**SOAP Sponsor Standards**

SOAP 2021 Annual Meeting, Virtual Event – May 13-16, 2021

**General Eligibility Requirements**

1. All virtual profile “booth” submitted for display are subject to review. SOAP reserves the right in its sole discretion to accept or reject any application for space.

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

3. Products or services eligible for exhibiting at the SOAP annual meeting must be germane to, and effective and useful in, the practice of obstetric anesthesia. However, products and services offered by responsible companies that are not related to obstetric anesthesia, but are of interest to obstetric anesthesia, may exhibit, at the discretion of SOAP.

4. Sponsors 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 SOAP annual meeting is not to be construed as a guarantee that the manufacturer has complied with such laws and regulations.

**Sponsor Profile Assignment Criteria**

Sponsors must [apply online](https://soap.memberclicks.net/index.php?option=com_mcform&view=ngforms&id=2075427#/) for virtual profile “booth”. Until the applicant receives final written acceptance or denial of sponsorship, any funds expended for the development or construction of an exhibit booth or any other related expenditures are at the applicant’s own risk.

Each applicant acknowledges and agrees that SOAP will not be responsible for any damages, losses, costs, expenses, or contractual liabilities incurred by the applicant prior to receipt of the final notice of acceptance or denial of sponsorship.

All applicants for sponsorship must be in good financial standing with SOAP in order to be accepted as sponsors.

**Cancellation and Refund Policy**

Cancellation of sponsorship must be made in writing on or before April 19, 2021. If written notice of cancellation is received on or after April 19, 2021 sponsor agrees to pay a cancellation fee equal to 50% of the total fee. These cancellation fee terms will apply regardless of the execution date of the online application. If SOAP does not receive any notice of cancellation in writing, the sponsor will be liable for 100% of the total fee.

**Exhibitor-Sponsored Events and Educational Programs**

As a condition of SOAP accepting the sponsor’s application for space, the sponsor agrees that sponsors may not hold focus groups, seminars or programs during exhibit hall or scientific program hours that bring attendees out of the SOAP virtual platform. SOAP offers a comprehensive scientific program on a full array of obstetric anesthesia topics, and the program that attracts the most members to the meeting. Therefore, SOAP prohibits educational forums that detract from the activities at the conference during the dates of the annual meeting. Please be aware that sponsors cannot utilize speakers who are on the current-year SOAP scientific program. Sponsors must disclose to SOAP all events, seminars, focus groups or programs that will be linked to using the SOAP virtual platform. Any violation of this stipulation will cause sanctions to be applied to the sponsors. Please review program and exhibit days and hours before completing your plans.

**Business Activities Outside of Booth Space**

You may only engage with attendees in the virtual exhibit hall. Sponsors will not be allowed to promote their products in CME sessions or Networking Events unless approved by SOAP.

**Subletting Space**

Subletting, sharing, allocation, partnering or any other similar arrangement of space is prohibited. A sponsor may neither assign, allocate, nor apportion the whole or any part of space allotted, or display any goods other than those manufactured or distributed by the sponsor in the regular course of the sponsor’s business, nor permit any representative of any other firm to solicit business or take orders in the sponsor’s space. The featuring of names or advertisements of non-sponsoring firms or businesses will not be permitted.

**Sales by Non-Exhibiting Companies**

Solicitation by non-sponsors is prohibited. Firms and representatives not assigned exhibit space are prohibited from soliciting business in the virtual platform. Violators of this prohibition will be banned from the platform

**Sponsored Contests**

Companies who want to sponsor any type of contest, raffle or drawing for prizes must obtain approval from SOAP. Among other requirements, which the SOAP in its discretion may prescribe, the following rules must be adhered to: 1. The sponsor must comply with all local, state and federal laws that apply to such raffles, contests or drawings. 2. Contest, raffle or drawing rules must be posted at the booth. The rules must include eligibility, date and time of drawing (contest, raffle), the words “no purchase necessary to enter,” in bold prominent print, odds of winning, how winners will be notified, how participants may find out who won, etc. 3. SOAP must be notified of the name(s) of the winner(s) when the prize(s) has been awarded.

**Cancellation**

SOAP reserves the right at its sole discretion to cancel any sponsor application or agreement at any time if the applicant has violated, or SOAP reasonably believes that the applicant will violate, any of these sponsor rules and regulations or has engaged in or is engaging in any activity that reflects negatively on SOAP’s favorable image, goodwill, reputation or acceptance by its members or the public. SOAP will not be liable for special, consequential or incidental damages, loss or expense, directly or indirectly, arising from, or in connection with, the cancellation of this sponsorship, notwithstanding notice to SOAP of the possibility of such damages, loss or expense.

**General Setup**

Your virtual booth will be staffed with a live booth representative during the assigned hall hours. You agree to submit your logo, color scheme, and any PDFs/video files through the sponsor dashboard.