

SOAP 2023 Annual Meeting

Sponsor Policies, Terms and Conditions

Sponsors of the Society for Obstetric Anesthesia and Perinatology (SOAP) agree to abide by the following policies, terms and conditions.

1. Participation

The Society for Obstetric Anesthesia and Perinatology (SOAP) seeks corporate sponsors (herein after referred to as sponsors or exhibitors) that will enhance the engagement and professional development experience of SOAP members and event attendees. SOAP reserves the right to deny participation, without recourse, to any prospective sponsor it deems not in the best interest of the event/activity or who violates SOAP policies and requirements, including those described below.

2. First Come, First Served

Sponsorships and exhibit booth space requests will be handled on a first-come, first-served basis, based on the date and time of receipt of the application.

3. Assignment of Booth Space

Every effort will be made to assign the exhibitor's preferred booth location; however, since assignments are on a first-come, first-served basis, SOAP cannot guarantee the preferred location will be available and reserves the right to assign exhibit booth space from any available location. Contracting early will increase the possibility of receiving the preferred exhibit booth location. Exhibit booth assignments are not final until SOAP receives payment in full.

4. Payments, Cancellations, Alterations, and Refunds

Payment in full is required no later than April 3, 2023.

Notification of a decision to cancel or otherwise change a contracted sponsorship opportunity must be made in writing (by email to sponsors@soap.org). The effective date of cancellation will be the date on which SOAP receives the email. Requests to increase/reduce exhibit booth space will be addressed on a space-available basis.

- For sponsorships canceled or reduced before March 1, 2023, a cancellation fee equivalent to 50% of the total cost will be retained by SOAP.
- No refunds will be issued for sponsorships canceled or reduced after March 1, 2023. The sponsor company will be responsible for the full cost of the sponsorship.
- Should extenuating circumstances cause SOAP to cancel the event, sponsors will be fully refunded with no cancellation fee or have the option to have their sponsorship fee applied toward the next SOAP Annual Meeting.

SOAP reserves the right to alter any sponsorship package inclusions or benefits based on prevailing federal government, local government or venue policies or recommendations.

5. Subletting or Sharing Space

Sponsors may not assign, sublet, or apportion to others the whole or any part of the sponsorship or exhibit space allotted, and may not advertise or display goods or services other than those produced or sold by the sponsor in the regular course of its business. Sponsors may use equipment or products of another sponsor or vendor in its exhibit booth for the purpose of better presentation of the sponsor's own products.

6. 2023 Exhibitor Dates/Hours (subject to change)

Exhibit Setup/Removal

Move In: Wednesday, May 3 – 1:00 pm Central

Move Out: Saturday, May 6 – 3:45 pm Central

Exhibitor Hours

As a courtesy to the participants and your fellow exhibitors, SOAP requests that you open your exhibit booth on time and remain open and staffed until the scheduled closing time. Deliveries or removal of equipment must be made before or after the exhibit hours.

Welcome Reception

- Wednesday, May 3 – 6:00 to 8:00 pm Central

Exhibit Hall Hours

- Thursday, May 4 – 7:00 am to 3:30 pm Central
- Friday, May 5 – 7:00 am to 3:30 pm Central
- Saturday, May 6 – 7:00 am to 3:30 pm Central

7. Removal of Exhibits

Exhibit move out will begin at 3:45 pm Central on Saturday, May 6 (subject to change). No packing of equipment, remove of signage, or dismantling of exhibit will be permitted until the official closing time. Violators will not be invited to exhibit at future meetings. All exhibits must be dismantled and removed no later than 8:00 pm on May 6.

8. Contractor Services

Exhibitor Service Kits and details about the official exposition services contractor will be available on the conference website in December 2022. At the exhibitor's expense, the exposition services contractor will provide all show services, materials, and equipment – other than materials and equipment owned by the exhibitor – to be used in the exhibit space.

9. Booth Construction and Arrangement

Booths will have an 8' background drape and 3' side divider drapes, and 7" high by 44" long identification sign as standard provisions, barring any adjustments needed for safety and space constraints. Electric service, phone connections, or other services and equipment can be ordered and paid for by the exhibitor by filling out and returning the appropriate forms in the Exhibitor Service Kit, as

indicated on the form. Any last-minute needs can be ordered and paid for by the exhibitor through the exposition services representative on the exhibition floor.

No exhibition equipment or material can extend above the 10' height so as not to cause a distraction for adjoining booths. Placement of exhibition equipment must not block the visibility of neighboring exhibitors. Aisles must not be used for exhibit space or standing room. This will be strictly enforced.

All exhibits must be done in a professional manner that will not detract from the exhibition. Only quality display equipment and materials should be used, with all surfaces and edges having a finished appearance. All displays and exhibits must conform to local building and fire department codes and regulations. Exhibitor must maintain, clean, and keep exhibits and contracted space in good order.

10. Protection of Hotel Property

Nothing shall be pasted, tacked, nailed, screwed, or otherwise affixed to columns, walls, floors, ceilings, or other parts of building or furniture. If the premises are defaced or damaged due to acts of negligence or non-compliance by the exhibitor, its agents, contractors, haulers, riggers, or guests, the exhibitor shall pay the Sheraton New Orleans for incurred damages. SOAP bears no liability for damages from exhibitor actions.

11. Fire Regulations and Local Law

Exhibitors must comply with all Louisiana state and local laws, as well as safety and fire codes. All electrical installations, equipment, and wiring must comply with the latest national and local electrical codes. Further, exhibitors agree to abide by the rules and regulations of Sheraton New Orleans.

12. Exhibit Staff Registration

Exhibitors' employees and agents who will be onsite must register in advance for the Annual Meeting. A registration link will be provided to register exhibitor representatives, including additional staff the sponsor may require for booth support. Models to assist in demonstrating equipment will not be allowed access to the exhibit hall without a pass from the SOAP registration desk. Please instruct representatives to check in onsite at the SOAP Registration Desk to receive their conference badges.

13. Badges

Badges must be worn at all times and may not be shared. Only people with badges will be allowed access to the exhibition area.

14. Exhibitor Conduct and Appearance

A representative must be in the exhibit booth during all the operating hours that the exhibition area is open. Representatives will be expected to have a professional appearance and provide suitable assistance to conference attendees to explain the sponsor's products, services, and programs. While on the exhibition floor, representatives are to conduct themselves in a manner commensurate with acceptable public behavior. At SOAP's discretion, any exhibitor who is deemed out of order may be required to leave the exhibition area.

Exhibitor activities must be confined to the contracted space. Audiovisual, sound, and attention-getting devices and effects will be permitted only in those locations and in such intensity that, in the opinion of SOAP, do not interfere with the activities of neighboring exhibitors. Operational demonstration equipment must not create noise levels or distractions objectionable to neighboring exhibitors. No smoking shall be allowed in the exhibition area.

15. Anti-Harassment Statement

Harassment, intimidation or discrimination in any form is prohibited including, but not limited to, threatening, stalking and sexual harassment as well as discriminatory comments or behavior related to gender, sexual orientation, disability, physical appearance, race, religion, or national origin. SOAP reserves the right to take any action deemed necessary, including immediate removal of the representative from the meeting without refund. SOAP reserves the right to prohibit attendance at any future meeting or event.

16. Limitation of Use of Recorded or Live Music

Exhibitors may not play, present, perform, or cause to be presented or performed any live or recorded music at the conference other than music that is original, or exhibitor owned. Only if the exhibitor has written permission and has paid the required royalties for the use of non-original recorded or live music will such music be permitted in the exhibition area. Any violation of this law may cause the immediate cancellation of the booth contract and removal of the exhibit from the floor.

17. Security and Insurance

Security will be provided in the exhibition area. Exhibitors are encouraged not to leave valuables unattended in the booth. Exhibitor is solely responsible for the loss or damage of its goods, materials, displays, and equipment. Exhibitor is responsible for providing adequate insurance coverage to include, but not limited to, damage to personal property, damage to the Sheraton New Orleans property, injury to persons, public liability, water, storm, and strikes.

18. Liability

Exhibitor releases SOAP, the Sheraton New Orleans, AMR Management Services, and their agents, contractors, and employees from all claims, demands, causes of action, or liability of any kind for injury or damages to persons or property that we may now or in the future have, known or unknown, arising directly or indirectly out of attendance at or participation in SOAP Annual Meeting. Exhibitor further agrees to indemnify and defend SOAP, Sheraton New Orleans, AMR Management Services, and their agents, contractors, and employees and hold them harmless, no matter what the cause or claim, from and against any lawsuits, claims, actions or causes of action, arising out of, or in connection with, this waiver of liability or its participation. This obligation includes, but is not limited to, the cost of defense, payment of any judgments, and payment of any expenses for attorneys' fees and other costs that may be incurred by SOAP, Sheraton New Orleans, AMR Management Services, and their agents, contractors, and employees. Neither SOAP, Sheraton New Orleans, AMR Management Services, and their agents, contractors, and employees shall be liable for injuries to any person or for damage to property owned or controlled by the exhibitor. In case any part of the exhibit area is destroyed or damaged, preventing SOAP, Sheraton New Orleans, AMR Management Services, or from permitting an exhibitor to occupy

assigned space, securing any part or the whole of the setup or exhibition period, or in case occupancy of assigned space during any part or the whole of the setup or exhibition period is prevented by strikes, acts of God, national emergency, or other causes only for the period space was or could have been occupied by the exhibitor, the exhibitor hereby waives any claim against SOAP, Sheraton New Orleans, AMR Management Services, and their agents, contractors, and employees for losses or damages that may arise in consequence of such liabilities to occupy assigned space. No refunds will be provided in such case.

19. Contract for Space

Exhibitor agrees to be bound by these policies, terms and conditions, as well as other SOAP conduct policies applicable to the event. All matters not covered by these policies, terms and conditions are subject to the decision of SOAP. SOAP may amend these terms and conditions at any time, and all amendments shall be equally binding on all parties affected by them as are the original terms and conditions. All provisions of the sponsorship agreement are severable. If any provision or portion thereof is determined to be unenforceable by a court of competent jurisdiction, then the rest of the agreement shall remain in full effect.

20. Amendments

All matters not specifically covered by the preceding terms and conditions and the rules and regulations contained in the Exhibitor Kit and correspondence shall be subject to the decision of SOAP management. SOAP Management shall have the full power to interpret, amend and enforce these rules and regulations, provided any amendments, when made, are brought to the notice of the exhibitors through correspondence or otherwise. Each exhibitor for itself and its employees or agents agrees to abide by the foregoing policies, terms and conditions and by any amendments or additions thereto in conformance with the preceding sentence.

21. Violations

Violation of any of these policies, terms and conditions on the part of exhibitor or the employees or agents of exhibitor shall, at the discretion of SOAP, annul the right to occupy exhibit space, and exhibitor shall forfeit to SOAP all fees paid and may be subject to fees outlined in the prospectus, Exhibitor Kit and/or any correspondence issued prior to or during the SOAP Annual Meeting.

Upon evidence of a violation or regulations, SOAP may take possession of the space occupied by the exhibitor and may have all persons and goods removed at the exhibitor's risk and cost. Exhibitor shall pay all such expenses and all damages that SOAP may incur and shall forfeit all fees paid or due to SOAP on account thereof. Exhibitor waives any right to service or written notice of SOAP's intention to terminate this agreement and repossess space occupied by exhibitor.

22. Infectious Disease Assumption of Risk

Sponsors must comply with procedures and policies SOAP may implement to protect the health and safety of all attendees. Sponsors and their exhibit booth representatives acknowledge the contagious nature of COVID-19 and voluntarily assume the risk of exposure or infection by attending the event, and further acknowledge such exposure or infection may result in personal injury, illness, permanent

disability and death. Such exposure may result from the actions, omissions or negligence of others who may attend the event or their families, colleagues, or others with whom they may have contact. Exhibitor hereby releases, covenants not to sue, discharges and holds harmless SOAP and its employees, agents, and representatives, of and from any liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto.

23. Expiration of Benefits

Benefits of all sponsorship packages must be utilized before December 31, 2023. Any benefits not exercised prior to that time will expire.

24. Attendee Data Use

Use of the attendance data report is restricted to communication from your company in preparation for or in follow up to the SOAP Annual Meeting. Data may not be harvested, sold to others, incorporated into any type of database, or employed for any other promotional purpose. Data are only shared with the primary sponsor contact. You may choose who else within your company needs to receive the data. If you share data with others in the company, please ensure your pass along the information above about how it can be accessed and used. You may not share data outside of your company.

Agreement

By purchasing a SOAP sponsorship opportunity, you acknowledge acceptance of these policies, terms, and conditions, and hereby affirm you are authorized to obligate your company/organization to these policies, terms and conditions.