Practical Pediatrics CME Course
Santa Fe, New Mexico
Eldorado Hotel & Spa
April 20-22, 2018

Attendance varies at a Practical Pediatrics CME Course and can include pediatricians, family physicians, nurses, allied health professionals all representing hospitals, universities, community health centers and/or private practices.

Exhibit Schedule - The following is provided as a general outline only. Dedicated exhibit time is during course breaks only however, exhibitors are welcome to staff their exhibit tables throughout the course during “off-break” times. For a detailed course schedule, please visit www.aapexhibits.org. Course schedules and exhibit times are subject to change.

Thursday, April 19
Exhibit Set-up*  5:00pm –  8:00pm
*Exhibitors may set up and exhibit during registration the day before the course begins

Friday, April 20
Exhibits Set-up  6:00am –  7:00am
Exhibits Open    7:00am -  2:00pm

Saturday, April 21
Exhibits Open    6:30am –  1:15pm

Sunday, April 22
Exhibits Open    6:30am –  1:15pm
Dismantle        1:15pm

* Note: Exhibit times subject to change (please see course schedule for exact times of breaks)

Questions??? Please contact:
Racheal McDonald
Exhibits & Meeting Services Coordinator
Email: rmcdonald@aap.org

Eva Fujino
Exhibits Manager
Email: efujino@aap.org
Space Assignment - Tabletop space will be assigned on-site, on a first-come, first-served basis. Each exhibitor will be provided with one six-foot skirted table and two chairs. Please note that depending on space availability, the onsite meeting planner has the discretion to assign tables to accommodate the flow of traffic with the registration area, breaks and exhibits for the meeting.

Exhibitor Badges - Each exhibit representative is required to wear their AAP gold exhibitor name badge when inside the exhibit area (this applies to set-up and dismantle times, as well). Representatives may pick up their badges at the AAP Registration Desk.

Security - Overnight security guards will not be provided by the Academy. Should an exhibitor wish to dismantle their exhibit at the end of an exhibit day, the Academy will provide a secure storage area in the hotel where items can be stored overnight. All property of the exhibitor is understood to remain under the exhibitor’s custody and control.

Display Information

A tabletop display is defined as not exceeding 60" in height, 72" in width, and 24" in depth and not obstructing exhibit space to the left or right of the table. All materials must be placed on the table provided, and may not extend beyond the front edge of that table.

Should a display require electrical power or a phone hook-up, it is the responsibility of the exhibiting company to make the appropriate arrangements on-site with the AAP Meeting Services Manager for these table hook-ups. All expenses connected with these services are also the sole responsibility of the exhibiting company.

Shipping

Exhibitors are strongly encouraged to hand-carry display equipment and materials on-site, eliminating the possibility of lost or misplaced shipments.

If advance shipping is necessary, packages should arrive at the hotel no earlier than 48 hours prior to the start of the course. Packages sent can usually be retrieved at the hotel's bell stand or front desk. ALL packages in your shipment should be labeled as follows:

Eldorado Hotel & Spa
Representative’s Name-Hold for Arrival (arrival date)
309 West San Francisco Street
Santa Fe, NM 87501

Labels should indicate the number of boxes shipped (i.e. 1 of 2, 2 of 2)

Hotel & Transportation

Eldorado Hotel & Spa
309 West San Francisco Street
Santa Fe, NM 87501
https://www.eldoradohotel.com/
Direct Phone: 505/988-4455
Toll-Free Reservations: 800/955-4455
Special group rates beginning at $225 per night, plus tax, for single or double occupancy, have been negotiated at the Eldorado Hotel & Spa. These rates represent substantial savings from published rates. The cutoff date for reservations at the group rate is March 23, 2018. Call the hotel directly to make your reservations and ask for the AAP group rate.

A limited number of guest rooms have been reserved, and they are assigned based on availability (first-come, first-served). Please be aware that the room block may be filled prior to March 23, 2018; in such a case, neither the group rate nor guest room availability can be guaranteed. The AAP, therefore, recommends that you make your reservations as early as possible.

Please carefully review the "Rules & Regulations at Tabletop Exhibitions" on the website AAPexhibits.org