

# SLEEP 2023

## EXHIBITOR PROSPECTUS

**JUNE 3-7, 2023**

**Indiana Convention Center**

37<sup>TH</sup> ANNUAL MEETING OF  
THE ASSOCIATED PROFESSIONAL  
SLEEP SOCIETIES, LLC

A JOINT MEETING

**AASM**  
American Academy of  
SLEEP MEDICINE

**S** Sleep  
Research  
Society®

# SLEEP 2023 CONNECTS YOU TO YOUR CUSTOMERS

SLEEP 2023 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 2023. We anticipate more than 265,000 unique page views to [sleepmeeting.org](https://sleepmeeting.org).

Exhibit at SLEEP 2023 – A unique and exclusive opportunity to promote your message and expand your brand to over 3,000 sleep medicine professionals.

This prospectus contains information specific to exhibiting at SLEEP 2023 and contains information about advertising and sponsorship opportunities that are exclusive to exhibitors.



## COVID-19 PROTOCOLS FOR SLEEP 2023

The APSS may implement COVID-19 protocols to promote a healthy, safe, and enjoyable experience for all attendees, exhibitors, and staff ("participants") during SLEEP 2023. These protocols are subject to change based on local transmission, CDC guidance, and the recommendations and requirements of the state of Indiana, Marion County, and the city of Indianapolis.

# SLEEP 2023 EXHIBITING INFORMATION

## QUICK LINKS

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## QUICK FACTS

### LOCATION

Indiana Convention Center  
100 S Capitol Ave  
Indianapolis, IN 46225

The exhibits are located in exhibit halls A, B and C, and the poster hall is located in hall D

### 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 Charlotte Convention Center.

### SLEEP 2023 AGENDA TOPICS INCLUDE:

- Pediatric Sleep Medicine
- Obstructive Sleep Apnea
- Restless Legs Syndrome
- Circadian Rhythm Sleep Disorders
- Sleep Health & Fatigue Management
- And More!

NEARLY 8.5 HOURS UNOPPOSED

### EXHIBIT SHOW HOURS\*

Monday, June 5**:	10:00 a.m. – 4:00 p.m.
Tuesday, June 6:	10:00 a.m. – 4:00 p.m.
Wednesday, June 7:	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 5.

### EXHIBIT MOVE-IN DATES & TIMES

Saturday, June 3	8:00 a.m. – 5:00 p.m.
Sunday, June 4	8:00 a.m. – 5:00 p.m.

### EXHIBITOR MOVE-OUT DATES & TIMES

Wednesday, June 7	Starting at 1:30 p.m.
Thursday, June 8	Concluding 12:00 p.m.

## QUICK LINKS

[Exhibitor Application](#)

[Sponsorship Opportunities](#)

[Mailing List Rental Order Form](#)

[Application to Host Industry Supported Event](#)

## 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 12,000 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 grassroots 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](mailto:info@sleepmeeting.org)  
[Sleepmeeting.org](http://Sleepmeeting.org)

### EXHIBIT, ADVERTISING, AND SPONSORSHIP OPPORTUNITIES:

Annette Delagrangé  
Senior Sales Manager  
Phone: (630) 737-9732  
Email: [adelagrangé@sleepmeeting.org](mailto:adelagrangé@sleepmeeting.org)

# WHY EXHIBIT AT SLEEP 2023?

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 of the sleep profession to heighten awareness of your company's products and/or services.

Reinforce relationships with high value clients, partners and prospects and cultivate new ones.

## REASONS TO EXHIBIT INCLUDE

- 15 hours+ to sell products right off the show floor;
- 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 2023 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.



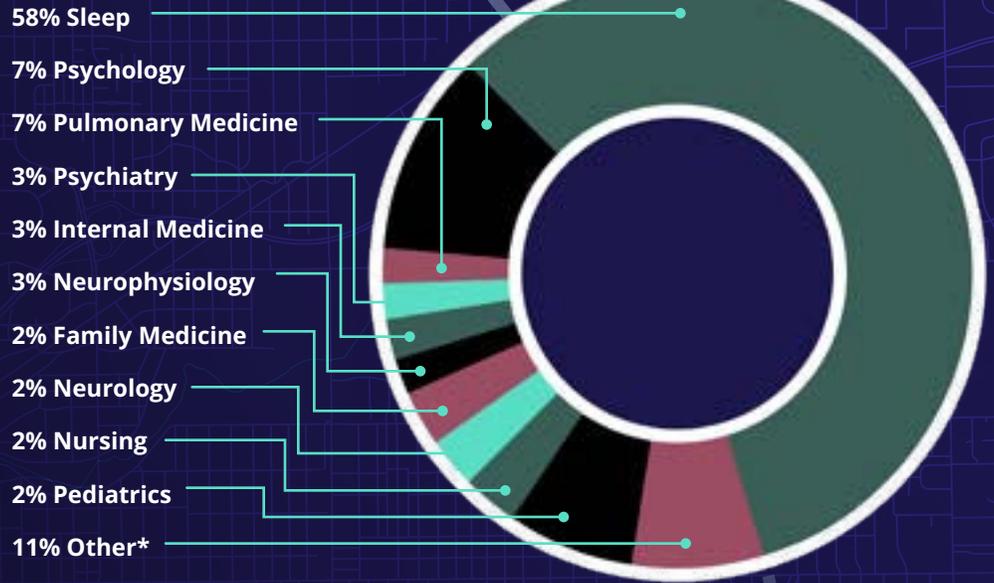
# WHO ATTENDS SLEEP 2023?

SLEEP 2023 was attended by nearly 3,500 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

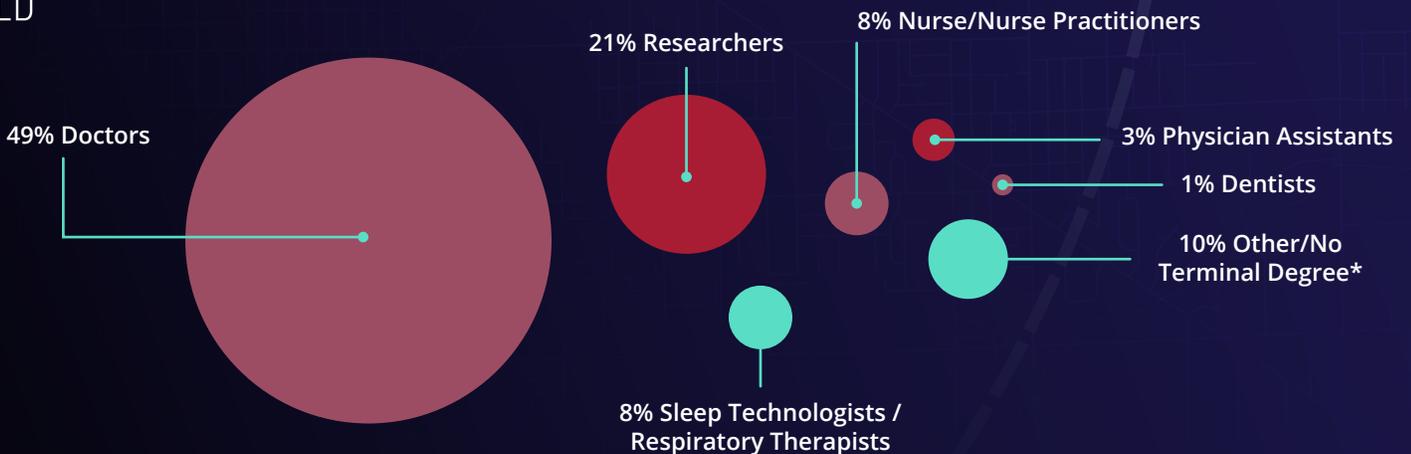


\*Includes a mix of attendees who did not provide specialty information.

## GEOGRAPHIC LOCATION



## FIELD



\*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.

# SLEEP 2022 EXHIBITOR LIST

1st Providers Choice - Sleep Medicine Software	Cadwell Industries, Inc. CareCredit	Harmony Biosciences HoneyNaps Co., Ltd.	Optigen PAD A CHEEK, LLC	SleepSource Alliance Snugz Mask Liners (WakeWell, LLC)
3B Medical, Inc.	Cenorin	Hypnoscore, LLC	PainPod USA	Somnics Health
AAST	Cerebra	Idorsia Pharmaceuticals US, Inc. (Health Science Communications)	Panthera Dental Parachute Health	SomnoMed
Actigraph	CGX	Inspire Medical Systems	Pear Therapeutics	SOMNOmedics
Advanced Brain Monitoring, Inc.	Choice One Medical Circadian Sleep Disorders Network	Intelwave, Inc.	Persante	Somnoware Healthcare Systems
Advocacy Pavilion Information Booth	CleveMed	Jazz Pharmaceuticals, Inc.	Philips	Sound Pillow
AENDUO	Compumedics	KEGO Corporation	Piedmont Healthcare	Sovasage, Inc.
Airway Management	Condor Instruments	Koko	Portable Outlet	Sunrise
Alaxo Airway Stents	Contour Products, Inc.	Lucimed	Project Sleep	Suven Life Sciences Limited
Alliance of Sleep Apnea Partners	CTI Clinical Trial and Consulting Services	Mattress Firm	ProSomnus Sleep Technologies	Takeda Pharmaceuticals
American Sleep Apnea Association	Defense Health Agency Civilian Medical Corps	MedBridge Healthcare	Radiometer America	The DNA Company
Apria	Diametos GmbH	Medical Expo Supplies	REMware	The Hypersomnia Foundation
AR Medical Technologies Inc.	Doctor Multimedia	Merck & Co., Inc	RemZzzs	TSI Healthcare
Avadel Pharmaceuticals	Dreem	ModoSleep	ResMed	Restless Leg Syndrome Foundation
Axsome Therapeutics	Dymedix Diagnostics, Inc.	MonitAir, LLC	Rhinomed	Vanda Pharmaceuticals, Inc.
BetterNight	Easyform Medical Limited	MVAP Medical Supplies, Inc.	Salimetrics	Virtuox
BioSerenity, Inc.	Eisai, Inc.	Narcolepsy Network	Sentec	Vivos Therapeutics
Bittium Biosignals	Elsevier, Inc.	National Heart, Lung, and Blood Institute	Signifier Medical Technologies	Wake Up Narcolepsy, Inc.
Board of Registered Polysomnographic Technologists	EnsoData	Neurotronics, Inc.	Sizewise	Watermark Medical
Brain Electrophysiology Laboratory Company (BEL)	Fisher & Paykel Healthcare	Neurovirtual	Sleep Multimedia, Inc.	Weaver & Company
Brain Vision	General Sleep Corporation	Nihon Kohden	SleepGlad	Wesper
BRYGGS Medical	Happiest Baby	Nox Medical	SleepImage	World Sleep Society
		Ognomy	SleepRes, LLC	ZOLL Itamar
		Onera Health	SleepScore Labs	Zopec Medical, LLC

# BECOMING AN EXHIBITOR

## HOW TO APPLY FOR A BOOTH

New exhibitor applications will be processed online through the SLEEP 2023 **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 18 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 **March 6, 2023**. An exhibitor application will not be considered complete until payment is received in full. Payment can be made through the SLEEP 2023 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 2023 | 2510 N. Frontage Road | Darien, IL 60561**

## 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 17, 2023**, to save significantly on your exhibit space rental!

Booth Type	On or Before February 17	After February 17
Inline 10x10 Booth	\$2,500 (2.5 points)	\$2,950 (2.9 points)
Corner 10x10 Booth	\$2,750 (2.7 points)	\$3,200 (3.2 points)
Peninsula 10x20 *	\$5,700 (5.7 points)	\$6,600 (6.2 points)
20x20 Island Booth	\$11,800 (11.8 points)	\$13,600 (13.6 points)
Non-profit 10x10 Booth***	\$1,500 (1.5 points)	\$1,800 (1.8 points)
Booths 400 sf and larger	\$29.50/sq. ft.	\$34.00/sq. ft.

\*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.

## EARLY BIRD DEADLINE

**FEBRUARY 17, 2023 - SAVE \$450 OR MORE**

Secure your exhibit space by the early-bird deadline (February 17) and **save \$450 or more** per 10'x10' exhibit space. Plus, your booth points will apply to SLEEP 2024.



## 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 2023 mobile app;
- 400-character company description in the SLEEP 2023 final program;
- Four complimentary exhibit hall only registrations per 10’x10’ rental, with a maximum of 20 complimentary exhibit hall only registrations;
- One complimentary full meeting registration, allowing access to the SLEEP 2023 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 digital final program;
- Access to the rental of pre- and post-meeting attendee 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.

**VIEW FLOOR PLAN**

## BOOTH ASSIGNMENT & POINTS

The APSS utilizes a point system to determine exhibit space assignments\*. Points are calculated based on the amount of support contributed during the 2022 calendar year\*\*, plus points from SLEEP 2023 if submitted by the February 17 deadline. Exhibitors will earn one point for every \$1,000 contributed. 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 17, 2023**.

\*\*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 2023 EXHIBITOR APPLICATION AND PAYMENT BY FEBRUARY 17, 2023; THEY ARE ELIGIBLE TO UTILIZE THEIR ACCUMULATED POINTS FROM 2022 TOWARDS THEIR 2023 BOOTH PLACEMENT:**

Sleep Medicine Trends 2022 Exhibit Space	\$2,500 (2.5 points)
SLEEP 2022 Exhibit Space	\$5,400 (5.4 points)
SLEEP 2022 Sponsorships	\$1,450 (1.45 points)
Transition Ad in the May issue of the Journal of Clinical Sleep Medicine	\$2,300 (2.3 points)
<b>Total Commitment for SLEEP 2023</b>	<b>\$11,650 (11.65 points)</b>

**BY SUBMITTING YOUR SLEEP 2023 EXHIBITOR APPLICATION BY FEBRUARY 17.**

SLEEP 2023 Exhibit Space	\$4,600 (4.6 points)
<b>3 Total Points (Early Bird Deadline)</b>	<b>\$16,250 (16.25 points)</b>

**INCREASE YOUR POINTS BY SPONSORING ITEMS AT SLEEP 2023  
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 19, 2023.**

# DATES TO REMEMBER

## 2023 GENERAL DEADLINES

DATE	DESCRIPTION	PAPERWORK DUE	PAYMENT REQUIRED
<b>FEBRUARY</b>			
2ND	APSS begins accepting group block housing requests	X	
2ND	APSS begins accepting affiliate meeting space requests	X	X
17TH	Deadline to submit exhibit application to early bird discount & exhibitor priority points deadline	X	X
<b>MARCH</b>			
6TH	Notification of booth assignments sent via email		
<b>APRIL</b>			
3RD	Deadline to submit company descriptions for the digital final program listing	X	
5TH	Deadline to submit exhibit space application to be included in the digital final program	X	X
5TH	Deadline to submit company logo and QR code for the digital final program listing upgrade	X	
5TH	Deadline to submit digital final program ad materials and payment	X	X
14TH	Booth cancellations/reductions received on or before April 14, 2023, will incur an admin fee equal to 20% of the total contracted space cost. No refunds will be given after April 14, 2023.		
18TH	Deadline to submit requests to serve food and/or beverage at your booth	X	X
18TH	Notify APSS of independent service contractors and certificate of insurance (COI)	X	
18TH	Deadline to submit list of products and/or services that are intended for sale during SLEEP 2023	X	X
30TH	Deadline to submit group block housing requests and name lists for approved group block housing requests	X	
<b>MAY</b>			
3RD	Deadline to submit mailing list agreement for pre-meeting attendee list	X	X
19TH	Deadline to submit affiliate meeting space requests	X	X
19TH	Deadline to submit exhibit space application (if space is still available)	X	X
19TH	Deadline to submit exhibitor registrations	X	

## AUGUST

2ND	Deadline to submit mailing list agreement for post-meeting attendee list	x	x
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## INDUSTRY SUPPORTED EVENT DEADLINES

### MARCH

15TH	Deadline to submit Industry Supported Event Application and initial payment	x	x
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15TH	Deadline to submit cancellation for Industry Supported Event		
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### APRIL

5th	Deadline to submit logistical information for Industry Supported Event	x	
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5TH	Balance due for Industry Supported Event		x
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## INDUSTRY PRODUCT THEATER DEADLINES

### MARCH

16TH	Deadline to submit Industry Product Theater Application and payment	x	x
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15TH	Deadline to submit cancellation for Industry Product Theater	x	
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### APRIL

5TH	Deadline to submit logistical information for Industry Product Theater		x
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## EXECUTIVE SUITE DEADLINES

### MARCH

15TH	Deadline to submit Executive Suite Application to receive discount	x	x
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29TH	Deadline to submit cancellation for Executive Suites		
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### APRIL

30TH	Deadline to submit Executive Suite Application (regular rate). Please note cancellation date is 3/29/2023	x	x
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# PLANNING FOR SLEEP 2023

## 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 19, 2023**, 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, June 2	4:30 p.m. – 6:00 p.m.
Saturday, June 3	6:30 a.m. – 5:30 p.m.
Sunday, June 4	6:30 a.m. – 5:30 p.m.
Monday, June 5	6:30 a.m. – 5:30 p.m.

Avoid Late Fees - Exhibitor registrations and/or changes made after May 19, 2023, will need to be done onsite in Indianapolis and will incur a \$25.00 administrative fee per registration.

The APSS requires their representatives 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 2023. 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 2023. 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 drape) and red (side drape). The aisle carpet color is midnight blue.

## MOVE-IN/MOVE-OUT

Exhibit hall move-in will begin on Saturday, June 3 from 8:00 a.m. - 5:00 p.m., and continue on Sunday, June 4 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 4 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 7 and must be completed by 12:00 p.m. on Thursday, June 8. 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 2023 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 JW Marriott, the SLEEP 2023 headquarter hotel. In order to receive approval, submit the housing request application found on [sleepmeeting.org](http://sleepmeeting.org) to the meeting department via email at [info@sleepmeeting.org](mailto:info@sleepmeeting.org). The meeting department will begin accepting housing request forms on February 2, 2023. Please allow approximately seven business days for requests to be reviewed. **The deadline to submit housing requests is May 12, 2023.**

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 2023:
- All group blocks of 10 or more sleeping rooms require written approval from the APSS. Email the meeting department at [info@sleepmeeting.org](mailto: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 2023. Visit [www.sleepmeeting.org](http://www.sleepmeeting.org) for further information.

## LOCAL HOTELS

NO.	HOTEL	GROUP ROOM RATE	DISTANCE FROM CONV. CENTER
1	JW Marriott Indianapolis	\$259.00	0.1 mile
2	Indianapolis Marriott Downtown	\$249.00	0.1 mile
3	Hyatt Regency Indianapolis	\$249.00	0.1 mile
4	Spring Hill Suites by Marriott Downtown Indianapolis	\$239.00	0.3 miles
5	Courtyard by Marriott Downtown	\$239.00	0.3 miles
6	Fairfield Inn & Suites Downtown Indianapolis	\$229.00	0.3 miles

# CORPORATE SUPPORTER RECOGNITION PROGRAM

As you consider your advertising and marketing plans for 2023, 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 Preliminary & Final Programs; and
- Direct Mail Campaign – Renting the Pre- and Post-Meeting Attendee Mailing List

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 2023.

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 2021 and/or 2022 volume year(s) of *SLEEP*, the *Journal of Clinical Sleep Medicine*, and as a SLEEP 2021 and/or 2022 exhibitor sponsor or advertiser. Make sure your company receives additional benefits such as multiple discounts, free exposure, and special advertising opportunities throughout the year.

## PREMIER BENEFITS

**\$80,000+**

- Recognition Opportunities on the SLEEP Meeting Website, Digital Final Program, and SLEEP Meeting Mobile App
- 4 Additional Complimentary Full-Meeting Registrations
- 3 Additional Complimentary Exhibit Hall Only Registrations
- Hyperlinked Logo on SLEEP 2023 Website
- 100% Discount on one Affiliate Meeting Request Administration Fee
- Corporate Supporter Ribbons for Booth Representatives Badges

## ELITE BENEFITS

**\$79,999-\$43,000**

- Recognition Opportunities on the SLEEP Meeting Website, Digital Final Program, 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 Administration Fee
- Corporate Supporter Ribbons for Booth Representatives Badges

## SIGNATURE BENEFITS

**\$42,999-\$20,000**

- Recognition Opportunities on the SLEEP Meeting Website, Digital Final Program, and SLEEP Meeting Mobile App
- 2 Additional Complimentary Full-Meeting Registrations
- 1 Additional Complimentary Exhibit Hall Only Registration
- 25% Discount on one Affiliate Meeting Request Administration Fee
- Corporate Supporter Ribbons for Booth Representatives Badges

# EXHIBITOR RULES & REGULATIONS

## 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

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
- Live music
- Displaying or distributing helium balloons
- 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 28' in height in the exhibit hall, 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 14, 2023**, 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 14, 2023**. 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 Indiana 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 2023 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 2023, 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 2023.

## **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 Indiana Convention Center and the Indiana 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 Indianapolis. All requests should be submitted in writing to the APSS by no later than **April 18, 2023**. 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 online exhibitor 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 2023 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.

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 April 18, 2023. 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 2023 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 2023 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 Indiana 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 2023. 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 Indiana 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 Indiana Convention Center.

## SELLING PRODUCTS

The APSS will permit on-site sales within the SLEEP 2023 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.

Indiana law requires all exhibitors making sales in the exhibit hall to (i) obtain a temporary registration certificate from the State of Indiana 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 18, 2023**. 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 2023 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 7, 2023.

## 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 2023 NAME/LOGO

The Associated Professional Sleep Services, LLC (APSS) and SLEEP 2023 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.