



SSO 2026 ANNUAL SESSION MEETING TERMS AND CONDITIONS

The Southern Association of Orthodontists, Inc., d/b/a Southern Society of Orthodontists (“SSO”) reserves the right to update these terms and conditions, including the event times, up until the start of the Annual Session.

****All Exhibitors who submit applications and are approved to participate in the SSO 2026 Annual Meeting agree to abide by the following terms:***

Space Rental Information - Exhibitors can rent a tabletop booth or a minimum of an 8’ x 10’ space in the exhibit hall. Tabletop booth includes a 6’ skirted table and 2 chairs, and the exhibitor is limited to the space of the table for exhibit display. An 8’ x 10’ booth configuration does not include furniture and will have a 8’-high back drape and a 3’-high side rail. Exhibitors can ship or rent furniture solely through Shepard Exposition Services as outlined in the exhibitor services kit.

Payment - Payment is due at the time of registration. If paying by ACH, wire transfer, or check, booths will NOT be confirmed until the payment is received. No space will be confirmed without receipt of payment. **Payment in full is due no later than September 15, 2026.** SSO reserves the right to cancel any unpaid space after September 15, 2026, and resell the space.

*Payments must be made in U.S. dollars payable to **Southern Association of Orthodontists, Inc.**
Accepted payment methods include credit card (3% processing fee applies), ACH, wire transfer, and check.
SAO EIN: 64-0522071*

Cancelations and Refunds - Any cancelation requests must be submitted in writing, and any refunds will follow the rubric below. If SSO is unable to hold this event in-person, exhibitors who have made payments will be refunded. It is the responsibility of exhibitors to cancel any other associated reservations, such as hotel or airline bookings or furniture rentals.

If circumstances, including facility availability, government action, force majeure events, or other conditions, make it impractical to conduct the Annual Session and/or provide the contracted space, and SSO determines that the in-person event cannot take place, this contract will be terminated and exhibitors agree to waive any and all claims for damages or compensation arising from such termination. In such event, Exhibitor’s sole and exclusive remedy shall be a refund of exhibit fees actually paid, which refund will be issued within sixty (60) business days. SSO shall have no liability for any other costs, losses, or expenses incurred by Exhibitor, including but not limited to travel, lodging, shipping, rentals, labor, or promotional expenses.

Refunds for canceled space and/or sponsorship will be given as follows:

- 1. If booth or sponsorship is canceled prior to April 30, 2026, a full refund will be issued.**
- 2. If booth or sponsorship is canceled between May 1, 2026 - June 14, 2026, SSO will retain 25% of the total exhibition cost.**
- 3. If booth or sponsorship is canceled between June 15, 2026 - September 14, 2026, SSO will retain 50% of the total exhibition cost.**
- 4. If a booth or sponsorship is canceled after September 15, 2026, SSO will retain 100% of the total exhibition cost.**

Eligibility for Exhibitors - SSO will consider all applications to exhibit at the Annual Session from the following categories of exhibitors:

1. Manufacturers, suppliers and distributors of orthodontic products and services.
2. Manufacturers, suppliers and distributors of products and services that benefit orthodontics.
3. Manufacturers, suppliers and distributors of products and services that are considered by SSO to be of general interest to Annual Session attendees.

4. Providers of professional, financial, consulting and miscellaneous services that are considered by SSO to be of general interest to Annual Session attendees.

Eligibility Conditions – In addition to falling within one of the categories above, only dental-related companies who do not engage in, or provide material support for or to, teledentistry services and that do, in SSO’s sole discretion, meet the necessary standards of patient care and/or safety, including but not limited to requiring sufficient supervision (both in-person and/or otherwise) by a licensed dentist and/or orthodontist, will be permitted to exhibit.

SSO reserves the right, in its sole and absolute discretion, to accept or reject any application, or to prohibit or remove any Exhibitor, at any time and for any reason, regardless of whether the Exhibitor otherwise appears to meet the eligibility categories or conditions set forth above.

Rejected Contracts - In the event an exhibit application is not accepted by SSO, payment for the exhibit space will be refunded to the applicant.

EXHIBITOR SPACE ASSIGNMENT

Exhibitor Space Assignments - SSO reserves the right to limit the amount of square feet purchased by any single Exhibitor in order to maintain a broad and balanced exhibitor mix within the Exhibit Hall. SSO also reserves the right to limit the number of Exhibitors of similar products or services. SSO reserves the right to assign Exhibitors within the Exhibit Hall according to the type of products or services exhibited.

2026 sponsors have first priority in selection exhibit locations, subject to space availability. Assignments will be based on the level of sponsorships and on the order in which applications and payments are received. SSO reserves the right of assignment and/or to relocate previously assigned space. Space cannot be assigned, sublet, or otherwise disposed of by an Exhibitor without prior written consent from SSO. Any space not claimed and occupied by October 15, 2026 may be reassigned by SSO without refund to the originally assigned Exhibitor.

REGISTRATION: Each exhibit booth shall include up to two (2) complimentary registrations for Exhibitor personnel; additional event registrations may be purchased at the regular price. Only employees of the Exhibitor may receive complimentary Exhibitor registration. All Exhibitor personnel must wear an official meeting name badge while exhibiting. The transfer of a badge to non-employee attendees may bar involvement from this and future meetings.

Set-up & Dismantling Restrictions: Exhibits must be arranged so as not to obstruct the general view or hide the exhibits of others. Any additions or improvements to booth/table-top, such as electrical or internet services, will be at the Exhibitor's expense and must comply with fire department, venue, and underwriter rules. The aisles, passageways and overhead spaces remain strictly under the control of SSO. Items will only be permitted in these areas by advance written permission from SSO. All items left in the exhibition space after dismantling hours will be disposed of or handled at the hotel’s discretion at Exhibitor's expense. The Exhibitor must surrender display space in the same condition as it was before occupied. No smoking, helium balloons or flammable materials are allowed. Compliance with local fire and state tax ordinances is required.

Sound: Exhibit noise may not interfere with the display and conversation of other Exhibitors. Any use of music in the exhibit area must comply with applicable copyright and licensing laws. Exhibitors are solely responsible for obtaining any required licenses or permissions from ASCAP, BMI, SESAC, GMR, or other applicable licensing organizations, unless such use is expressly covered by a license held by the venue.

BOOTH PERSONNEL CONDUCT

Conduct – Exhibitor agrees to ensure that all of its representatives, employees, agents, contractors, or affiliates who attend, participate in, or are otherwise present at the event as part of Exhibitor’s registration and/or sponsorship benefits, as well as any individual that it registers separately, receive a copy of the SSO Event Code of Conduct and Anti-Harassment Policy (the “SSO Event Code”) prior to their participation. Exhibitor shall be responsible for informing its representatives and those it registers of the requirement to comply with the SSO Event Code and for ensuring their compliance with its terms. Exhibitor acknowledges that any violation of the SSO Event Code by a representative or registrant of Exhibitor may result in disciplinary action against both the individual and Exhibitor, including but not limited to removal of the individual and/or Exhibitor from the event or revocation of Exhibitor benefits without refund, or prohibition on further attendance at or participation in SSO events, in SSO’s sole discretion. Exhibitor further agrees to

cooperate with SSO in any investigation of alleged violations of SSO Event Code involving any representative or registrant of Exhibitor.

Recording – Under no circumstances is it appropriate for any Exhibitor to photograph or record another Exhibitor’s booth or products. Any Exhibitor caught doing so will be permanently dismissed from the exhibit hall with no refund of their space rental or registration fees.

Exhibitor Staffing – All exhibits must be staffed throughout the official open hours of the Exhibit Hall. Exhibitors are required to open and close their exhibits according to the official exhibit hours. Exhibitors will NOT be allowed to tear down their booth space early.

Solicitations by Non-Exhibitors – Only registered attendees and Exhibitors are allowed in the Exhibit Hall or other programs related to the Annual Session. Persons whose firms have not rented exhibit space are prohibited from soliciting business from attendees or SSO members in any form at the hotel. The only solicitation/presentations allowed in the exhibit area will be by registered Exhibitor personnel and must be held within the contracted exhibit space and cannot overflow into public aisles. Violators of this policy will be promptly dismissed from the Annual Session and will not be eligible to participate in future SSO exhibits.

Distribution of Printed Material – Distribution of printed material (including swag) by an Exhibitor or its agents is limited to their contracted exhibit space. Materials and advertising may not be distributed in any other area inside or outside the exhibit hall, including delivery to hotel rooms, without advance permission from SSO and the hotel. Any costs of such distribution shall be the sole responsibility of the exhibitor.

LIABILITY, INSURANCE & INDEMNIFICATION:

Certificate of Insurance - Exhibitors must provide a certificate of insurance to be admitted to the exhibit hall. Certificates of Insurance are due to the SSO office by no later than October 1, 2026 and should include the following:

- Name Southern Association of Orthodontists, d/b/a Southern Society of Orthodontists as additional insured
- Policy date through at least November 17, 2026
- Coverage should include comprehensive general liability of at least \$1,000,000 per occurrence.

Liability and Indemnification - Exhibitor is responsible for all damages to the exhibit premises and for any and all claims and demands on account of any injury or death or damage to property done in or about the premises used by the Exhibitor, its employees, servants, agents, licensees or contractors occasioned by their negligence and hereby agrees to indemnify SSO, the Renaissance Nashville Hotel (the “Hotel”), and their respective employees, agents, directors, officers and sponsors, against all claims, losses or damages to persons or property, and costs of defending claims arising out of or caused by any negligence on the part of the Exhibitor in installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof. It is the sole responsibility of the Exhibitor to obtain the proper insurance and be able to provide proof of insurance when needed. Exhibitor property shall be brought to the event at Exhibitor’s own risk. SSO and the Hotel shall not be liable for any loss, theft, damage, or injury to Exhibitor property, whether arising from fire, water, accident, or any other cause.

EXHIBITOR SERVICES:

Exhibitor Service Information - Shepard Exposition Services will manage details on shipping and other exhibit details, which will be emailed to the confirmed Exhibitor contact on file.

Security - SSO will hire a contracted agent to be in the exhibit area during show closed hours between exhibitor set-up and dismantling. However, Exhibitor is urged to take the maximum precautions in securing their own exhibit area prior to, during, and after the show.

Carpeting - The exhibit hall is carpeted.

Delivery of Freight Materials - All freight and display materials must be delivered through Shepard Exhibition Services.

CONCURRENT MEETINGS AND EVENTS:

Exhibitors and other organizations are responsible for scheduling their own functions so that they do not conflict with exhibit hours or any official program, meeting, or activity of this event.