Attendance varies at the Pediatric Emergency Medicine Leadership Conference and can include pediatric emergency medicine physicians, pediatric and community hospitalists, family physicians, pediatric residents, nurses, pediatric nurse practitioners all representing hospitals, universities, community health centers and/or private practices.

**Anticipated professional attendance: 125**

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](http://www.aapexhibits.org). Course schedules and exhibit times are subject to change.

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<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>Thursday, April 6</td>
<td>5:00pm – 7:00pm</td>
<td>Exhibits Set-up</td>
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<tr>
<td></td>
<td></td>
<td>(Optional to Exhibit)</td>
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<tr>
<td>Friday, April 7</td>
<td>7:00am – 2:45pm</td>
<td>Exhibits Open</td>
</tr>
<tr>
<td>Saturday, April 8</td>
<td>7:00am – 3:15pm</td>
<td>Exhibits Open</td>
</tr>
<tr>
<td>Sunday, April 9</td>
<td>7:00am – 12:00pm</td>
<td>Exhibits Open</td>
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* Schedule subject to change

**Questions - Please contact**

Marge Gates  
Exhibits & Meeting Services Asst  
Phone: 847/434-4321  
Fax: 847/434-8000  
Email: mgates@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:

- Representative’s Name-Hold for Arrival (arrival date)
- Hilton St. Petersburg Bayfront
- 333 First Street South
- St. Petersburg, FL 33701

In addition labels should indicate the number of boxes shipped (i.e.1 of 2, 2 of 2)

**Hotel & Transportation**

Hilton St. Petersburg Bayfront
333 First Street South
St. Petersburg, FL 33701
Hotel Website: [wwwstpetersburg.hilton.com](http://wwwstpetersburg.hilton.com)
Direct Phone Number: 727/894-5000
Toll-free Reservations Phone Number: 800/944-5500
Guest Fax Number: 727/823-7497

Special group rates beginning at $189 per night, plus tax, for single or double occupancy, have been negotiated at the Hilton St. Petersburg Bayfront. These rates represent substantial savings from published rates. The cutoff date for reservations at the group rate is March 9, 2017. Call the hotel directly to make your reservations.

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 9, 2017; 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.

Ground Transportation: Taxi service is readily available from both Tampa International Airport (TPA) and St. Petersburg-Clearwater International Airport (RSW).

Parking: Self-parking is available at the hotel. All AAP attendees will be eligible for a discount on self-parking rates.

Please carefully review the attached "Rules and Regulations at Tabletop Exhibitions"