



American Association of
**Directors of Psychiatric
Residency Training**

**50th+ AADPRT Annual Meeting
February 28 - March 4, 2023
Hilton San Diego Bayfront**

Exhibit Dates March 2 & 3, 2023

EXHIBITOR PROSPECTUS

FEES (fee includes one table and one ticket to Wednesday evening welcome reception):

- Standard exhibit table: \$2,325
- Not for profit exhibit table: \$1,875
- Additional exhibit table: \$1,150
- Additional reception ticket: \$125

Credit card payment must be received no later than January 13, 2023.

DETAILS:

- Each exhibitor will receive one 6-foot draped table with two chairs.
- Space is pre-assigned. There will not be table numbers assigned. Exhibitors will find their table with their name on it.
- Fee does not include electrical or audio/visual equipment. Standard internet is available but is not to be used for streaming.
- Exhibitors may not distribute food or beverage items that have not been purchased thru the hotel.
- If you will be using a stand-alone exhibit, provide exhibit dimensions to Sara by January 13, 2023.
- Sub-letting your table with another company is strictly prohibited and will result in your table being removed; no refund will be considered.
- No company may hold any program, meal, or entertainment event in association with the AADPRT annual meeting without the express written consent of the AADPRT program committee. Any requests must be approved no later than January 13, 2023.
- All times listed below are pacific time.

SET UP:

Thursday, March 2
7:15-8:00 am

Set up must be completed during this time, no exceptions.

Table must be set up by exhibitor, AADPRT event staff are not available to assist.

TEAR DOWN:

Friday, March 3
3:30 – 4:50pm

Tear down must be completed during this time, no exceptions.

Table must be torn down by exhibitor, AADPRT event staff are not available to assist.

Please work with hotel staff for removal of unused promotional items, empty boxes, etc.

EXHIBIT HOURS:

See draft Meeting at a Glance for registrant activities

Thursday, March 2

Indigo West & Terrace Foyer

8:00 am – 3:45 pm (times subject to change)

Friday, March 3

Indigo West & Terrace Foyer

8:00 am – 3:30 pm (times subject to change)

Exhibitors are asked to have representatives present throughout aforementioned exhibit hours with particular attention to breaks.

INTERNET (for streaming)/ELECTRICAL/AV:

Internet (for streaming purposes), electrical, and audio-visual equipment needs must be ordered by exhibitor directly through hotel no later than **February 1, 2023**. Any and all fees are the responsibility of the exhibitor. Please see guidance on AADPRT Annual Meeting Exhibitor Info Page.

SHIPPING:

Package handling services are provided by the UPS Store. Packages should not be scheduled for arrival more than 3 days prior to the start of event. Please see additional guidance on AADPRT Annual Meeting Exhibitor Info Page.

Contact UPS Store with questions at (619) 321-4201 or store6100@theupsstore.com.

PROPERTY:

AADPRT is not responsible for the loss of, or damage to, any exhibitor property.

MATERIALS FOR DISTRIBUTION:

We anticipate approximately 950 attendees at the 2023 meeting.

AISLES:

Aisles are restricted to the free movement of traffic. Exhibitors are required to confine their activities within their exhibit space and are not permitted to interfere with the use of other exhibits, impede access to other exhibits, or impede the free use of the aisle.

SIGNAGE:

Only professionally printed signage is permitted. Signs may not be affixed to any walls. The hotel reserves the right to approve the copy and placement of any signs or banners used within the hotel.

OPENING RECEPTION:

Each exhibitor receives one complimentary ticket to Wednesday's opening reception. If you wish to buy additional tickets for \$125, payment must be received by AADPRT no later than January 13, 2023.

EVENTS HOSTED BY EXHIBITORS:

Due to a full conference schedule, we ask all exhibitors refrain from hosting events (on or off property) intended for our attendees February 28 – March 4, 2023.

ONSITE AADPRT CONTACT INFORMATION:

Your onsite contact is Sara Stramel-Brewer (exec@aadprt.org or cell for text or calling is 317-407-1173) or Doug Brewer (cell for text or calling is 317-502-0014).

HOTEL RESERVATIONS:

If you have not yet made your hotel reservation, please do so before the block sells out. Please visit the AADPRT.org website, choose annual meeting tab, 2023 annual meeting, click for more details and hotel reservations. Block closes January 30, 2023.

CONTACT WITH MEMBERS/REGISTRANTS:

Under no circumstance shall a vendor mass email AADPRT members or expected registrants marketing exhibitor participation in the annual meeting.

TO REGISTER:

Click [here to register and pay](#) with credit card