Application for Exhibit Space

SLEEP 2012 26th Annual Meeting of the APSS

Hynes Convention Center, Boston, Massachusetts, June 9-13, 2012
Exhibit Dates: June 11-13, 2012
Deadline for consideration of points: January 31, 2012

COMPANY INFORMATION

Please type or clearly print the company name as it should appear in the Final Program. Use upper and lower case.

Company Name: _____

Primary Contact Person & Title: _____
(This person should receive all pre-meeting communications)

Address: _____

City_____ State _____ Postal Code_____ Country: _____

Telephone: _____/_____ Fax: _____/_____ Email: _____

Final Program/Toll-free number: _____/_____ Website: _____
(Phone number to be included within the Final Program) (Website to be included within the Final Program)

On-site Contact Person & Title: _____
(This person will be present at the meeting and can make decisions regarding badge allotments.)

On-site Contact Phone Number: _____/_____
(This is the number we can call to reach the on-site contact while in Boston.)

RATES & SELECTIONS

The APSS makes every effort to accommodate your booth preferences. Please indicate booth numbers in order of preference *(see floor plan for booth numbers):*

1st choice_____ 2nd choice_____ 3rd choice_____ 4th choice_____

	Premium Booth Rental On or Before January 11	Premium Booth Rental After January 11	Standard Booth Rental On or Before January 11	Standard Booth Rental After January 11
Inline 10x10 Booth:	$2,200	$2,400	$2,000	$2,200
Corner 10x10 Booth:	$2,400	$2,600	$2,200	$2,400
Island Booth, per 100 square feet*	$2,400	$2,600	$2,200	$2,400
Non-profit 10x10 Booth			$1,500	$1,800
*An island booth is bordered on all four sides by aisles.				

Total payment for largest requested booth: $_____

While all preferences will be considered, requests to be near (*or distanced*) from particular companies may hinder your requested placement as indicated above.

Exhibitors we wish to be near: _____

Exhibitors we do **NOT** wish to be near: _____

COMPANY DESCRIPTION

Each company will be listed alphabetically in the Final Program. This listing is to include company name, city, state, country, toll-free number, website address and a 50-word description. ***Descriptions longer than 50 words will be edited at the discretion of the APSS.*** If a description is not received, only the company name, city, state and country listed on this application will be used. The description should be emailed to **klovato@aasmnet.org.** Deadline to submit description is Friday, March 26, 2012. If your company plans to upgrade your exhibitor listing for $100 or include a QR Code for $100, the 4-color company logo and/or QR Code information is due by Friday, March 26, 2012 via email to **klovato@aasmnet.org.**

☐ Check this box if your company wishes to upgrade its exhibitor listing. Please add the appropriate amount to your grand total for booth space.

EXHIBIT HALL SALES

☐ Company will not participate in exhibit hall sales.

☐ Company intends to participate in exhibit hall sales. The company and all affiliates have reviewed the APSS rules and regulations and agree to comply with the policies of the APSS, the Hynes Convention Center, the city of Boston and the state of Massachusetts. Please provide a list of all products and/or services to be sold at SLEEP 2012.

_____

_____

HANDOUTS/GIVE-AWAYS

Handouts and give-aways, with the exception of company literature, must be approved by the APSS.

I/we request permission to distribute, in the manner of handouts, give-aways, drawings and/or contests the following materials (please enclose sample if possible):

_____

_____

☐ Check this box if your company plans to serve catered food and/or beverage from your booth.

☐ Check this box if your company would like to have **truss lighting** in the booth. Please add the appropriate fees to your grand total.

☐ Check this box if your company would like to become an official sponsor of the **refreshment breaks**. Please add $500 to your grand total below.

☐ Check this box if your company would like to **distribute tote bags** from your booth. Please add $500 to your grand total below.

HANGING SIGNS

☐ By checking this box, your company is notifying the APSS of the intent to hang a sign within the company's designated booth space. The company and all affiliates agree to comply with the rules and regulations of the APSS and the Hynes Convention Center during installation, exhibition and dismantling. Please refer to page 20 to see which booths are in the designated hanging sign area.

$_____ Final Program Upgrade (Add $100)
$_____ QR Code Upgrade (Add $100)
$_____ Program Upgrade/QR Code Combo (Add $175)
$_____ Exhibit Space Total
$_____ Truss Lighting Upgrade (See chart on page 20 for pricing)
$_____ Refreshment Break Sponsor (Add $500)
$_____ Meeting Bag Sponsor (Add $500)
$_____ GRAND TOTAL

Payment Information

☐ Personal Check or Money Order (Checks and international money orders should be made payable to the APSS. Checks will not be accepted unless they are made in U.S. funds drawn on a U.S. bank.)

☐ Credit Card Please charge (Grand Total): $ _____ to my (circle one) VISA / MasterCard / American Express

Card Number: _____ Expiration Date: _____/ _____Validation Code*: _____

Name on Card: _____ Signature:_____Billing Zip Code: _____

**For VISA or MasterCard, the validation code is the last three digits in the signature box. For an American Express, the validation code is the four numbers above the credit card number.*

AGREEMENT/SIGNATURE

We agree to abide by the exhibit rules and regulations and any amendments thereto, all of which are indicated in this prospectus, and are a part of this application. If an exhibitor cancels or reduces their exhibit space prior to **May 10, 2012**, they will be responsible for 20% of the total contracted space costs. No refunds will be issued for cancellations/reductions after **May 10, 2012**.

Signature _____ Title _____
(*Authorized Representative*)

Printed Name: _____ Date_____/_____/ _____

Please return this completed application as soon as possible to:

APSS Meeting Department, Attn: Kathy Lovato
2510 North Frontage Road, Darien, IL 60561
Phone: (630) 737-9700 | Fax: (630) 737-9789 | Email: klovato@aasmnet.org

Rules and Regulations

ACCESS TO EXHIBIT HALL
No one under the age of 16 is allowed on the exhibit floor at any time. This includes move-in and move-out. All company representatives must wear their exhibitor badges at all times. Independent service contractors must wear a badge in order to access the Exhibit Hall for booth installation. Contractors may pick up a badge at the SLEEP 2012 exhibitor registration counter.

AMERICANS WITH DISABILITIES ACT
Each exhibitor is responsible for compliance with the Americans with Disabilities Act (ADA) within its booth and assigned space.

BOOTH CONDUCT
No exhibitor may operate in a way that interferes with the rights of another exhibitor. Exhibits and display materials may not span beyond the space allotted. All exhibits should be presented in a professional manner. Operation of sound devices is allowed if the volume is not disturbing to other exhibitors as determined by APSS management. The APSS reserves the right to curtail exhibits or parts of exhibits that are deemed inappropriate or unprofessional. The following practices are disallowed by the APSS:

- Loud electrical or other mechanical apparatus disturbing other exhibitors
- Theater seating arrangements for more than 5 individuals and/or presentation stages
- Use of professional actors, magicians or performers (may be allowed with prior approval)
- Canvassing outside the booth including aisles, entrances or any other public space
- Entering another exhibitor's booth without permission
- Live music
- Displaying or distributing helium balloons
- Door drops at the official meeting hotels (sponsorship opportunity)
- Photographs of attendees or another exhibitor's booth without permission
- Smoking in or around the Exhibit Hall or meeting space
- Threats from exhibiting companies to staff or individuals representing other exhibiting companies

BOOTH CONSTRUCTION
Each exhibit booth space, with the exception of island booths, will have an 8' draped background and 3' side drapes. Within perimeter and in-line booths, all display material is restricted to a maximum height of 4' in the front 5' of the booth, and a maximum height of 8' in the back 5' of the booth. An island display, bound on four sides by aisles, may use the full cubic content of space. The floor support may not exceed 22' in height in Hall D and 12' in height in Hall C, and sufficient see-through areas must be provided to ensure the view of adjacent exhibits. Any variations must be approved in advance by the APSS. Company name, product, logo or floor support may not exceed 22' in height in Hall D and 12' in height in Hall C. No exhibit may span an aisle by roofing or floor covering. Double decker or two story booths are not allowed.

Exposed, unfinished sides or exhibit backgrounds must be draped to present an attractive appearance. Inspection of the exhibits will be made during set-up and exhibitors will be notified if any deviation from the APSS exhibit rules is noted. In the event the exhibitor is not available, the decorator, with the approval of the APSS, will provide draping deemed necessary and submit charges to the exhibitor.

CANCELLATIONS, REFUNDS & REDUCTIONS IN SPACE
All notices of cancellation must be received in writing. The date of receipt of such notice will be used as the official cancellation/reduction date. Notices received prior to May 10, 2012, will incur a penalty equal to 20% of the total contracted space costs. Refunds will not be given for cancellations/reductions received after May 10, 2012. The APSS reserves the right to reassign booth space and/or booth numbers for any company who reduces their booth size.

All refunds due based on actual booth assignment will be processed and returned following the booth assignment notification letter.

CARPETING
The Hynes Convention Center is a non-carpeted Exhibit Hall. **All exhibiting companies are required to carpet the full extent of the square footage assigned. This applies to all booth types (in-line, corner and island).** Carpet must be ordered through Freeman Decorating; additional information and pricing details will be available in the Exhibitor Service Kit in late March.

DEMONSTRATIONS/PROMOTIONAL ACTIVITIES
All demonstrations and promotional activities shall be confined to the space allotted to each exhibiting company in the Exhibit Hall. Exhibitors and their personnel, or any other company/organization, including those not exhibiting in the Exhibit Hall, are prohibited from displaying or demonstrating products, soliciting orders or distributing advertising materials anywhere in APSS contracted space to include but not limited to convention centers, conference centers and hotels. Theatre seating in an exhibitor's booth may not exceed seating for 5 individuals.

DRESS CODE
The dress code at SLEEP 2012 is business casual. All exhibitors are required to adhere to this dress code; the APSS reserves the right to remove any exhibitor who does not comply with this dress code from the Exhibit Hall or meeting space.

FINANCIAL STANDING
At any time leading up to SLEEP 2012, if it is determined that an exhibiting organization is not in good financial standing with the APSS, AASM or SRS, the APSS reserves the right to cancel the booth rental and apply that money to the outstanding debts of the exhibiting organization. The organization will be informed of this decision and will have 30 days to cure all debts. Only organizations in good financial standing will be allowed to exhibit at SLEEP 2012.

FDA REGULATIONS
Exhibitors should be aware of the Food and Drug Administration (FDA) restrictions on the promotion of investigational and pre-approved drugs and devices. The FDA also prohibits the promotion of approved drugs for unapproved purposes.

FIRE REGULATIONS
The Fire Department has strict rules concerning fireproofing of all material used in booth construction and furnishings, as well as securing oxygen tanks and other flammable substance. Should your exhibit include an oxygen tank or other flammable substance, please be sure it is properly secured. It is necessary for you to bring the manufacturer's certification that your booth materials are fireproof. If inspection indicates that an exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazards, the APSS reserves the right to cancel all or part of the exhibit proven to be irregular. If exhibitors fail to comply with applicable fire regulations, the APSS is not obligated to monetarily refund any exhibitors.

Fire regulations prohibit the storage of empties behind any exhibit or drapery. Exhibitors may maintain a one-day supply of materials within their booth. All excess materials must be removed from the exhibit floor.

FOOD AND BEVERAGE DISTRIBUTION
Exhibiting companies will be allowed to distribute small, bite-sized individually wrapped candies. Distribution of any other food or beverage items requires approval from the APSS and is subject to the rules and regulations of the Hynes Convention Center and Levy Catering. Any companies distributing samples of their food or beverage product may be required to obtain a permit from the City of Boston. All requests should be submitted in writing to the APSS by no later than May 10, 2012. Permission will be granted on a limited basis and the APSS reserves the right to deny permission for any food and beverage distributions. Exhibitors may not dispense alcoholic beverages of any kind.

HANDOUTS AND GIVE-AWAYS
Handouts and give-aways, including prize contests and drawings, are permitted.

Please indicate on the enclosed application the intended handouts/give-aways. Permission for all handout and give-away items must be obtained prior to the opening of the Exhibit Hall and materials will only be distributed inside assigned booth space. Any distributed leaflets are limited to information about the company's products/services. Exhibitors may not hand out flyers of any kind announcing events occurring at times other than the dates of the SLEEP 2012 meeting unless prior approval has been granted. The APSS in its sole discretion shall have the right to prohibit the distribution of any samples or handouts that violates Exhibit Hall policies, deems objectionable or is otherwise inappropriate.

PLEASE INITIAL HERE_____

The distribution of bags within your exhibit space is permitted provided that your company pays the sponsorship fee to participate in the program. See page 23 to add bag handouts to your booth space total.

INDEPENDENT SERVICE CONTRACTORS

Exhibitors may opt to use independent service contractors for installation and dismantling of exhibit booths. If such contractors are used, the exhibiting firm has the responsibility of notifying the APSS in writing using the form contained in the Exhibitor Service Kit. Without such notification, the independent contractor will not be permitted to set up your booth. **Independent service contractors are responsible for notifying the APSS of the booths they will be working in and must provide proof of insurance coverage by May 10, 2012.** Communication with an independent contractor, including the rules and regulations of this prospectus, service kit and all other exhibit information is the responsibility of the exhibiting company with which the APSS has a contractual agreement.

Independent service contractors must wear a badge in order to access the Exhibit Hall for booth installation. Contractors may pick up a badge at the SLEEP 2012 exhibitor registration counter.

LIABILITY

The APSS is not and will not be liable or responsible for any injuries, theft, loss, damage of whatever nature, direct or indirect, to exhibitors, their employees, agents, goods or property of any of the foregoing from any cause or omission whatsoever.

The exhibitor agrees to protect, save and hold the Associated Professional Sleep Societies, LLC and the Hynes Convention Center, and all agents and employees thereof (hereinafter collectively called Indemnities) forever harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the exhibitors or those holding under the exhibitor, and further, the exhibitor shall, at all times, protect, indemnify, save and hold harmless the indemnities against and from any and all losses, costs, damages, liability or expenses (including attorney's fees) arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the exhibitor, its agents, employees or business invitees, which arise from or out of or by reason of said exhibitor's occupancy and use of the exhibition premises, the convention center or any part thereof.

All exhibitors must make provisions for the safeguarding of their own goods, materials, equipment and display at all times and are responsible for obtaining insurance in such amounts as deemed appropriate to comply with the exhibitors' obligations herein and for the exhibitors' own protection. The space occupied by each exhibitor must be surrendered in the same condition as it was at the time of the exhibitors' use and occupation thereof (ordinary wear and tear expected).

APSS shall have sole power in the interpretation and enforcement of all regulations contained herein, and the power to make amendments thereto and such further regulations shall be considered necessary for the proper conduct of the exhibition. Such decisions shall be binding upon exhibitors.

PHOTOGRAPHY AND VIDEO RECORDING

Photography or video recording, other than by the APSS or press approved by the APSS, is prohibited during installation, exhibition and dismantling. No cameras will be allowed on the exhibit floor or in the meeting rooms during these times. Exhibitors have control over their rented space and may prevent those considered their competitors from gaining access to photographing, videotaping or otherwise mechanically recording their exhibits or presentations. If meeting attendees are photographing, videotaping or otherwise mechanically recording exhibits or presentations, exhibitors should promptly notify meeting staff. Violation of this rule could result in the confiscation of the film or recording device, deduction of points and/or the removal of the individual or exhibiting company from the Exhibit Hall, meeting room or convention center.

REJECTION OF APPLICATION

The APSS reserves the right to reject an application, refuse rental of display space, cancel booth space after an application is approved, or curtail or close exhibits or parts of exhibits at any time prior to or during SLEEP 2012 26th Annual Meeting of the Associated Professional Sleep Societies, LLC if a person or company's conduct or display of goods is incompatible with the general character and educational objectives or reflects unfavorably on the character of SLEEP 2012 26th Annual Meeting of the Associated Professional Sleep Societies, LLC. The enforcement of this right is at the sole and absolute discretion of APSS management.

SECURITY

The Hynes Convention Center will provide security to monitor the hall during move-in, exhibition and move-out. The APSS is not responsible in any manner for the guard's actions, omissions or damages, or claims which may result from such actions or omissions. Neither the APSS nor the Hynes Convention Center will assume responsibility for exhibitors' property. Valuable items should be placed in a locked compartment in the booth or removed from the hall after show hours. If exhibitors would like their own security, they are also required to use the services of the Hynes Convention Center.

SELLING PRODUCTS

The APSS will permit on-site sales within the SLEEP 2012 Exhibit Hall. In order to conduct on-site sales, exhibitors must strictly adhere to all applicable rules, policies and procedures prior to, during and following the annual meeting. Exhibitors choosing to participate in direct sales must clearly indicate such intent on their application and contract for exhibit space. Exhibitors are solely responsible for (i) paying all applicable state and/or city sales taxes; (ii) complying with all tax laws, regulations and policies of the meeting's host city and state; and (iii) complying with any other associated tax laws, policies, regulations or requirements. The APSS is not responsible or accountable in any way for sales conducted within the Exhibit Hall, collection or payment of sales tax, compliance with applicable tax laws, or for any violations made by an exhibiting company concerning sales tax, or any other applicable tax laws, policies, regulations or requirements.

The exhibitor must provide all information and complete all applications requested from the host convention center, host city and/or host state prior to, during and following the annual meeting. The APSS is not liable for providing an exhibiting company's relevant information.

Massachusetts law requires all exhibitors making sales in the Exhibit Hall to (i) obtain a Massachusetts sales and use tax permit prior to the date of the meeting; and (ii) report and pay the appropriate business and occupancy taxes and collect the appropriate retail sales tax on all applicable sales. Exhibitors failing to comply with the laws regarding Exhibit Hall sales will be removed from the Exhibit Hall. Exhibitors must provide APSS with a list of products and/or services that are intended for sale during the annual meeting no later than May 10, 2012. The APSS may decline the sale of any product and/or service within the Exhibit Hall, in its sole and absolute discretion. Sales cannot be conducted outside of the SLEEP 2012 Exhibit Hall at any time during the annual meeting. All exhibitors are required to adhere to the rules and regulations outlined within the exhibitor prospectus; the APSS reserves the right to remove any exhibitor who does not comply with the Exhibit Hall or meeting space's rules and regulations.

STAFFING OF EXHIBITS

Exhibits must be staffed and operational at all times during show hours. Exhibitors vacating their booth before the closing of each day or prior to the final close of the show will incur a loss of priority points and may be denied exhibit space at future SLEEP meetings. Move-out may not begin before 2:00pm on Wednesday, June 13, 2012.

SUBLETTING/SHARING

No subletting or sharing of exhibit space is allowed. Exhibitors may show only products or services manufactured or dealt by them in the regular course of business. The featuring of a name or advertisement of a non-exhibiting firm or business is prohibited.

UNIONS AND CONTRACTORS

Exhibitors agree to abide by the rules and regulations concerning local unions having agreements with the exposition facility or with authorized service contractors employed by exhibit management. Only the official contractors designated by exhibit management will be permitted in exhibit areas unless otherwise authorized by exhibit management. Exhibitors are cautioned to observe the regulations as provided herein. Failure to comply with these or any other regulation or any amendments thereto may be sufficient cause to require the immediate removal of the offending exhibitors.

USE OF APSS AND SLEEP 2012 NAME/LOGO

The Associated Professional Sleep Services, LLC (APSS) and SLEEP 2012 name, logo and acronym are proprietary and may not be used in signs, advertising, promotions or on any product literature either inside or outside the Exhibit Hall. This rule applies before, during and after the SLEEP meeting, unless prior authorization has been received from the APSS.

PLEASE INITIAL HERE_____