SLEEP 2024 CONNECTS YOU TO YOUR CUSTOMERS

SLEEP 2024 is the largest meeting devoted exclusively to sleep medicine and sleep research.

ATTENDEES HAVE THE OPPORTUNITY TO PARTICIPATE IN:

- Over 38 hours of educational content
- More than 100 educational sessions
- Over 700 abstracts

More than 20,000 sleep medicine professionals from around the world will be contacted about SLEEP 2024. We anticipate more than 583,000 unique page views to sleepmeeting.org.

EXHIBIT AT SLEEP 2024 – A unique and exclusive opportunity to promote your message and expand your brand to OVER 4,000 sleep medicine professionals.

This prospectus contains information specific to exhibiting at SLEEP 2024 and contains information about advertising and sponsorship opportunities that are exclusive to exhibitors.
QUICK FACTS

LOCATION
George R. Brown Convention Center
1001 Avenida De Las Americas
Houston, TX 77010

Exhibits are located in Hall A3 and B3 on the third floor, and the poster hall is located in Hall A3 on the third floor.

OFFICIAL DECORATOR AND DRAYAGE CONTRACTOR
Freeman Decorating
8201 West 47th Street, McCook, IL 60525
Service Line: (773) 473-7080

Freeman Decorating will have a service counter located in the exhibit hall of the George R. Brown Convention Center.

SLEEP 2024 AGENDA TOPICS INCLUDE:
- Pediatric Sleep Medicine
- Obstructive Sleep Apnea
- Restless Legs Syndrome
- Circadian Rhythm Sleep Disorders
- Sleep Health & Fatigue Management
- And More!

QUICK LINKS

WHY EXHIBIT AT SLEEP 2024
WHO ATTENDS SLEEP 2024
BECOMING AN EXHIBITOR
SPONSORSHIP OPPORTUNITIES
EXHIBIT HALL FLOOR PLAN
DATES TO REMEMBER
PLANNING FOR SLEEP 2024
HOUSING INFORMATION
CORPORATE SUPPORTER RECOGNITION PROGRAM
EXHIBITOR RULES & REGULATIONS

EXHIBIT SHOW HOURS*
Monday, June 3**: 10:00 a.m. – 4:00 p.m.
Tuesday, June 4: 10:00 a.m. – 4:00 p.m.
Wednesday, June 5: 10:00 a.m. – 1:30 p.m.

*Exhibit hours are subject to change.
**On Monday, the exhibit hall opens immediately following the Plenary Session. All booths must be staffed by 9:45 a.m. on Monday, June 3.

EXHIBIT MOVE-IN DATES & TIMES
Saturday, June 1 8:00 a.m. – 5:00 p.m.
Sunday, June 2 8:00 a.m. – 5:00 p.m.

EXHIBITOR MOVE-OUT DATES & TIMES
Wednesday, June 5 Starting at 1:30 p.m.
Thursday, June 6 Concluding 12:00 p.m.

QUICK LINKS

Exhibitor Application
Sponsorship Opportunities
Application to Host Industry Supported Event
Housing Request Application
Affiliate Meeting Request Application
WHO WE ARE

Established in 1986, the Associated Professional Sleep Societies, LLC, is a joint venture of the American Academy of Sleep Medicine and the Sleep Research Society. The APSS organizes the SLEEP meeting, an annual meeting of the leading researchers and clinicians in the field of sleep medicine.

The American Academy of Sleep Medicine is a professional membership organization dedicated to the advancement of sleep medicine with over 11,000 individual and sleep facility members. The AASM’s mission is to advance sleep care and enhance sleep health to improve lives.

The Sleep Research Society, established in 1961, is an organization for scientific investigators who educate and research sleep and sleep disorders. The organization serves nearly 1,300 members and the field of sleep research through training and education and by providing forums for the collaboration and the exchange of ideas. Additionally, it advocates on behalf of its members to increase federally-funded sleep research through grass-roots lobbying, communications efforts, and publishes SLEEP, a monthly peer-reviewed scientific journal.

CONTACT US
Associated Professional Sleep Societies, LLC
2510 North Frontage Road, Darien, IL 60561
Phone: (630) 737-9700
Email: info@sleepmeeting.org
Sleepmeeting.org

EXHIBIT, ADVERTISING, AND SPONSORSHIP OPPORTUNITIES:
Annette Delagrange
Senior Sales Manager
Phone: (630) 737-9732
Email: adelagrange@sleepmeeting.org
Why Exhibit at SLEEP 2024?

If you sell, serve or manufacture products for sleep professionals, you should be here! As the largest scientific meeting dedicated exclusively to sleep medicine and sleep research, the SLEEP meeting provides exhibitors with the ideal setting to meet face-to-face with decision-makers heighten awareness of your company’s products and/or services.

Reasons to Exhibit Include

- More than 120 exhibitors make this exposition the premier event in sleep medicine for products and services;
- Gain exposure to all of our members (AASM & SRS) and sleep medicine professionals regardless of their attendance at SLEEP 2024 with an online exhibitor listing;
- Develop relationships with new prospects and strengthen ties with existing clients;
- Differentiate your company from your competition;
- Build brand awareness of your company’s products and services;
- Heighten your credibility through close association with the largest organizations devoted solely to sleep medicine and sleep research;
- Keep track of contacts by renting a lead retrieval, which will scan and gather attendee information, including physician NPI numbers (for those that provided it);
- Increased exhibit hall traffic, with refreshment breaks held on the show floor;
- Reasonable exhibit rates allow you to showcase your products and services to top decision-makers from around the world;
- 15 hours+ to sell products right off the show floor.

Reinforce relationships with high value clients, partners and prospects and cultivate new ones.
WHO ATTENDS SLEEP 2024?

SLEEP 2024 was attended by over 4,000 physicians, researchers, sleep technologists, students, and allied healthcare professionals. More than half of attendees specialize primarily in sleep medicine. Represented by attendees from 50+ countries.

ATTENDEES SPECIALIZE IN

- 23% Other*
- 2% Nursing
- 4% Technologist
- 8% Internal Medicine
- 9% Family/Pediatrics
- 19% Research
- 13% Pulmonology
- 12% Neurology
- 10% Psychiatry/Behavioral

*Includes a mix of attendees who did not provide specialty information.

GEOGRAPHIC LOCATION

- 90% USA
- 7% International
- 3% Canada

FIELD

- 42% Doctors
- 20% Researchers
- 5% Nurse/Nurse Practitioners
- 6% Sleep Technologists/Respiratory Therapists
- 2% Physician Assistants
- 24% Other/No Terminal Degree*
- 1% Dentists

*The No Terminal Degree category is a combination of students, sleep technicians who are not certified and exhibitors. The Other category includes a mix of social workers, chiropractors, pharmacists, etc.
1st Providers Choice - Sleep Medicine Software
Actigraph
Activinsights Ltd
Advanced Brain Monitoring, Inc.
Advocacy Pavilion Information Booth
Agiliti
Airway Management
Alliance of Sleep Apnea Partners
Ambulatory Monitoring, Inc.
Avadel Pharmaceuticals
Axsome Therapeutics
Belun Technology Company Limited
BetterNight
BioSerenity
Bleep Sleep
Board of Registered
Polysomnographic Technologists
BodyCAP
Brain Electrophysiology
Lab (BEL) Company
Brain Vision
Bresotec Medical
BRYGGS Medical
Cadwell Industries, Inc.
CapeAble Weighted Products
Cerebra
CGX
Chirx
Choice One Medical
Circadian Sleep Disorders Network
Clevemed
Compumedics
Condor Instruments
CPAPextras.com
Defined Research Inc.
Digital Healthcare Professionals
Doctor Multimedia
Dymedix Diagnostics, Inc.
Easyform Medical Limited
Eisai, Inc.
Elsevier, Inc.
Empatica
EnsoData
Fisher & Paykel Healthcare
Fitabase
Full Sleep (Formerly Koko)
GBR Medical
General Sleep Corporation
Harmony Biosciences
HENKA LLC
HoneyNaps Co., Ltd.
Hsiner Co., Ltd.
Idorsia Pharmaceuticals US, Inc
Indiana University Health Inspire Medical Systems, Inc.
IOPI Medical
iSLEEP
IU Kelley School Of Business
Physician MBA
Jazz Pharmaceuticals, Inc.
Jazz Pharmaceuticals, Inc.
KEGO Corporation
LifeQ
Lucimed
MaskFit AR
MedBridge Healthcare
MEDQOR/Sleep Review
MedSol
Merck & Co., Inc.
MonitAir, LLC
MVAP Medical Supplies, Inc.
Narcolepsy Network
National Heart, Lung, and Blood Institute
Natus Medical
Neurobit Health Inc.
Neurotronics, Inc.
Neurovirtual, Inc.
NextGen Healthcare
NightWare, Inc.
Nihon Kohden America
NLS Pharmaceuticals AG
Noctrix Health
Nox Medical
Ognomy
Onera Health
Open Airway Dental Solutions Ltd.
Otto Trading Inc
Oxford University Press
PAD A CHEEK, LLC
Panthera Dental
Parachute Health
Persante
Phils
Portable Outlet
Project Sleep
ProSomnus Sleep Technologies
Radiometer America
React Health
RemZzzs
Renown
ResMed
Restless Legs Syndrome Foundation
Resvent Medical Technology Co., Ltd
rtNOW
S.L.P./SleepSense
Salimetrics
Sentec
Signifier Medical Technologies
Sleep Lab Magazine
Sleep Multimedia
SleepImage
Snugz Mask Liners
Somnea Health
Somnics Health
SomnoMed
SOMNOmedics
SomnoSeal
Somnsware Healthcare Systems
SovaSage, Inc.
SunnyGrand
Sunrise
Superior Sleep Experience
Supermoon Capital
Suven Life Sciences Limited
Takeda Pharmaceuticals
The Hypersomnia Foundation
The Michael J. Fox Foundation for Parkinson’s Research
The Patient Recruiting Agency
UNC - Chapel Hill
Virtuox, Inc.
Wake Up Narcolepsy
Weaver and Company
Wesper
World Sleep Society
Xtrodes
Zevra Therapeutics
ZOLL
Zopec Medical LLC
BECOMING AN EXHIBITOR

HOW TO APPLY FOR A BOOTH

New exhibitor applications will be processed online through the SLEEP 2024 exhibitor portal. Each exhibitor will have the opportunity to identify their top four exhibit space choices. The exhibit hall floor plan can be viewed on page 10 of the exhibitor prospectus and/or through the exhibitor portal. For special requests to reconfigure booth spaces, contact the national office (630) 737-9732 (i.e. combining two adjacent 10’x10’ spaces to create a 10’x20’ space, or a 20’x20’ island to a 30’x30’ island).

Notification of application acceptance will be emailed by early March. An exhibitor application will not be considered complete until payment is received in full. Payment can be made through the SLEEP 2024 exhibitor portal via credit card or via check. Checks need to be made payable to Associated Professional Sleep Societies, LLC. Checks will not be accepted unless they are made in U.S. funds drawn on a U.S. bank. Mail checks to:

Associated Professional Sleep Societies, LLC
Attn: SLEEP 2024
2510 N. Frontage Road
Darien, IL 60561

First time exhibitors will need to pay by check after the early bird deadline of February 16, 2024.

PAYMENT INFORMATION

Credit card payments will not be charged immediately; upon approval exhibitors will receive an email with a link to submit payment. Any refunds on booth assignment will be processed and returned following the final acceptance of the exhibit application and booth space notification letter.

BOOTH PRICING

Submit your application by February 16, 2024, to save significantly on your exhibit space rental!

<table>
<thead>
<tr>
<th>BOOTH TYPE</th>
<th>ON OR BEFORE FEBRUARY 16</th>
<th>AFTER FEBRUARY 16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inline 10x10 Booth</td>
<td>$2,800 (2.8 points)</td>
<td>$3,300 (3.3 points)</td>
</tr>
<tr>
<td>Corner 10x10 Booth</td>
<td>$3,200 (3.2 points)</td>
<td>$3,600 (3.6 points)</td>
</tr>
<tr>
<td>Peninsula 10x20 *</td>
<td>$6,600 (6.6 points)</td>
<td>$7,400 (7.4 points)</td>
</tr>
<tr>
<td>20x20 Island Booth</td>
<td>$13,600 (13.6 points)</td>
<td>$15,600 (15.6 points)</td>
</tr>
<tr>
<td>Non-profit 10x10 Booth***</td>
<td>$1,500 (1.5 points)</td>
<td>$1,800 (1.8 points)</td>
</tr>
<tr>
<td>Booths 400 sf and larger</td>
<td>$34.00/sq. ft.</td>
<td>$39.00/sq. ft.</td>
</tr>
</tbody>
</table>

*A peninsula booth is bordered on three aisles, 10x20 only.

**An island booth is bordered on aisles on all four sides, minimum 400 square feet.

***The number of non-profit booths accepted may be limited due to the size of the Exhibit Hall. Placement of this type of booth is at the sole discretion of the APSS. Non-profit organizations may only display material of an educational nature and are subject to the rules and regulations within this exhibitor prospectus. The APSS prohibits the recruitment of membership within the Exhibit Hall.
EXHIBIT SPACE RENTAL

INCLUDES

- Draped aluminum supports, 8’ high in back and 3’ high on two sides (drape is not included with an island rental);
- 7” x 44” one-line identification sign with company name and booth number;
- Listing on the exhibitor page on the online exhibitor listing for 5 months;
- Listing on the exhibitor section of the SLEEP 2024 mobile app and on sleepmeeting.org;
- Four complimentary exhibit hall only registrations per 10’x10’ rental, with a maximum of 20 complimentary exhibit hall only registrations. No more than four exhibitor representatives in the booth at one time, per 10x10 exhibit space.
- One complimentary full meeting registration, allowing access to the SLEEP 2024 general sessions;
- 24-hour exhibit hall perimeter security beginning with set-up and ending at the conclusion of move-out;
- Two-day exhibitor move-in;
- Morning and afternoon refreshment break for attendees and exhibit personnel in the exhibit hall;
- General aisle cleaning;
- Exclusive sponsorship and advertising opportunities in the SLEEP Magazine
- Access to the rental of pre- and post-meeting attendee physical mailing lists; and
- The opportunity to network and connect with the industry’s top leaders and professionals

EXHIBIT SPACE RENTAL

DOES NOT INCLUDE:

- Furniture;
- Carpeting;
- Utilities (electricity, internet, phone, gas, water or drain);
- Freight and material handling;
- Storage of crates and empties;
- Lead retrieval devices;
- Cleaning services within your booth space; and
- Labor and other services needed for your exhibit space
Exhibit Hall Floor Plan

Please refer to the rules & regulations for maximum booth height.

Booth Assignment & Points

Exhibitors will earn one point for every $1,000 contributed plus one point for exhibiting at SLEEP 2024.

The APSS utilizes a point system to determine exhibit space assignments*. Points are calculated based on the amount of support contributed during the 2023 calendar year, plus points from SLEEP 2024 for complete exhibitor and sponsor applications submitted by the February 16th deadline. Support includes:

- Exhibit and Sponsorship Fees (e.g. Annual Meeting, Sleep Medicine Trends, etc.);
- Advertisements (e.g. Preliminary & Final Programs, Mailing List Rental, Journal SLEEP, JCSM, etc.); and
- Educational Grants, Contributions and/or Donations made to the Associated Professional Sleep Societies, LLC, American Academy of Sleep Medicine, Sleep Research Society, American Sleep Medicine Foundation or Sleep Research Society Foundation.

*To benefit from your points, please send your applications for exhibit space and sponsorships with payment by February 16, 2024. Payment must be received before we can place your booth.

**Exhibitors with the most points will have priority. The date of receipt of an application will be used in determining booth assignments: 1) in order to break a tie in points or 2) to determine priority of space for applications received after the deadline.

Example:

ACME Sleep Supply submits their SLEEP 2024 exhibitor application and payment by February 16, 2024; they are eligible to utilize their accumulated points from 2023 towards their 2024 booth placement:

SLEEP MEDICINE TRENDS 2023 EXHIBIT SPACE ............................................................... $2,500 (2.5 POINTS)
SLEEP 2023 EXHIBIT SPACE ............................................................... $5,400 (5.4 POINTS)
SLEEP 2023 SPONSORSHIPS ............................................................... $1,450 (1.45 POINTS)
TRANSITION AD IN THE MAY ISSUE OF THE JOURNAL OF CLINICAL SLEEP MEDICINE ............................................................... $2,300 (2.3 POINTS)
TOTAL COMMITMENT FOR SLEEP 2024 ............................................................... $11,650 (11.65 POINTS)

By submitting your SLEEP 2024 exhibitor application by February 16.

SLEEP 2024 EXHIBIT SPACE ............................................................... $4,600 (4.6 POINTS)
SLEEP 2024 TOTAL POINTS (EARLY BIRD DEADLINE) ............................................................... $16,250 (16.25 POINTS)

Increase your points by sponsoring items at SLEEP 2024

Click here to view available opportunities.

Floor Plan

The APSS reserves the right to rearrange the floor plan in order to accommodate all requests for booth space. The APSS may also adapt the floor plan to comply with Convention Center regulations. Exhibitors will be notified via email if their booth numbers change due to any of the above circumstances.

Booth Availability

Once full capacity of the exhibit hall is reached, a waiting list will be maintained.

Applications will not be accepted after May 17, 2024.
# Dates to Remember

## 2024 General Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Paperwork Due</th>
<th>Payment Required</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>February</strong></td>
<td></td>
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<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>APSS begins accepting group block housing requests</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>16&lt;sup&gt;th&lt;/sup&gt;</td>
<td>APSS begins accepting affiliate meeting space requests</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>16&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Deadline to submit exhibit application to early bird discount &amp; exhibitor priority points deadline</td>
<td>x</td>
<td>x</td>
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<tr>
<td><strong>March</strong></td>
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<tr>
<td>Early March</td>
<td>Notification of booth assignments sent via email</td>
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<tr>
<td><strong>April</strong></td>
<td></td>
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<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt;</td>
<td>Deadline to submit exhibit space application to be included in the SLEEP magazine</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt;</td>
<td>Deadline to submit SLEEP magazine ad materials and payment</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>12&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Booth cancellations/reductions received on or before April 12, 2024, will incur an admin fee equal to 20% of the total contracted space cost. No refunds will be given after April 12, 2024.</td>
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<tr>
<td>16&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Deadline to submit requests to serve food and/or beverage at your booth</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>16&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Notify APSS of independent service contractors and certificate of insurance (COI)</td>
<td></td>
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</tr>
<tr>
<td>16&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Deadline to submit list of products and/or services that are intended for sale during SLEEP 2024</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>19&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Deadline to submit group block housing requests and name lists for approved group block housing requests</td>
<td></td>
<td>x</td>
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<tr>
<td><strong>May</strong></td>
<td></td>
<td></td>
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<tr>
<td>8&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Deadline to submit mailing list agreement for pre-meeting attendee list</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>17&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Deadline to submit affiliate meeting space requests</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>17&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Deadline to submit exhibit space application (if space is still available)</td>
<td>x</td>
<td>x</td>
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<tr>
<td>17&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Deadline to submit exhibitor registrations</td>
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<tr>
<td><strong>August</strong></td>
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<td>x</td>
<td>x</td>
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<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>Deadline to submit mailing list agreement for post-meeting attendee list</td>
<td>x</td>
<td>x</td>
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</table>
### INDUSTRY SUPPORTED EVENT DEADLINES

<table>
<thead>
<tr>
<th>DATE</th>
<th>DESCRIPTION</th>
<th>PAPERWORK DUE</th>
<th>PAYMENT REQUIRED</th>
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</thead>
<tbody>
<tr>
<td>MARCH</td>
<td></td>
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<tr>
<td>13th</td>
<td>Deadline to submit Industry Supported Event Application and initial payment</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>13th</td>
<td>Deadline to submit cancellation for Industry Supported Event</td>
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<tr>
<td>APRIL</td>
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<tr>
<td>5th</td>
<td>Deadline to submit logistical information for Industry Supported Event</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>5th</td>
<td>Balance due for Industry Supported Event</td>
<td></td>
<td>x</td>
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</tbody>
</table>

### INDUSTRY PRODUCT THEATER DEADLINES

<table>
<thead>
<tr>
<th>DATE</th>
<th>DESCRIPTION</th>
<th>PAPERWORK DUE</th>
<th>PAYMENT REQUIRED</th>
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<tbody>
<tr>
<td>MARCH</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13th</td>
<td>Deadline to submit Industry Product Theater Application and payment</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>13th</td>
<td>Deadline to submit cancellation for Industry Product Theater</td>
<td></td>
<td>x</td>
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<tr>
<td>APRIL</td>
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<tr>
<td>5th</td>
<td>Deadline to submit logistical information for Industry Product Theater</td>
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<td>x</td>
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</tbody>
</table>

### EXECUTIVE SUITE DEADLINES

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<thead>
<tr>
<th>DATE</th>
<th>DESCRIPTION</th>
<th>PAPERWORK DUE</th>
<th>PAYMENT REQUIRED</th>
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<tbody>
<tr>
<td>MARCH</td>
<td></td>
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</tr>
<tr>
<td>13th</td>
<td>Deadline to submit Executive Suite Application to receive discount</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>27th</td>
<td>Deadline to submit cancellation for Executive Suites</td>
<td></td>
<td></td>
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<tr>
<td>APRIL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18th</td>
<td>Deadline to submit Executive Suite Application (regular rate). Please note cancellation date is 3/18/2024</td>
<td>x</td>
<td>x</td>
</tr>
</tbody>
</table>
EXHIBITOR REGISTRATION

Each exhibiting company receives four (4) complimentary exhibit hall only registrations per 10’x10’ booth rental, with a maximum of 20 complimentary exhibit hall only registrations. These registrations allow entrance to the exhibit hall only. Additional exhibit hall only registrations may be purchased for $50 each by May 17, 2024, or $75 on-site, plus administrative fee.

Exhibiting companies also receive one complimentary exhibitor full meeting registration, which includes entrance to the exhibit hall and general sessions. Any additional individual exhibitors who wish to attend any scientific portion of the meeting will be required to register as an exhibitor full meeting attendee and pay the required fee.

ON SITE EXHIBITOR REGISTRATION HOURS

Friday, May 31 4:30 p.m. – 6:00 p.m.
Saturday, June 1 6:30 a.m. – 5:30 p.m.
Sunday, June 2 6:30 a.m. – 5:30 p.m.
Monday, June 3 6:30 a.m. – 5:30 p.m.

Avoid Late Fees - Exhibitor registrations and/or changes made after May 17, 2024, will need to be done onsite in Houston and will incur a $25.00 administrative fee per registration.

The APSS requires exhibitors to register their booth representatives prior to the meeting. If a company representative chooses to register on-site or is not pre-registered, the individual must provide proof of affiliation, such as a business card, and provide payment. Please note that there is a $25 administrative fee per on-site registration, and you might expect delays at the exhibitor registration counter.

On-site changes to pre-registered company representatives are to be made by the primary company contact designated on the application. For this reason, it is important to notify the APSS should the primary contact change between applying for exhibit space and the start of SLEEP 2024. No swapping or substituting of badges is approved until permitted by the primary company contact. Please note there is a $25 administrative fee per on-site change.

Exhibitor badges will be distributed at the exhibitor registration counter during SLEEP 2024. Company representatives and meeting attendees must wear a badge in order to enter the exhibit hall. Badges must be worn at all times. Altering an exhibitor badge with the insertion of a business card is not permitted. Guest badges will not be issued for exhibitors’ guests.

EARLY ACCESS FOR EXHIBITORS

Booth personnel are permitted access to the exhibit hall two hours before and one hour after the official exhibit hours. An exhibit badge is required for entrance. Admittance during move-in or move-out times is limited to those individuals employed by the exhibiting company or directly responsible for installation/dismantling.

EXHIBIT COLORS

Drape colors are black (back and side drapes). The aisle carpet color is midnight blue.

MOVE-IN/MOVE-OUT

Exhibit hall move-in will begin on Saturday, June 1 from 8:00 a.m. - 5:00 p.m., and continue on Sunday, June 2 from 8:00 a.m. - 5:00 p.m. All crates and carts must be removed from the Exhibit Hall by 5:00 p.m. on Sunday. Company representatives may continue working in their booth until 9:00 p.m. on Sunday with prior approval. Exhibit space not occupied by 5:00 p.m. On Sunday, June 2 will be forfeited, and crates will be removed at the exhibitor’s expense. Space may be resold or reassigned without refund.

Exhibit move-out may not begin before 1:30 p.m. on Wednesday, June 5 and must be completed by 12:00 p.m. on Thursday, June 6. Packing/dismantling of exhibits is strictly prohibited prior to the official closing time. Exhibit space not cleared by 12:00 p.m. on Thursday, will be dismantled at the exhibitor’s expense and liability. Exhibitors who do not comply with these times may jeopardize participation at future SLEEP meetings.

Note: Move-in/move-out times are subject to change.
LEAD RETRIEVAL
Lead retrieval systems will be available for exhibiting companies. Each attendee badge will have a 1-D barcode that will enable the exhibiting companies to easily gather contact information, including the Physician National Provider Identifier (NPI) number (if provided by the attendee), from the attendees. Detailed information on how to order lead retrieval will be provided in the exhibitor service kit.

FOOD AND BEVERAGE HANDOUTS
Exhibitors who wish to hand out food and/or beverages from their exhibit space may submit their request by adding it as a sponsorship item during the application process. This will require the approval of APSS management. Upon approval, exhibitors will be notified and provided with the catering contact information.

Companies wishing to distribute food and/or beverage must pay a $500 non-refundable administrative fee.

TOTE BAGS
The distribution of bags is permitted at no additional cost, provided the bags are plastic and measure no larger than 14”x14”. Exhibitors who wish to distribute bags that are larger than 14”x14” and are made of canvas, nylon, recycled totes, or duffel bags are able to do so by securing a tote bag sponsorship. To include this option, simply add it on during the application process.

Tote bag giveaway (from your booth)
– Sponsorship Fee $500

HOUSING INFORMATION
All hotel room reservations must be made through the SLEEP 2024 Housing Bureau. Companies or organizations planning to reserve a block of 10 or more sleeping rooms must receive approval from the APSS Meeting Department. Blocks of 10 or more rooms will not be permitted at the Hilton Americas - Houston, the SLEEP 2024 headquarter hotel. In order to receive approval, submit the housing request application found on sleepmeeting.org to the meeting department via email at info@sleepmeeting.org. The meeting department will begin accepting housing request forms on February 2, 2024. Please allow approximately seven business days for requests to be reviewed. The deadline to submit housing requests is May 10, 2024.

The APSS will only approve a block if it is equal to or less than the number of rooms that the group has utilized during the last in person annual meeting. If exhibiting companies require additional accommodations, please provide the rationale on the housing request form.

The following policies and procedures apply to the official APSS hotels for SLEEP 2024:

- All group blocks of 10 or more sleeping rooms require written approval from the APSS. Email the meeting department at info@sleepmeeting.org to submit your request. Housing application approval is required prior to making reservations with the SLEEP housing bureau. All requests must include

  1. Date of arrival and departure
  2. Number of rooms required
  3. Preferred hotel(s)

- After receiving approval from the APSS, you may arrange your company’s accommodations with the SLEEP housing bureau. You will be asked to provide a credit card deposit to hold the reservation.

- Additional housing information will be available in early February 2024. Visit www.sleepmeeting.org for further information.

LOCAL HOTELS

<table>
<thead>
<tr>
<th>NO.</th>
<th>HOTEL</th>
<th>GROUP ROOM RATE</th>
<th>DISTANCE FROM CONV. CENTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Hilton Americas</td>
<td>$253.00</td>
<td>0.2 mile</td>
</tr>
<tr>
<td></td>
<td>- Houston</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Marriott Marquis</td>
<td>$253.00</td>
<td>0.2 mile</td>
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<tr>
<td></td>
<td>Houston</td>
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As you consider your advertising and marketing plans for 2024, keep in mind the unique opportunities that are available:

- Advertising in the journal SLEEP and the Journal of Clinical Sleep Medicine;
- Exhibiting at SLEEP;
- Securing SLEEP sponsorships;
- Advertising in the SLEEP Magazine;
- Direct mail campaign – Renting the pre- and post-meeting attendee physical mailing list (no emails)

By securing these opportunities, you will be able to maximize your reach to the sleep medicine community and receive additional recognition and rewards before, during, and after SLEEP 2024.

In an effort to recognize companies that support the APSS through advertising/promotional opportunities mentioned above, the APSS offers the corporate supporter recognition program!

Companies will be recognized as premier, elite, or signature supporters based on their participation as advertisers in the 2023/2024 volume year(s) of SLEEP, the Journal of Clinical Sleep Medicine, and as a SLEEP 2023 and/or 2024 exhibitor sponsor or advertiser. Make sure your company receives additional benefits such as multiple discounts, free exposure, and special advertising opportunities throughout the year.

**SIGNATURE BENEFITS**

$42,999-$20,000

- Recognition opportunities on the SLEEP meeting website, SLEEP magazine, and SLEEP meeting mobile app
- 2 additional complimentary full-meeting registrations
- 1 additional complimentary exhibit hall only registrations
- 25% discount on one affiliate meeting request fee
- Corporate supporter ribbons for booth representative badges

**ELITE BENEFITS**

$79,999-$43,000+

- Recognition opportunities on the SLEEP meeting website, SLEEP magazine, and SLEEP meeting mobile app
- 3 additional complimentary full-meeting registrations
- 2 additional complimentary exhibit hall only registrations
- 50% discount on one affiliate meeting request fee
- Corporate supporter ribbons for booth representative badges

**PREMIER BENEFITS**

$80,000+

- Recognition opportunities on the SLEEP meeting website, SLEEP magazine, and SLEEP meeting mobile app
- 4 additional complimentary full-meeting registrations
- 3 additional complimentary exhibit hall only registrations
- Hyperlinked logo on SLEEP 2024 website
- 100% discount on one affiliate meeting request fee
- Corporate supporter ribbons for booth representative badges
ACCESS TO EXHIBIT HALL

No one under the age of 18 is allowed on the exhibit floor during move-in/move-out. No one under the age of 12 is allowed on the exhibit hall floor during official exhibit hall hours. This includes move-in and move-out. All company representatives must always wear their exhibitor badges. Independent service contractors must wear a badge to access the exhibit hall for booth installation. Contractors may pick up a badge at the SLEEP 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

All exhibitors and personnel must agree to follow the APSS Code of 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 or into common aisles. 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 not allowed by the APSS:

- Loud electrical or other mechanical apparatus disturbing other exhibitors
- Theater seating arrangements of any kind for more than five (5) individuals
- 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
- Taking items from another exhibitor’s space without permission
- Live music
- Displaying or distributing helium balloons
- Unauthorized door drops at the official meeting hotels (this is a sponsorship opportunity)
- Photographs of attendees or another exhibitor’s booth without permission
- Smoking in the convention center

BOOTH CONSTRUCTION

Each exhibit booth space, except for 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 company name, product, logo, or floor support may not exceed 23’ in height in the exhibit hall (the exhibit hall ceiling height measures 30’), and sufficient see-through areas must be provided to ensure the view of adjacent exhibits. No exhibit may span an aisle by roofing or floor covering. Double-decker or two-story booths are not permitted. 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 or space reductions 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 April 12, 2024, will incur an admin fee equal to 20% of the total contracted space costs. Refunds will not be given for cancellations/reductions received after April 12, 2024. 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 George R. Brown 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 (for example 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 mid-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 including but not limited to convention centers, conference centers and hotels. Theater seating of any kind in an exhibitor’s booth may not exceed seating for five (5) individuals.

DRESS CODE
The dress code at SLEEP 2024 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 2024, 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 2024.

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, 1-ounce portions of individually wrapped candies. Distribution of any other food or beverage items requires payment of a non-refundable administrative fee and approval from the APSS and is subject to the rules and regulations of the George R. Brown Convention Center and the Convention Center Catering Company. Any companies distributing samples of their food or beverage products may be required to obtain a permit from the City of Houston. All requests should be submitted in writing to the APSS by no later than April 16, 2024. 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 GIVEAWAYS
Handouts and giveaways, including prize contests and drawings, are permitted by the APSS. Please indicate on the enclosed application the intended handouts/giveaways. 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 the 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 2024 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.

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

INDEPENDENT SERVICE CONTRACTORS
Exhibitors may opt to use independent service contractors (ISCs) 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 ISC will not be permitted to assemble your booth. Exhibitor shall require and ensure that any ISC has filed a proper certificate of insurance with a liability coverage, including property damage, with APSS Show Management, the Convention Center, and Freeman by April 16, 2024.

Communication with an ISC, 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. ISCs may not solicit business. Any violation of APSS rules regarding ISCs activities or building rules in any way may result in denial of access and trespass from the facility. ISCs must wear a badge in order to access the exhibit hall for booth installation. ISCs may pick up a temporary badge at the SLEEP 2024 exhibitor registration counter for move-in and move-out. If ISCs are utilized during show hours, it is the responsibility of the exhibitor to register and issue each individual an exhibit hall only badge, which must be worn. Other forms of identification will not be honored. It is understood that SLEEP 2024 name badges are the property of the APSS and are not transferrable. ISCs shall only work in the exhibit hall or other areas deemed necessary for their exhibitor. Exceptions may be granted and are made at the sole discretion of APSS management. In the event that ISCs need to work outside the move-in and move-out times, the exhibitor may be required to pay for additional security.

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 George R. Brown 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 and/or video recording of the exhibits within the exhibit hall by the APSS or press approved by the APSS is allowed. Exhibitors have control over their rented space and may photograph and/or video record their own exhibit. If an exhibitor would like to utilize a photographer and/or videographer in the exhibit hall and/or convention center, APSS management must be contacted for approval. Exhibitors can decide whether meeting participants have permission to photograph and/or record their booth display. Please contact APSS management if you believe a meeting participant has photographed and/or video recorded your booth display without permission.

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 2024. In addition, the APSS reserves the right to deny booth space to organizations and companies that are direct competitors or do not fit within the mission of APSS. The enforcement of this right is at the sole and absolute discretion of APSS management.

SECURITY

The APSS 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 George R. Brown 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 George R. Brown Convention Center.

SELLING PRODUCTS

The APSS will permit on-site sales within the SLEEP 2024 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. Houston law requires all exhibitors making sales in the exhibit hall to (i) obtain a temporary registration certificate from the State of Texas 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 April 16, 2024.

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 2024 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 1:30 p.m. on Wednesday, June 5, 2024.

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 2024 NAME/LOGO
The Associated Professional Sleep Services, LLC (APSS) and SLEEP 2024 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.