WHO ATTENDS
The annual 2022 OSAP Infection Control Boot Camp™ brings together civilians and Federal Service personnel from across the United States and throughout the world. The OSAP Boot Camp has been held for eight years and though last year’s event was virtual, we had nearly 1,000 participants. Due to the pandemic, we will limit in-person attendance to 350; however, sessions will be recorded and made available on-demand. Attendees include:

- Infection control coordinators in charge of keeping patients and staff safe
- Educators responsible for infection prevention and safety instruction
- Compliance officers in group practices and on dental boards
- Federal service employees responsible for infection control in their duty stations
- Federally Qualified Health Center (FQHC) personnel responsible for infection control
- Consultants and sales representatives who want to demonstrate a CORE level of infection control competency

WHO SHOULD SPONSOR/ EXHIBIT
Companies that offer innovative products and services related to dental infection control and patient and provider safety.

Due to spacial distancing, exhibits are limited. To reserve your place, be sure to sign up early!

REASONS TO SPONSOR/ EXHIBIT
The OSAP Dental Infection Control Boot Camp™ is the only course in the country that focuses solely on delivering a core understanding of this critical topic. If you sell any infection control or patient safety products, you need to be at Boot Camp.

- Connect with clinicians, consultants and educators who are attending to focus on infection control
- Meet a strong contingent of the Federal Services
- Share product information with infection control trainers/consultants
- Learn from top speakers from the CDC and academia
- Attend the program and learn from experts
- Branding and name recognition via your exhibit table, the event mobile app, and sponsorship opportunities
- Be recognized in the vendor contact list in the event mobile app provided to all participants, both in-person and on-demand.

SPONSOR TODAY!
Educational grants and sponsorships are available on a first-come, first-served basis. Contact Andy Whitehead, Awhitehead@osap.org, to secure your sponsorship today.

Andy Whitehead
Chief Engagement & Development Officer, OSAP
Attendees from the 2021 Boot Camp:

10 COUNTRIES PARTICIPATED:

United States
Brazil
Cambodia
Canada

Germany
Italy
Japan
Korea, Republic of

Kuwait
United Kingdom

50/50 STATES REPRESENTED
Attendees from the 2021 Boot Camp:

70% OF PARTICIPANTS WERE FIRST-TIME ATTENDEES:

2021 BOOT CAMP ATTENDEES:

- 8% Dentist
- 7% Dental Assistant
- 9% Other
- 24% Infection Control Coordinators
- 2% Sales/Marketing
- 5% Compliance/Risk Management
- 4% Educators
- 1% Association/Non-Profit Management
- 2% Consultant/Lecturer
- 6% Sterilization Technicians
- 5% Executives

AGE RANGE OF 2021 BOOT CAMP PARTICIPANTS:

- 17% 30 years of age or younger
- 15% 31-35 years of age
- 13% 36-40 years of age
- 11% 41-45 years of age
- 11% 46-50 years of age
- 9% 51-55 years of age
- 8% 56-60 years of age
- 5% 61-65 years of age
- 3% 66-70 years of age
- 1% 71 years or older
- 7% Unknown
2022 OSAP BOOT CAMP
SPONSORSHIP OPPORTUNITIES

TUESDAY BOX LUNCH (EXCLUSIVE)
$5,000
- Company logo/link on event website, PowerPoint, signage, and mobile app
- Company contact information and description in the event mobile app
- Opportunity to distribute marketing materials during lunch break

ATTENDEE WATER BOTTLE SPONSOR (EXCLUSIVE)
$5,000
- Company logo on water bottle
- Signage recognition at water stations
- Company logo/link on event website, PowerPoint, signage, and mobile app
- Company contact information and description in the event mobile app

WIFI SPONSOR (EXCLUSIVE)
$2,000
- Company logo/banner on WIFI splash page
- Company logo/link on event website, PowerPoint, signage, and mobile app
- Company contact information and description in the event mobile app

MOBILE APP SPONSOR (EXCLUSIVE)
$5,000
- Banner recognition on the mobile app home screen
- Opportunity to send (2) push notifications to all attendees through the app
- Company logo/link on event website, PowerPoint, signage, and mobile app
- Company contact information and description in the event mobile app

ATTENDEE WELCOME BAG SPONSOR (EXCLUSIVE)
$5,000
- Company logo on Welcome Bag
- Opportunity to include (1) marketing item (sponsor to provide) in each welcome bag
- Company logo/link on event website, PowerPoint, signage, and mobile app
- Company contact information and description in the event mobile app

FACE MASK SPONSOR (ONE PER DAY)
$1,000
- Recognized as the face mask sponsor for the day
- Company logo/link on event website, PowerPoint, signage, and mobile app
- Company contact information and description in the event mobile app

REGISTRATION SPONSOR (EXCLUSIVE)
$4,000
- Logo/link on registration website
- Opportunity to create a 60-second video promoting Boot Camp and your company's participation to be distributed via OSAP's social media platforms prior to the event.
- Create a promotional paragraph (OSAP must approve) to include on all registration confirmation emails.
- Create a promotional paragraph (OSAP must approve) to include in the Know Before You Go attendee e-mail.
- Logo/link on website, mobile app, PowerPoint, and signage

LOGO'ED GUEST ROOM KEY CARDS (EXCLUSIVE)
$2,500
- Company logo on guest room key cards
- Company logo/link on event website, PowerPoint, signage, and mobile app
- Company contact information and description in the event mobile app

AM OR PM REFRESHMENT BREAK (LIMIT 6)
$1,000
- Company logo/link on event website, PowerPoint, signage, and mobile app
- Opportunity to distribute marketing material during break
2022 OSAP BOOT CAMP
SPONSORSHIP OPPORTUNITIES

VIP RECEPTION SPONSOR
$2,500
• Recognition as the sponsor of the VIP Reception held on Sunday evening and includes all speakers and board members.
• Opportunity to attend the VIP Reception
• Company logo/link on event website, PowerPoint, signage, and mobile app

SESSION SPONSORS
$1,000
• Opportunity to introduce the session speaker
• Company logo/link on event website, PowerPoint, signage, and mobile app
• Company contact information and description in the event mobile app

HAND SANITIZER (ONE BOTTLE PER ATTENDEE)
(EXCLUSIVE)
$2,500
• Company logo on hand sanitizer
• Company logo/link on event website, PowerPoint, signage, and mobile app
• Company contact information and description in the event mobile app

Download Dental Infection Control Boot Camp™ Agenda
2022 OSAP BOOT CAMP
EXHIBIT OPPORTUNITIES

<table>
<thead>
<tr>
<th>MEMBERSHIP</th>
<th>TYPE</th>
<th>EARLY CONTRACT W/PAYMENT RECEIVED BY 10/30/21</th>
<th>REGULAR CONTRACT W/PAYMENT RECEIVED BETWEEN 10/31/21 AND 1/5/22</th>
<th>LATE CONTRACT W/PAYMENT RECEIVED AFTER 1/5/22</th>
</tr>
</thead>
<tbody>
<tr>
<td>OSAP Member</td>
<td>Table includes (1) full course reg.</td>
<td>$1,500</td>
<td>$1,650</td>
<td>$1,800</td>
</tr>
<tr>
<td>OSAP Non-Member</td>
<td>Table includes (1) full course reg.</td>
<td>$2,000</td>
<td>$2,200</td>
<td>$2,400</td>
</tr>
</tbody>
</table>

EXHIBIT TABLE PURCHASE INCLUDES:

- 6’ Exhibit table in the exhibit area, company logo/link on event website, PowerPoint, signage, and mobile app
- Company contact information and description in the event mobile app

Note: SuperSponsors receive (2) complimentary registrations.

EXHIBIT SCHEDULE:

<table>
<thead>
<tr>
<th>SUNDAY, JANUARY 23</th>
<th>3:00 PM - 6:00 PM</th>
<th>Exhibitor Load-In</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONDAY, JANUARY 24</td>
<td>7:00 AM - 8:00 AM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9:30 AM - 10:00 AM</td>
<td>Exhibitor Area Open</td>
</tr>
<tr>
<td></td>
<td>12:00 PM - 1:30 PM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3:30 PM - 4:00 PM</td>
<td></td>
</tr>
<tr>
<td>TUESDAY, JANUARY 25</td>
<td>6:30 AM - 7:00 AM</td>
<td>Exhibitor Area Open</td>
</tr>
<tr>
<td></td>
<td>9:00 AM - 9:30 AM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10:45 AM - 2:00 PM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3:30 PM - 3:45 PM</td>
<td></td>
</tr>
<tr>
<td>WEDNESDAY, JANUARY 26</td>
<td>6:30 AM - 7:00 AM</td>
<td>Exhibitor Area Open</td>
</tr>
<tr>
<td></td>
<td>9:15 AM - 9:45 AM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>11:15 AM - 12:30 PM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12:30 PM - 3:00 PM</td>
<td>Exhibitor Dismantle</td>
</tr>
</tbody>
</table>

ADDITIONAL MARKETING OPPORTUNITIES:

PROMOTIONAL VIDEO (LIMIT 4)............................................$1,500
- Opportunity to create a 60-second video to be played during each of the three days of Boot Camp for the audience

ROTATING ADS......................................$1,000
- Create a rotating slide to be included in the PowerPoint at the OSAP Registration Desk. PowerPoint will continuously rotate throughout all three days of Boot Camp.

SOCIAL MEDIA SHOUT-OUT ...$500
- Provide content for a social media post to be broadcast across all OSAP social media platforms (Facebook, Twitter, Instagram, and LinkedIn)

WELCOME BAG INSERT...........$250
- Provide a promotional item to be included in all attendee welcome bags (quantity 350).

To secure your sponsorship today, please visit, https://osap.memberclicks.net/exhibit-sponsor-2022-boot-camp or reach out to Andy Whitehead at Awhitehead@osap.org.
2022 OSAP BOOT CAMP EXHIBIT, SPONSORSHIP, & ADVERTISING AGREEMENT

Return signed agreement to Tara Zeravsky - tzeravsky@meetingexpectations.com

CONTACT INFORMATION (PLEASE PRINT):

Company: ____________________________ Telephone: ____________________________

Mailing Address: ________________________________________________________________

City: ____________________________ State: ______ Postal Code: __________ Country: __________

Company Website: ________________________________________________________________

Primary Contact Name: ____________________________ Cell: ____________________________

E-Mail Address: ________________________________________________________________

EDUCATIONAL FUNDING:

- Session Educational Funding (per session) ................................................................. $1,000
- Session Title: __________________________________________________________________
- Session Title: __________________________________________________________________
- Session Title: __________________________________________________________________

SPONSORSHIP OPPORTUNITIES:

- Tuesday Box Lunch (Exclusive) ................................................................. $5,000
- Attendee Welcome Bag (Exclusive) ................................................................. $5,000
- Attendee Water Bottle (Exclusive) ................................................................. $5,000
- Mobile App (Exclusive) ................................................................. $5,000
- Registration (Exclusive) ................................................................. $4,000
- Logo’d Guest Room Key Cards (Exclusive) ...................................................... $2,500
- VIP Reception (Exclusive) ................................................................. $2,500
- Hand Sanitizer (Exclusive) ................................................................. $2,500
- Wifi (Exclusive) ................................................................. $2,000
- Face Mask Sponsor (One per Day) ........................................................ $1,000
- AM or PM Refreshment Break (Limit of 6) ........................................................ $1,000

MEMBER

- Super Sponsor ................................................................. N/C
- Early (by 10/30/21) ................................................................. $1,500
- Regular (between 10/31/21 and 1/5/22) ................................................................. $1,650
- Late (after 1/5/22) ................................................................. $1,800

NON-MEMBER

- Early (by 10/30/21) ................................................................. $2,000
- Regular (between 10/31/21 and 1/5/22) ................................................................. $2,200
- Late (after 1/5/22) ................................................................. $2,400

MARKETING OPPORTUNITIES:

- Promotional Video (Limit 4) ................................................................. $1,500
- Rotating Ads ................................................................. $1,000
- Social Media Shout-Out ................................................................. $500
- Welcome Bag Insert ................................................................. $250

NON-MEMBER

- Early (by 10/30/21) ................................................................. $2,000
- Regular (between 10/31/21 and 1/5/22) ................................................................. $2,200
- Late (after 1/5/22) ................................................................. $2,400
COMPLIMENTARY REGISTRATIONS:
Exhibitors receive one complimentary registration (OSAP SuperSponsors receive two). Please list the names, email addresses and telephone numbers of the staff members who will be attending. If you do not currently have this information, please provide via email to office@osap.org no later than January 5, 2022.

PAYMENT INFORMATION:
Full Payment Amount: ____________________________

☐ Check or Money Order
  (made payable to OSAP)

☐ Credit Card
  (Please call the OSAP office at +1-410-571-0003 once you receive your invoice)

Mail To: OSAP (Emily Robinson)
  Meeting Expectations
  One Glenlake Parkway, NE
  Suite 1200
  Atlanta, GA 30328

By signing this agreement, you agree to abide by the OSAP Code of Conduct and the Sponsor/Exhibitors Rules and Regulations.

Signature: ____________________________________________________________

Date: __________________________________________________________________
OSAP CODE OF CONDUCT

PURPOSE
OSAP aims to provide a collaborative and constructive learning environment for all members, including clinicians, researchers, educators, consultants, and industry trade professionals. We aim to be inclusive and are committed to providing a friendly, safe and welcoming environment regardless of gender, gender expression, sexual orientation, race, color, religion (creed), age, national origin (ancestry), disability, marital status, or military status. OSAP staff, attendees, speakers, volunteers, media, venue staff, sponsors, or exhibitors, or their employees, subcontractors or agents are expected to further this goal and ensure a safe and positive conference experience for everyone. This Code of Conduct outlines OSAP's expectations for anyone attending or contributing to an OSAP meeting or educational activity, as well as the consequences for unacceptable behavior.

EXPECTED BEHAVIOR
We expect all to abide by this policy in all venues for all meetings or educational activities including ancillary events and official and unofficial social gatherings.
1. Be professional, considerate, respectful of and collaborative with everyone.
2. Respect individuals' personal space and expectations of privacy.
3. Refrain from demeaning, discriminatory, or harassing behavior and speech.
4. Be mindful of events around you, and alert OSAP staff of any situation which may be dangerous or likely to cause someone distress, even if they seem minor.

UNACCEPTABLE BEHAVIOR
Unacceptable behavior includes conduct or language that is intimidating, harassing, abusive, discriminatory, derogative or demeaning towards another individual or group of individuals. OSAP considers unacceptable behavior to include:
1. Gestures, comments, or other conduct intended to target someone or a group of people's race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status in a negative or demeaning manner.
2. Inappropriate, unwelcome or unwanted physical contact.
3. Stalking or following.
4. Comments, actions or gestures of a sexual nature, including the inappropriate (e.g., non-clinical) use of nudity or sexual images.
5. Conduct intended to intimidate or has the effect of being intimidating.
6. Physical or verbal abuse, including threats, pushing, shoving, or the use of any physical force against another person.
7. Behavior which is abusive, hostile, or demeaning to speakers or participants, and
8. Public intoxication.

CONSEQUENCES
1. Anyone requested to stop unacceptable behavior is expected to comply immediately.
2. OSAP officials may take any action deemed necessary and appropriate, including immediate removal from the conference.

REPORTING UNACCEPTABLE BEHAVIOR
Anyone who feels unsafe or threatened should immediately contact 911, approach hotel/venue security staff, or contact the appropriate public authorities. OSAP officials may take any action deemed necessary and appropriate, including immediate removal from the conference.
If you are the subject of unacceptable behavior or have witnessed any such behavior during conference events, please contact Michelle Lee, OSAP's Executive Director at M +1 404-944-4824 or MLee@osap.org.
GENERAL ELIGIBILITY REQUIREMENTS

1. **Exhibits must not be deceptive or misleading.** All claims of fact must be fully supported and meaningful in terms of performance or any other benefit. OSAP reserves the right to request additional information as needed. Exhibits will not be accepted if they conflict with or appear to violate OSAP policy, OSAP Guiding Principles or its Constitution and Bylaws, or are deemed offensive in either text or artwork, or contain attacks of a personal, racial or religious nature. OSAP reserves the right to decline an application for any product involved with a government agency challenge or denial of product marketing, and for any product or service that is the subject of an unfavorable or cautionary report by an agency of OSAP.

2. **Products or services eligible for exhibiting at the OSAP boot camp or annual meeting must be germane to, and effective and useful in, the practice of dentistry.** However, products and services offered by responsible companies that are not related to dentistry, but are of interest to dentists, may exhibit, at the discretion of OSAP, but will not be assigned space until all dental-related companies receive their assignments.

3. **Exhibitors certify that promotional materials and exhibited products satisfy applicable government laws and regulations such as equal opportunity laws and regulations covering new drug applications and prescription drug advertising.** For example, products that require approval by the U.S. Food and Drug Administration for marketing must receive this approval before being eligible and must include “full disclosure” when required. It is the sole responsibility of the exhibitor to conform to regulations of the FDA and all legal requirements for the content of claims made for products. Acceptance of exhibiting at the OSAP meeting is not to be construed as a guarantee that the manufacturer has complied with such laws and regulations.

4. **Complete scientific and technical data, whether published or unpublished, concerning product safety, operation and usefulness should be made available during the exhibition to support claims, if and when requested.**

5. **Promotional literature and booth copy may cite, in footnotes, references from dental and other scientific literature provided the reference is truthful and is a fair and accurate representation of the body of literature supporting the claim made.**

6. **Comparative advertising claims for competing products and services must be substantiated adequately.** Companies wanting to make comparative claims must comply with the American Dental Association’s (ADA) Criteria for Substantiation of Comparative Claims. Unwarranted disparagements or unfair comparisons of a competitor’s products or services will not be allowed.

7. **Exhibits with respect to employment, purchase of practice, participation or any other contractual relationship with any dental care delivery mode or system may exhibit** (at the sole discretion of OSAP) and will be assigned space as OSAP deems appropriate.

8. **An exhibit which includes promotion for a future educational course is eligible if it is offered by a provider that is recognized by the ADA Continuing Education Recognition Program (ADA CERP) or conducted under the auspices of the following organizations: an ADA constituent or component dental society, an ADA recognized dental specialty certifying board or sponsoring organization; an accredited dental or medical school; or any organization specifically referred to in the Bylaws of the ADA; and educational Approval for Continuing Education (AGD PACE).** Eligibility for a course conducted by or under the auspices of an organization or commercial entity other than the aforementioned will be determined on a case-by-case basis and in the sole discretion of OSAP.

9. **The exhibitor and the product or service being offered should be clearly identified.** In the case of drug promotions, the full generic name of each active ingredient will appear.

10. **Promotions that simulate editorial content must be clearly identified as advertising.** The word “advertisement” must be displayed prominently.

11. **Guarantees may be used by exhibitors provided the statements that are “guaranteed” are truthful and can be substantiated.** No guarantee should be used without disclosing its conditions and limitations. When space or time restrictions preclude such disclosures, the promotion must clearly reveal where the full text of the guarantee can be examined before purchase.

12. **Exhibits and related collateral must not quote the names, statements or writings of any individual, public official government agency, testing group or other organization without their express written consent.** Guidelines for the use of testimonials are available upon request.

13. **Miscellaneous products and services not specified in these standards may be eligible to exhibit on a case-by-case basis, at the sole discretion of OSAP.**

For questions regarding the OSAP Exhibiting Standards, please contact the exhibit office at 410-571-0003 or office@osap.org.
RULES AND REGULATIONS

1. Exhibit Space Agreement: By submitting the agreement for exhibit space, the exhibitors’ release OSAP (hereby referred to as Show Management) from all liabilities to exhibitor, its agents, licensees or employees that may arise because of submission of an agreement or participation in this exhibit. Acceptance of an agreement does not imply endorsement by Show Management of the exhibitor’s products, nor does rejection imply lack of merit of product or manufacturer. Show Management has the sole right to determine eligibility of any company or product for inclusion in the Exhibit Hall. Show Management has the right to move any Exhibitor’s location in the Exhibit Hall for any reason.

2. Payment & Cancellation Policy: Payment is due with agreement. Space will not be held until payment is received. If Exhibitor, for any reason, must cancel participation in the Exhibit Hall, Exhibitor must notify Show Management in writing and refunds will be issued based on the following schedule:
   - Cancelation before October 30, 2021: 50% of total contract
   - Cancelation between October 31, 2021, and January 5, 2022: 25% of total contract
   - Cancelation after January 5, 2022: No refund

   If due to war, fire, strike, terrorist acts, exhibit facility construction or renovations project, government regulation, public catastrophe, act of God or other cause beyond the control of Show Management, the show or any part thereof is prevented from being held, is canceled by Show Management or the Exhibit Space becomes unavailable, Show Management at its sole discretion, shall determine and refund to the Exhibitor an amount up to but not exceeding what has been paid by the Exhibitor to Show Management. In no case shall the amount of the refund to Exhibitor exceed the amount of the exhibit fee paid.

3. ADA CERP Commercial Support Conditions
   - Statement of Purpose: Program is for scientific and educational purposes only and will not promote the Company’s products, directly or indirectly.
   - Control of Content and Selection of Presenters and Moderators: OSAP is solely responsible for selection of course content, instructors and moderators based on their qualifications, independence and balance. The Company will not suggest speakers or direct the content of the program.
   - Disclosure of Financial Relationships: OSAP will ensure meaningful disclosure to the audience at the time of the program, of (a) Company funding and (b) any significant relationship between the Provider and the Company (e.g., grant recipient).
   - Involvement in Content: there will be no “scripting”, emphasis, or direction of content by the Company or its agents.
   - Ancillary Promotional Activities: No promotional activities will be permitted in the same room as the educational activity. No product advertisements will be permitted in the same room as the educational activity.
   - Objectivity and Balance: OSAP will make every effort to ensure that data regarding the Company’s products (or competing products) are objectively selected and presented, with favorable and unfavorable information and balanced discussion of prevailing information in the product(s) and/or alternative treatments.

   • Limitations on Data: OSAP will ensure, to the extent possible, meaningful disclosure of limitations on data, e.g., ongoing research, interim analyses, preliminary data, or unsupported opinion.
   • Opportunities for Debate: OSAP will ensure meaningful opportunities for questioning or scientific debate.
   • Independence of OSAP in the use of Contributed Funds:
     - funds are to be in the form of an educational grant made payable to OSAP;
     - all other support associated with this CE activity (e.g., educational materials, course supplies, etc.) must be given with the full knowledge and approval of OSAP;
     - no funds from the company will be paid directly to the program director, instructor/author, or others involved with the CE activity.

   - OSAP and the Company agree to abide by all the requirements of the ADA CERP Recognition Standards.
   - OSAP shall acknowledge educational support from the Company in program brochures, syllabi, and other program materials
   - Upon request, OSAP shall furnish the Company with a report concerning the expenditure of the funds provided.

4. Exhibit Space: Exhibitor shall not harm, deface or damage the Exhibit Hall or any other area of the conference venue or any of its contents, or cause or permit the same to be done. Exhibitor shall not place or permit to be placed any nails, hooks, tacks, screws or any device into any portion of the conference venue. Exhibitor shall not use or permit the use of any tape, glue, cement or any other compound to fasten signs, banners, or any other form of display or advertisement to any portion of the conference venue. Exhibitor is liable for any damage caused by Exhibitor, or its representatives to building floors, walls, or columns, or to the property of other exhibitors. Exhibitors may not apply paint, lacquer, adhesive or other coating to building columns or floors or to standard booth equipment.

5. Dismantling: Exhibitors are required to remain open during the scheduled times listed in the Exhibitor Service Kit. Exhibits may not be dismantled before Show Management officially closes the show floor. Exhibits must be removed by the exhibitor from the show floor after the conference. Exhibitor agrees to return and restore the exhibit space, at its sole expense, to the same condition in which it existed prior to the Exhibitor’s occupancy. Exhibitor shall be liable for all storage and handling and cleaning charges resulting from the failure to remove exhibit material from the Exhibit Hall by the deadlines listed in Exhibitor Service Kit.

6. Noise Levels: Exhibitors agree that noise levels must be kept to a minimum as not to interfere with other exhibits. Noise from any equipment of any kind must be kept within the confines of the exhibit space. Exhibitors may not demonstrate any equipment or cause any noise that may be objectionable to surrounding exhibitors.
7. **Fire and Safety Regulations:** Exhibitor agrees to comply with and accept full responsibility for compliance with all federal, state, and municipal fire and safety regulations.

8. **Equipment or Machinery:** Exhibitor assumes all responsibility for equipment and machinery that is to be part of their exhibit. Exhibitor understands that he/she must work with Show Management for placement of this equipment and to obtain any necessary permits and is solely responsible for the cost associated with installation and dismantling equipment.

9. **Alcoholic Beverages:** The use of alcoholic beverages by exhibitors on the Exhibit Hall floor is prohibited.

10. **Exhibit Hall Admission:** Show Management shall have sole control over Exhibit Hall admission always.

11. **Booth Representatives:** Booth representatives, including models or demonstrators, must be properly registered and wear badges. Individuals under the age of 18 are not permitted on the show floor anytime during the show.

12. **Indemnity:** Exhibitor agrees to indemnify Show Management, the conference venue, members, officers, directors, agents, and employees of each of these entities against and hold them harmless for any claims arising out of the acts or negligence of the Exhibitor, his agents, or employees, or out of labor disputes. Exhibitor further agrees to assume all risk and indemnify and hold harmless Show Management, the conference venue, members, officers, directors, agents, and employees of each of these entities from and against all claims, liability expenses and damages of any kind or nature arising out of or about damage to or loss of any property belonging to Exhibitor or Exhibitor’s employees, agents, contractors, representatives, patrons and/or guests.

13. **Liability and Insurance:** All property of the exhibitor remains under their custody and control in transit to and from the exhibit hall and while it is in the confines of the exhibit hall. Neither Show Management, the management of the exhibit hall nor any of the officers, staff members or directors of any of the same are responsible for the safety of the property of exhibitors from theft, damage by fire, accident, vandalism or other causes, and the exhibitor expressly waives and releases any claim or demand they may have against any of them because of any damage to or loss of any property of the exhibitor. It is recommended that exhibitors obtain adequate insurance coverage, at their own expense, for property loss or damage and liability for personal injury.

14. **Americans with Disabilities Act:** Exhibitor acknowledges its responsibilities under the Americans with Disabilities Act (ADA) to make its booth accessible to handicapped persons. Exhibitors shall also indemnify and hold Show Management, the conference venue, members, officers, directors, agents and employees of each of these entities harmless against cost, liability, or damage which may be caused by Exhibitors failure to comply with the requirements of this Act.

15. **Exhibit Hall Traffic:** No demonstration or activity that blocks aisles or prevents ready access to other exhibits shall be permitted. Show Management reserves the right to remove any such activities or equipment that in their sole opinion creates an obstruction within the Exhibit Hall.

16. **Union Restriction:** Exhibitors are required to observe all union contracts in effect between Show Management, its official contractors, all venues and facilities and any other organizations. Show Management cannot take the responsibility for interference with the show caused by disputes involving union personnel and individual exhibitors.

17. **Exhibitor Activities:** Exhibitor agrees not to schedule meetings or activities that encourage the absence of attendees from the conference or Exhibit Hall during official exhibit or conference hours.

18. **Behavior/Good Neighbor Policy:** Exhibitors are required to keep all booth activities within the confines of their exhibit space and not interfere with aisle traffic flow or access to neighboring exhibits. Activities may not disturb neighboring exhibits. Demonstrations, booth giveaways and literature must directly relate to the exhibiting company product, business or mission and not be offensive in any manner. Exhibitors are required to conduct themselves and operate their exhibit so as not to disrupt, endanger or interfere with the rights of others at the show. Show management reserves the right to deny access to the exhibition floor to exhibitors not conducting themselves in a professional, ethical and otherwise appropriate manner. Unsportmanlike, unethical, illegal or disruptive conduct, such as tampering with another party's exhibit, another party's contracted sponsorship activity and/or materials, or engaging in corporate espionage is strictly prohibited. Photographs by an exhibitor of another exhibitor's product or display is strictly prohibited, unless a written agreement is provided by both exhibitors.

19. **Literature Distribution/Giveaways Policy:** Circulars, catalogs, magazines, folders, promotional, educational or other giveaway matter may be distributed only at the exhibitor's display and must be related strictly to the products and/or services on display or eligible for display, and for products which are directly available from the exhibitor. Distribution of materials outside the exhibitor's table is strictly prohibited and exhibitors must confine their exhibit activities to the space for which they have contracted.

No exhibitor may distribute or leave behind merchandise, signs, or printed materials in the registration areas, meeting rooms, or public areas of the event site, including hotels, shuttle buses, parking garages, etc., without written prior approval of show management.

Only literature published or approved by show management may be distributed in the registration area, meeting rooms, exhibit hall (outside the individual displays) or on transportation provided by show management. Canvassing on any part of the facility property is strictly prohibited and any person doing so will be requested to leave the premises and their material will be removed at the same time.

20. **Raffles/Drawings and Contests Policy:** Raffles, drawings and contests, if permitted by law, are allowed in an exhibitor's space but will be regulated by show management. Show management reserves the right to limit the promotional activity anywhere on the exhibition floor as they see fit to ensure a professional and safe atmosphere. These activities include and are not limited to, handouts, contests, lotteries, promotional activities, entertainment, raffles and drawings.
21. **Social Functions / Special Events:** Any social function or special event planned by an exhibiting company, to take place during the OSAP show hours, must be approved by OSAP and not conflict with official show events.

22. **Exhibitor Agreement:** Exhibitor acknowledges receipt of the Exhibit Hall rules and regulations and by submitting the agreement agrees to abide by these rules and regulations as set by Show Management.

23. **Health & Safety Policy:** (Current as of September 1, 2021)

   The health and safety of our participants, exhibitors, vendors, speakers, and OSAP staff is our top priority. As the COVID-19 situation continues to evolve, our health and safety policy may be updated to meet the current science and evidence-based guidance.

   1. All face-to-face participants, exhibitors, vendors, speakers, and OSAP staff are required to be fully vaccinated (as defined by the CDC) OR submit a negative RT-PCR COVID-19 (NAAT) test, which is highly accurate, taken within 48 hours before arrival at the course hotel. An antigen test will not be accepted to meet the testing requirements for entry to the meeting.

   2. Participants, exhibitors, vendors, and speakers must upload proof of vaccine OR agree to provide negative testing results by using Health Pass by CLEAR, which provides a secure, digital proof of COVID-related health insights via the free CLEAR mobile app. Complete your health screening with Health Pass by CLEAR ahead of time for expedited check-in and entry!

   3. As an additional safety measure, antigen tests will be required daily beginning on Monday, January 24 for all unvaccinated individuals. Vaccinated individuals will be given the opportunity to test if they choose. OSAP will cover the cost of the daily antigen test.

   4. All in-person participants will be required to wear masks in indoor events regardless of vaccination status. Masks may only be removed when a guest is actively eating or drinking.

   5. Masks are not required for outdoor events.

   6. The hotel will provide hand sanitization stations throughout the event area and other public spaces.

   7. OSAP will offer distanced seating sections to accommodate various levels of comfort. The in-person events may be limited in attendance due to space capacity.

   8. Individuals who experience any of the following should NOT participate in the in-person course in Atlanta:
      
      • Individuals who are experiencing symptoms of COVID-19 infection.
      
      • Individuals who are not fully vaccinated and who have been exposed within the last 14 days to a confirmed or suspected case of COVID-19.
      
      • Individuals who have been diagnosed with COVID-19 within the past 10 days and have not met the CDC Return to Work Criteria.

   9. If you must cancel within 14 days of the course due to one of the events listed above, you may still participate in the On-Demand Only option. As soon as you become aware of your symptoms or exposure, please contact office@osap.org to cancel your attendance in Atlanta.

Sign-up today by contacting Andy Whitehead, Awhitehead@osap.org or visit https://osap.memberclicks.net/exhibit-sponsor-2022-boot-camp sign-up on-line.