

2010 Southern Sleep Society Meeting –Exhibitor Information

Note that exhibit space will be reserved on a first-come, first-served basis and will include one a booth with **6-foot draped table, 2 chairs** and **electrical outlet as needed**. Registration fee also entitles your company to full meeting registration for **two representatives**. *There is a \$50 per person charge for exhibitors with more than two representatives at their table on the same day.*

The Hotel requires that The Southern Sleep Society provide a fully completed data sheet for each Exhibitor that rents a booth for the meeting. This list must be submitted by **March 14, 2010**. **The Exhibitor registration deadline is March 10, 2010**. In addition to your registration form, information is needed on the floor load and square footage requirements for your booth. **Exhibit Rental includes:**

1. *set-up and dismantle days*
2. *general lighting*
3. *standard heating and/or air conditioning*

Set-up Dates: *Thursday, April 15, 2010; 8:00pm – 11:00pm*

Show Dates: *Friday, April 16-7:30 a.m. – Saturday, April 17, 2010-3:30 p.m.*

Dismantle: *Saturday, April 17, 2010; 3:30pm – 5:30pm*

STORAGE: The Hyatt Regency Austin will store your packages prior to your arrival. Please observe the following instructions to ensure proper handling of your meeting materials. Each item should be clearly marked with the following: Southern Sleep Society 32nd Annual Meeting; Hold for arrival **04/15/2010**; Sales Manager: Jennifer Hunt; 208 Barton Springs Road, Austin, TX 78704 (512) 477-1234.

PACKAGE RECEIVING: Packages will be accepted up to **three days** prior to the meeting. Please advise the hotel contact (Jennifer Hunt) of any special arrangements or requirements concerning your materials. Please inquire about current receiving/shipping rates and labor charges. The hotel is not responsible for perishable items.

HANDLING/STORAGE FEES: The Southern Sleep Society will not be responsible for payment of large shipments to the hotel. Please note the hotel policy. GES is the preferred provider of the following services in the Grand Hall: cleaning, drayage, crating and related services, furniture and floor covering, decorating, display labor, and small package shipping. The conference services manager can provide more specific details and fees according to your needs. All boxes must be marked with the name and date of Southern Sleep Society's function, as well as box number (i.e., Box 1 of 2; Box 2 of 2). Due to limited storage space, no shipments will be accepted any earlier than **three (3)** days prior to Southern Sleep Society meeting. All boxes must be removed from Hotel within **24 hours** following the conclusion of the meeting. All arrangements for shipping boxes to and from the Hotel will be the responsibility of each exhibitor. Hotel does not accept any liability for boxes that arrive unmarked, damaged or fail to arrive at the Hotel.

Call the hotel directly at **512-477-1234** or visit the website at <https://www.hyatt.com/hyatt/index.jsp> for room reservations. Mention that you are with the Southern Sleep Society to get the **\$179 room rate**. Hotel room block expires on **March 14, 2010**. There are a limited amount of rooms in the block, so please make your reservations early.

The Southern Sleep Society is a tax-exempt organization. **Our tax ID is: 73-1206225**. Exhibitor support is needed in several categories. All supporters will be listed in the meeting program and signage will be prominently displayed during the meeting.

Exhibitors are encouraged and welcome to attend educational sessions and extracurricular activities, (**golf tournament** and the **Awards Banquet**). In order to comply with CME rules, all exhibitors **MUST** complete a **Vendor Letter of Agreement Form**. It will be sent to the company contact prior to the meeting. Thank you for continued support of the Southern Sleep Society.

2010 Southern Sleep Society Meeting –Exhibitor Registration Form

Company Name: _____

Contact Person: _____

Names and email addresses of representatives attending the meeting:

Company Mailing Address: _____

Phone: _____ Fax: _____

Email Address: _____

Booth Requirements:

_____ Electrical outlet

_____ Square Footage Requirement (maximum is 10x10)

Description	Cost	Total
Meeting Registration Exhibit Fee	\$ 800.00	
Platinum Sponsor (Meeting Underwriter)	\$10,000.00	
Gold Sponsor	\$5,000.00	
Silver Sponsor	\$3,000.00	
Support a Speaker	\$2,500.00	
Support a Breakfast	\$1,500.00	
Support a Break	\$ 850.00	
Support the Founders Award Abstract Winner	\$ 500.00	
Sponsor a Golf Hole	\$ 250.00	
Golf Tournament (per player amount)	\$ 75.00	
Founders Award Banquet (per person amount)	\$ 60.00	
Banner Ad on the SSS Website (cost per year)	\$ 100.00	
Total Paid		\$

Payment method: _____ Check _____ Credit Card

Mail checks **payable to Southern Sleep Society**,

C/O Marietta Bibbs, Meeting Coordinator, P.O. Box 150207, Cape Coral, FL 33915

Note: There is a \$5.00 Registration processing fee for payments made with credit card

Make credit card payments @ www.southernsleepsociety.org

Meeting Cancellation policy: There is a **\$100 non-refundable** fee for canceling your registration if cancelled before March 31, 2009. Because of hotel guarantees, cancellations after March 31, 2010 cannot be refunded.

Exhibitor or its third party representative must sign a release of liability that will be provided to the Hyatt Regency Austin Hotel. Failure to sign the release will result in the Exhibitors being prohibited from utilizing exhibition premises.

Exhibitor shall be fully responsible to pay for any and all damages to property owned by Hyatt (HYATT REGENCYAUSTIN), its owners or managers which result from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless, Hyatt (HYATT REGENCY AUSTIN), its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from any damages or charges resulting from Exhibitor's use of the property. Exhibitor's liability shall include all losses, costs, damages, or expenses arising from, 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, and business invitees which arise from or out of the Exhibitor's occupancy and use of the exhibition premises, the Hotel or any part thereof.

Signed: _____

Title: _____

Company: _____