



2021 Virtual AADSM Annual Meeting Exhibit & Sponsorship Application

COMPANY INFORMATION:

Please enter company name as it should appear in the Virtual Exhibit Hall. Use upper and lowercase. All fields are required.

Company Name:

Primary Contact Name:

Primary Contact Email:

Address:

City:

State/Province:

Postal Code:

Country:

Telephone:

Fax:

Web Address:

Check the box that applies:

My company **has previously exhibited** at an AADSM event. If selected, proceed to ADD-ON SPONSORSHIPS.

My company **has never exhibited** at an AADSM event. If selected, please provide a company description in the space below, including a list of products and services offered and the company's web address. Please note that only companies whose products and services are consistent with AADSM's mission, purposes, guidelines, protocols and policies are permitted to exhibit with the AADSM.*

Company Description (for new companies only):

**AADSM reserves the right to prohibit or remove the exhibition of any product or service it deems unsuitable, in its sole and absolute discretion, for exposition at the meeting and will contact you in the event any of the products or services described above are not approved.*

PLEASE INITIAL HERE: _____

By signing in the space indicated below, the undersigned company agrees to (i) the terms and conditions set forth above in this application; and (ii) abide by the Exhibitor Rules and Regulations, as may be amended by AADSM from time to time, a copy of which are included in the Exhibitor Prospectus and attached hereto ("Rules and Regulations"). The Rules and Regulations are incorporated into this application and made a part hereof. If an exhibitor cancels their exhibit space prior to April 12, 2021, they will be responsible for 20% of the total contracted space costs set forth above. No refunds will be issued for cancellations after April 12, 2021.

AGREED & ACCEPTED:

Printed Name:

Title:

Signature:

Date:

**PLEASE SUBMIT
THIS FORM TO:**

AADSM
1001 Warrenville Rd., Suite 175
Lisle, IL 60532
OR
Fax: (630) 686-9876

CONTACT US:

Phone: (630) 686-9875
Email: exhibits@aadsm.org

PAYMENT INFORMATION:

_____ Credit Card (Visa/Master Card/American Express/Discover)

Total Amount to be Charged: \$

Card #:

Important: Only provide the credit card number on this form if you will be faxing it to us. If you will be emailing the form, provide your name and number below and we will call you for this information.

Name:

Phone:

Expiration Date:

Validation Code:

Cardholder's Name:

Signature:

Date:

_____ Check (U.S. dollars only) - make payable to the American Academy of Dental Sleep Medicine

VIRTUAL EXHIBITOR RULES AND REGULATIONS

Please read the rules and regulations and initial each page before submitting the application.

ONLINE CONDUCT

No exhibitor may operate in a way that interferes with the rights of another exhibitor. All virtual exhibits should be presented in a professional manner. The AADSM reserves the right to curtail or exhibits or parts of exhibits that are deemed inappropriate or unprofessional. The AADSM reserves the right to rescind access for those who disrupt the meeting or diminish the learning environment for others. The following practices are disallowed by the AADSM:

- Use of professional actors, magicians or performers *(May be allowed with prior approval.)*
- Taking photographs, videos or saving digital screen shots of attendees without permission
- Threats from exhibiting companies to staff, attendees or individuals representing other exhibiting companies

DISPLAY OF PRODUCTS & SERVICES

All products or services exhibited must be consistent with AADSM's mission, purposes, guidelines, protocols and policies, as determined by AADSM management in its sole and absolute discretion. AADSM reserves the right to prohibit exhibition or advertisement of any product or service it deems unsuitable for exposition at the meeting. No AADSM endorsement, express or implied, is connected with any product or service exhibited or advertised. Only products that have been cleared by the FDA or other appropriate governmental agency shall be exhibited or advertised, unless approval is pending and a notice to that effect is prominently displayed with the product, or unless the product does not require such approvals.

REJECTION OF APPLICATION

The AADSM reserves the right to reject an application, refuse virtual exhibit space, cancel virtual exhibit space after an application is approved, or curtail or close exhibits or parts of exhibits, including access for exhibit booth staff, at any time prior to or during the 2021 Virtual AADSM Annual Meeting. The enforcement of this right is at the sole and absolute discretion of AADSM management.

CANCELLATIONS AND REFUNDS

All notices of cancellation must be received in writing to exhibits@aadsm.org. The date of receipt of such notice will be used as the official cancellation date. Notices received on or prior to April 12, 2021 will incur a penalty equal to 20% of the total cost. Refunds will not be given for cancellations received after April 12, 2021. All refunds due will be processed and returned following the final acceptance of the exhibit application. Refunds will not be applied to the original payment source (i.e., credit card). Any refunds processed by the AADSM will be paid by check to individuals in the US (or e-payment to individuals who chose to set up an account in Bill.com) and by wire transfer to individuals outside of the US.

EXHIBITOR REGISTRATION

Each exhibiting company receives four complimentary exhibit hall representative profiles and one complimentary full meeting registration. The AADSM requires exhibitors to register prior to April 16, 2021.

VIRTUAL DRESS CODE

The dress code at the AADSM Virtual Annual Meeting is business casual. All exhibitors are required to adhere to this dress code while on camera; the AADSM reserves the right to remove any exhibitor who does not comply with this dress code from the virtual exhibit hall.

FINANCIAL STANDING

At any time leading up to the AADSM Annual Meeting, if it is determined that an exhibiting organization is not in good financial standing with the AADSM, the AADSM 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 the AADSM Annual Meeting.

MARKET RESEARCH

Market research is prohibited during the AADSM Annual Meeting and in the exhibit hall. Exhibit applications received from market research companies will be rejected.

SELLING PRODUCTS

It is the policy of the AADSM that exhibitors may not engage in the exchange of money for a service or product during the annual meeting. Exhibitors may provide order forms; however, they should not be processed until after the meeting.

SUBLETTING/SHARING

No subletting or sharing of virtual exhibit space is allowed. Exhibitors may show only products or services manufactured or dealt by

PLEASE INITIAL HERE: _____

them in the regular course of business. The featuring of a name or advertisement of a non-exhibiting firm or business is prohibited.

USE OF AADSM NAME/LOGO

The AADSM name, logo and acronym are proprietary and may not be used in signs, advertising, promotions or any product literature in the virtual exhibit hall. This rule applies before, during and after the annual meeting, unless prior authorization has been received from the AADSM.

AMENDMENTS

AADSM may amend these Exhibitor Rules and Regulations at any time in its sole and absolute discretion. AADSM will distribute or otherwise make available a copy of any such amended Exhibitor Rules and Regulations.

ENFORCEMENT OF RULES & REGULATIONS

Any violation of these Exhibitor Rules and Regulations, as determined by AADSM in its sole discretion, may result in (i) the rejection of a violator's application; (ii) refusal of rental of display space; (iii) cancellation of booth space after an application is approved; or (iv) curtailment or closure of an exhibit or parts of an exhibit at any time prior to or during the AADSM Annual Meeting. In addition, violators may be prohibited from exhibiting at future AADSM meetings. No refund of any space rental fees will be provided.

The AADSM is not responsible for virtual meeting issues related to internet connectivity or CadmiumCD technical issues. Should such issues arise, the AADSM will make every effort to correct the problem; however, refunds will not be provided.

While the AADSM appreciates the support of the exhibiting companies, it does not endorse or recommend any products, services, or educational offerings provided by exhibitors at the AADSM Annual Meeting.

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