beverage Requirements:

- | | |
|------------------------------------------------------------------|---------------------------------------------------------------------|
| <input type="checkbox"/> Breakfast (buffet, plated, continental) | <input type="checkbox"/> Beverage break (hot, cold, hot & cold) |
| <input type="checkbox"/> Lunch (buffet, plated, boxed) | <input type="checkbox"/> Cocktail reception (hors d'oeuvres/drinks) |
| <input type="checkbox"/> Dinner (buffet, plated) | |

Audio-Visual Equipment Requirements:

- | | | | |
|------------------------------------------------------------------------------|---------------------------------|--------------------------------------------|-------------------------------------|
| <input type="checkbox"/> None | <input type="checkbox"/> Podium | <input type="checkbox"/> Podium microphone | <input type="checkbox"/> Flatscreen |
| <input type="checkbox"/> LCD projection package (for PowerPoint) with screen | | <input type="checkbox"/> Other: _____ | |

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

Name: _____

Address: _____

Phone: _____ **Email:** _____

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