



**AADPRT Annual Meeting  
March 4-8, 2025  
Hilton San Francisco Union Square**

Exhibit Dates  
March 4-7, 2025

*\*Note 2025 includes an additional afternoon of exhibiting.*

**EXHIBITOR PROSPECTUS**

**FEES (fee includes one table, two chairs, wastebasket):**

*\*Note 2025 includes an additional afternoon of exhibiting.*

- Standard exhibit table: \$2,525
- Not-for-profit exhibit table: \$1,995
- Additional exhibit table: \$1,666

Credit card payment must be received no later than January 10, 2025.

**DETAILS:**

- Each exhibitor will receive one 6-foot, draped table with two chairs.
- Space is pre-assigned. Tables will be labeled with exhibitor names.
- Fee does not include electrical or audio/visual equipment. Standard internet is available, but is not to be used for streaming ([see Encore Exhibitor Kit](#) for internet streaming pricing).
- 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 10, 2025.
- Sub-letting your table with/to another company is strictly prohibited and will result in your table being removed; no refund will be issued.
- 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 10, 2025.
- All times listed below are **pacific time**.

**SET UP:**

Tuesday, March 4

10:00 am - 12:00 pm **OR** 3:00 – 5:30 pm

Set up must be completed during one of these times, no exceptions.

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

**TEAR DOWN:**

Friday, March 7

2:45 – 5:00 pm

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:**

\*Note 2025 includes an additional afternoon of exhibiting.

See draft [Meeting at a Glance](#) (Helpful Resources section) for registrant activities. Exhibit times subject to change.

Tuesday, March 4 (optional)

12:00 – 3:00 pm

Wednesday, March 5

7:30 am – 4:45 pm

Thursday, March 6

7:15 am – 3:45 pm

Friday, March 7

7:30 am – 2:45 pm

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

## **INTERNET (for streaming)/AV/Electrical:**

Internet (for streaming purposes), electrical, and audio-visual equipment needs must be ordered by exhibitor directly through hotel no later than **March 1, 2025**. Any and all fees are the responsibility of the exhibitor. Please [see Encore Exhibitor Kit](#) for pricing.

## **SHIPPING:**

Package handling services are provided by FedEx Office Print & Ship Center. Packages should not be scheduled for arrival more than 3 days prior to the start of event. Please see additional guidance [here](#).

Contact FedEx Office Print & Ship Center with questions at (415) 359-0235 or [usa5040@fedex.com](mailto:usa5040@fedex.com). Visit their website [here](#).

## **PROPERTY:**

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

## **MATERIALS FOR DISTRIBUTION:**

We anticipate approximately 1,000 attendees at the 2025 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.

## **EVENTS HOSTED BY EXHIBITORS:**

Due to a full conference schedule, exhibitors may not host events (on or off property) intended for our attendees March 3-8, 2025.

**ONSITE AADPRT CONTACT INFORMATION:**

Your onsite contact is Sara Stramel-Brewer ([exec@aadprt.org](mailto: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 this page](#). Block closes Thursday, February 6, 2025.

**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](#) (credit card only)