

Hold your business meetings and/or social hours during APHA's Annual Meeting to reach your clients, alumni, partners and prospects attending the Annual Meeting.

AVAILABLE TIME SLOTS

- **Saturday and Sunday:** Events may be held beginning at 6 a.m. through midnight.
- **Business/Breakfast Meeting:** Events may be held Monday, Tuesday or Wednesday between 6 and 8 a.m.
- **Evening Reception:** Events may be held Monday or Tuesday beginning at 7 p.m.*

*Based on requests from annual meeting attendees, reception start times are staggered. All APHA Section receptions will start at 6:30 pm and all Related Org. receptions will start at 7 p.m. This allows the building to better prepare for your event and enables attendees to partake in multiple social hours.

LOCATION SELECTION

APHA sessions and events will be held at the Pennsylvania Convention Center and the Philadelphia Marriott Downtown. Selection of a preferred venue is not guaranteed as location is based on a number of criteria including available space, size of group and room set up. Note: APHA will be using all space available, including pre-function areas. If you do not wish to be placed in a pre-function space, please indicate so under Special Requests.

Indicate Preferred Choice (Selection is not guaranteed. You will be contacted if preference is not available)

☐ Pennsylvania Convention Center ☐ Philadelphia Marriott Downtown

PAYMENT

	# of Rooms	Early Bird Rate By April 26	Full Rate April 27 – Sept 13	Total
Saturday				
<input type="checkbox"/> 1-3 hours		\$375	\$425	\$
<input type="checkbox"/> 3.5-5 hours		\$450	\$500	\$
<input type="checkbox"/> 5.5 hours and over		\$500	\$550	\$
Sunday				
<input type="checkbox"/> 1-3 hours		\$375	\$425	\$
<input type="checkbox"/> 3.5-5 hours		\$450	\$500	\$
<input type="checkbox"/> 5.5 hours and over		\$500	\$550	\$
<input type="checkbox"/> Evening Reception		\$410	\$460	\$
Monday				
<input type="checkbox"/> Business/Breakfast Meeting		\$385	\$435	\$
<input type="checkbox"/> Evening Reception		\$410	\$460	\$
Tuesday				
<input type="checkbox"/> Business/Breakfast Meeting		\$385	\$435	\$
<input type="checkbox"/> Evening Reception		\$410	\$460	\$
Wednesday				
<input type="checkbox"/> Business/Breakfast Meeting		\$385	\$435	\$
TOTAL				\$

Please email your forms to: Natalie Koo | natalie.koo@apha.org

EVENT DETAILS – If you plan to hold more than one event, complete this page for each event.

Event Contact:

Name of Person in Charge:			
Telephone:		Email:	
Address:			
Organization Name as it should appear in program:			

Note: Events cannot take place during scientific session timeslots. See list of available timeslots on first page.

Event Title as it should appear in program:							
Day		Date:		Start Time:		End Time:	
Estimated attendance (Be as accurate as possible):							

TYPE OF EVENT

☐ Business/ Breakfast Meeting ☐ Social Hour/ Reception

FOOD AND BEVERAGE (select all that apply)

You will be placed in touch with a catering manager in July 2019. Your organization is responsible for all food and beverage costs.

☐ No Food ☐ Breakfast ☐ Lunch ☐ Dinner ☐ Reception ☐ Other _____

SET-UP AND EQUIPMENT

- Special room set-ups *may* be available by advance request only. Additional fees may apply.
- Head tables, podiums, risers and AV equipment from previous events may have to stay in the room.** Please indicate in the special requests field if you absolutely do not want the head table to remain in the room. Additional reset charges may apply.
- The use of AV equipment will incur additional charges. You must complete an AV order form.

☐ Reception Style: Mixed cocktail rounds and highboy tables ☐ Theater Style: Head table for 4 will be provided
☐ Conference Style: no more than 25 people ☐ Round table: (Rounds are set with 10 chairs/table)

Special Requests (ie specific number of rounds or reception set): _____

PUBLICATION OPPORTUNITIES

Would you like your event title to be listed in the printed and online program? ☐ Yes ☐ No – Private Event

TERMS AND CONDITIONS

- APHA reserves the right to relocate space assignment up until **Sept. 13, 2019**. Please do not publish the location of your event until after this date.
- Cancellation Penalty:** 50% of total or \$200, whichever is greater. No refunds after Sept. 13, 2019.
- AV and food and beverage costs are not included in the cost of space rental. Once space is reserved, you will receive additional information on how to order AV and food and beverage.
- Read the full Related Organization Event Space Rental policy [online](#).

By signing below, I agree to APHA's Terms and Conditions.

Name (Printed)

Signature

Date

Please email your forms to: Natalie Koo | natalie.koo@apha.org