

MAR 29
to APR 1 2025

AAPM 
SPRING CLINICAL MEETING

Exhibitor PROSPECTUS



#AAPMSCM

M HOTEL HENDERSON, NV

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Who is AAPM?

The mission of AAPM is advancing medicine through excellence in the science, education and professional practice of medical physics; a broad-based scientific and professional discipline which encompasses physical principles with applications in biology and medicine. With members in 87 countries, AAPM supports the Medical Physics community with a focus on advancing patient care through education, improving safety and efficacy of radiation oncology and medical imaging procedures through research, and the maintenance of professional standards.

What is the AAPM Spring Clinical Meeting?

The Spring Clinical Meeting is where medical physicists gather to gain practical insights on integrating emerging technologies into clinical settings. This event is your chance to engage with professionals seeking to stay updated on regulatory and accreditation issues, and participate in valuable exchanges aimed at practice quality improvement. This is an unparalleled opportunity to showcase your solutions and drive business growth.

If you have any questions, please contact:
 Sarah Driver, CEM at sarah@aapm.org

EXHIBITING INFORMATION

The 2025 AAPM Spring Clinical Meeting Floorplan and space application will be available on **December 4, 2024**. At that time, you can begin to sign up for the meeting. Please note the following due dates:

- Applications Due: **January 8, 2025**
- Space Assignments Sent Via Email: **January 23, 2025**
- Full Payment Due: **February 13, 2025**

Note: Space assignments will be made on a first-come, first-served basis.

EXHIBIT SPACE TABLE RENTAL FEES		
Display Size	Number of Complimentary Exhibitor Personnel Registrations	Price
Welcome Reception Sponsorship & Premium Island Exhibit <i>(Three 6-foot tables)</i>	Two Full Registrations	\$6,250
Premium Island Exhibit Table <i>(Three 6-foot tables)</i>	Two Full Registrations	\$3,375
Inline Table Exhibit <i>(One 6-foot table)</i>	One Full Registration	\$1,800
Publisher's Table <i>(One 6-foot table)</i>	One Full Registration	\$1,250
Each Additional Table <i>(One 6-foot table)</i>		\$1,200

Additional Exhibitor Personnel Registration Fees — Exhibitor Full Conference: Member \$795 | Non-Member \$1,590

What's Included:

- 6 foot skirted table — two chairs — one waste basket
- Unopposed Exhibit Hall hours
- Full conference exhibitor registration (*includes Session access, CE credits, Lunch tickets, Opening Reception, Exhibit Hall Networking breaks*)
- Listed in the Meetings online platform
- Listed in the ExpoCAD online floorplan
- Complimentary post show attendee list
- Company logo included in session room slides

NOTE: Electrical, AV and Internet are **NOT** included with the booth rental fee. It is the Exhibitors responsibility to order additional services through the provided Exhibitor Services Kit. Information on ordering these services can be found on the Spring Clinical Meeting website under Exhibitor Information.

EXHIBIT PAYMENT TERMS

PAYMENT

- Payments can be made in full or in installments, provided full payment is received by **February 13, 2025**.

NOTE: If payment is not received by **February 13, 2025**, your booth will be removed from the floorplan.

- Full Payment can be submitted by ACH or wire transfer.
 - ACH or Wire Transfer information:

Bank Name: TD Bank N.A.

Beneficiary: American Association of Physicists in Medicine

Account No: 4313646741

ACH Routing No: 054001725

Wire Routing No: 031101266

Swift Code (US Currency): TDOMCATTOR

Swift Code (Foreign Currency): NRTHUS33XXX

- **Full Payment can also be submitted in the form of a check in US funds made payable to AAPM and mailed to AAPM HQ Office: 1631 Prince Street, Alexandria VA, 22314.**
- Contact AAPM for alternative payment: 571-298-1216.

REFUND FOR CANCELLATIONS

Send your cancellation request to sarah@aapm.org.

Exhibitors may cancel without penalty if your cancellation request is received on or before **February 13, 2025**.

If your cancellation request is received between **February 14–February 28**, all sums paid by the Exhibitor, less a service charge of 25% of the contract price, will be refunded.

No refunds will be provided for cancellations made on or after February 28. If an exhibitor cancels on **February 28** or after, and has not paid in full and owes AAPM money for exhibits or sponsorships, that does not release the exhibitor from any contractual financial obligation. **The exhibitor is obligated to pay the outstanding invoice.** If the exhibitor wishes to exhibit with any AAPM meeting in future years, the Exhibitor must have any outstanding invoice from the prior year(s) paid in full.

SELECTING BOOTH SPACE (SALES OPEN DECEMBER 4, 2024)

The floorplan posted currently shows Premium Island and Inline Table Exhibits. If you would like to reserve more than one table for an Inline Table Exhibit, please indicate that on the Exhibitor Contract.

Space assignments will be made on a first-come, first-served basis.

For first consideration in space assignment:

Applications due: **January 8, 2025**

Space assignments sent via email: **January 23, 2025**

Full payment due: **February 13, 2025**

EXHIBITOR HALL SCHEDULE

FRI
MARCH 28

MOVE IN

2:00 pm – 6:00 pm

SAT
MARCH 29

MOVE IN

7:00 am – 9:00 am
Booths must be set by 9:00 am

EXHIBIT HALL OPEN

10:00 am – 4:30 pm
10:00 am – 10:45 am | **Visit the Vendors | Refreshments in Exhibit Hall**
12:30 pm – 2:00 pm | **Lunch in the Exhibit Hall**
4:00 pm – 4:30 pm | **Visit the Vendors | Refreshments in Exhibit Hall**

SUN
MARCH 30

EXHIBIT HALL OPEN

10:00 am – 4:30 pm
10:00 am – 10:45 am | **Visit the Vendors | Refreshments in Exhibit Hall**
12:30 pm – 2:00 pm | **Exhibit Hall Closed Lunch on Own**
4:00 pm – 4:30 pm | **Visit the Vendors | Refreshments in Exhibit Hall**

MON
MARCH 31

EXHIBIT HALL HOURS

9:00 am – 2:00 pm
10:00 am – 10:45 am | **Visit the Vendors | Refreshments in Exhibit Hall**
12:30 pm – 2:00 pm | **Lunch in the Exhibit Hall**
2:00 pm | **Exhibit Hall Close**

MOVE OUT

2:00 pm – 5:30 pm | **Breakdown**

NOTE: Exhibitors can begin tear-down at 2:00 pm on Monday, March 31 and must be finished by 5:30 pm that evening. If exhibitors begin to break down earlier, penalties will be accrued.

NEW! EXHIBITOR RESOURCE CENTER

The ExpoCAD Exhibitor Resource Center is your one-stop shop for all your exhibitor show needs and houses all the planning resources needed for a successful meeting.

- The Exhibitor Service Kit (ESK) with details regarding internet, electricity and utilities, as well as shipping and other onsite-related information (when available)
- Exhibitor checklist/important dates and deadlines
- Update your company profile and categories and upgrade to add your logo and company materials
- Pay exhibit space invoices
- Social media toolkit

OTHER THINGS TO KNOW

Official Services Contractor/Show Decorator

M Hotel and its exclusive vendors are the official services providers for AAPM Spring Clinical 2025. Those using services other than those provided by M Hotel must notify AAPM Show Management in writing no later than February 1, 2025.

Access AAPM Show Management Expertise

Leading up to and onsite at AAPM Spring Clinical 2025, AAPM Show Management will provide support, services and solutions to help you make the most of your participation at the meeting.



AMERICAN ASSOCIATION
of PHYSICISTS IN MEDICINE