

# Booth Personnel Badge Policy & Request Form

## 2008 AAFP Scientific Assembly, San Diego, California

Booth Personnel Badge Policy and Guest Policy,  
Models, Temporary Personnel (see next page)

**Deadline: August 13, 2008**

Firm Name: \_\_\_\_\_

Badges issued only under company name for which exhibit space assigned.  
There are 23 spaces available for company name, abbreviate accordingly.

Booth Number: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Contact: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: [ \_\_\_\_\_ ]

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### The information on this form will be used to print badges.

The representatives who will be in attendance at our booth are:

	Booth Personnel	City & State
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____

Exhibitors may register six representatives for each 10 x 10 booth or equivalent (see next page for exceptions and charges.)

7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____

Please SEND all badges to me at the address shown above.

Please HOLD all badges for pick-up on site at exhibitor registration.



AMERICAN ACADEMY OF  
FAMILY PHYSICIANS

**Send to:**

AAFP Scientific Assembly  
c/o Experient  
P.O. Box 4088, Frederick, MD 21705-4088  
Fax: 301.694.5124



# Booth Personnel Badge Policy & Request Form

## 2008 AAFP Scientific Assembly

**Deadline: August 13, 2008**

### Booth Personnel Badge Policy

On the Booth Personnel Badge Request Form, please list the names of your company representatives who will staff your booth.

Booth personnel will be registered in advance and badges will be made from the list. Badges will only be issued under the company name in which exhibit space was assigned.

Exhibitor's badges will be prepared prior to the Scientific Assembly, if names are received on or before August 13, 2008.

Exhibitors may register up to six representatives for each 10' x10' booth, or equivalent.

Any company that requests more than the allotted number of badges for representatives (as described above) will be charged \$750 for each person over the proper allotment. The assessment will be made after the Assembly, and will be based on a "count" of badges that were issued.

### Badge Receipt Information

All badge holders and the actual badges will be shipped, via Express Mail, to the designated official representative no later than September 2. Upon request, badges will be held at exhibitor registration instead of being mailed.

Badge corrections or personnel substitutions will be made when the original name badge is returned to exhibitor registration.

When distributing badges to your representatives, please emphasize the importance of bringing their entire badge (badge and holder) to the meeting. Booth personnel will not be allowed admission to the hall without a badge.

With time permitting, every effort will be made to produce badges from booth personnel forms that were submitted after the August 13, 2008 deadline date. These badges will be held at exhibitor registration. For more information on pre-registration, please contact Doug Oswald 301.662.9401, ext. 2236. Individuals requesting badges on-site will be required to show a business card and personal identification.

An official AAFP badge is required for admission to the exhibit hall. All exhibitor personnel and temporary exhibitor personnel, such as models, must wear official AAFP badges. Personal identification must also be provided upon request.

Official badges remain the property of the AAFP and must be relinquished upon request from the AAFP.

### Guest Policy

The Academy's Exhibitor Advisory Council has recommended only qualified prospects be given access to the exhibit hall. Therefore, badges are not issued to representatives of leasing companies, financial institutions, suppliers, vendors, and others wishing to make business, nor to exhibitors' family and guests (See online Exhibit Regulations).

### Models or Temporary Personnel

If you order models or other temporary personnel, be sure to provide them with the correct company name, your booth number and the name of a contact at your booth. These individuals cannot gain entrance to the exhibit hall without a proper badge, and badges will not be issued unless an individual can identify a connection with a legitimate exhibiting company. Be sure to inform the modeling or temporary agency and all temporary personnel that they may have to wait in line to secure badges and they should allow sufficient time to do so.



AMERICAN ACADEMY OF  
FAMILY PHYSICIANS

For more information,  
contact the AAFP Exhibitor Hotline  
American Academy of Family Physicians  
Kristy Wilson, CEM, Exhibit Manager, Scientific Assembly  
(800) 274-2237, Ext. 5303 or kwilson@aafp.org

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AAFP SCIENTIFIC  
assembly