



## Global Clinical Supplies Group 2019 European Knowledge Forum Sponsor Agreement

Thank you for purchasing a sponsorship at the Global Clinical Supplies Group (GCSG) 2019 European Knowledge Forum! The objective of the GCSG Knowledge Forum is to provide a place for the open exchange of ideas, regulatory updates, technological advances and information of a non-confidential nature related to clinical supply activities. We strive to promote closer professional relationships among personnel engaged in clinical supply activities as well as between the clinical supply group and other segments of the pharmaceutical/biotechnology industry. In keeping with this purpose, Knowledge Forum sponsors are encouraged to be educational, communicative and informative in their interaction with attendees.

### Sponsor Guidelines

By sponsoring the Global Clinical Supplies Group European Knowledge Forum, you are agreeing to and will abide by the following guidelines. **Violation of any of these guidelines may result in dismissal of the sponsor from the meeting and/or forfeiture of sponsor company's ability to attend future GCSG events.**

Service Provider companies will be invited to register for sponsorship opportunities via the GCSG website ([www.mygcgs.com](http://www.mygcgs.com)) on Wednesday 8<sup>th</sup> May 2019 on a first come first serve basis. If a service provider also wishes to exhibit at the Knowledge Forum, it will be possible to purchase an exhibitor space at the same time as registering for a sponsorship opportunity.

For Service provider companies who wish to purchase an exhibitor space only, registration will open on Wednesday 15<sup>th</sup> May 2019.

**Full payment will be required within four weeks of registration. Failure to comply will result in the sponsor opportunity being offered to a waitlisted vendor. Payments can be made either via credit card at the time of completing online registration or via wire transfer. Please note that wire transfers will incur a \$60 wire transfer fee per transaction.**

1. Code of Conduct:
  - a. The purchasing company (sponsor) is to provide all materials for the chosen sponsorship as outlined in the sponsorship opportunities section of the website.
  - b. The sponsor is responsible for set-up of any sponsor-provided materials (e.g. Company Sponsored drop, networking event, etc.).
  - c. Excessive noise will not be permitted.
  - d. Harassment of attendees or other sponsors or exhibitors will not be tolerated.
  - e. Distribution of food or beverages that compete with hotel service offerings is prohibited.
  - f. Any sponsor company hospitality must not interfere or overlap with GCSG activities. (i.e. Meet & Greet, GCSG Dinner event, Vendor Reception or the general sessions and workshops).
  - g. Sponsor representatives are encouraged to attend the plenary sessions and workshop sessions.
  - h. Workshop sessions are not to be used to promote sponsor company services.

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2. Sponsorship fees are published in the sponsorship opportunities section of the website
  - a. BD/Sales/Senior Executive/Marketing representatives from sponsoring companies will be permitted to attend the conference as follows:

Sponsorship Opportunity	Number of full access passes included in registration fee	Maximum number of BD/Sales/Senior Executive/ Marketing representatives permitted to attend GCSG at the regular delegate conference rate
Exhibitor Space	2 <sup>a</sup>	N/A
Diamond Sponsor – GCSG Dinner Event	None	2 <sup>b</sup>
Platinum Sponsor – Meet & Greet Networking Event	None	2 <sup>b</sup>
Ruby Sponsor – Knowledge Forum App	None	2 <sup>b</sup>
Titanium Sponsor – Hosted Event	None	1 <sup>c</sup>
Gold Sponsor – Key Note Speaker	None	1 <sup>c</sup>
Gold Sponsor – Lanyards	None	1 <sup>c</sup>
Sliver Sponsor – Late Night Networking Event	None	1 <sup>c</sup>
Silver Sponsor – Lunch, Tea/Coffee Breaks	None	1 <sup>c</sup>
Silver Sponsor – Event Photography	None	1 <sup>c</sup>
Sliver Sponsor – Wi-Fi	None	1 <sup>c</sup>
Bronze Sponsor – Boot Camp and New Member Orientation	None	1 <sup>c</sup>

### Footnotes:

- a. Exhibitors are permitted to have a maximum of 2 BD/Sales/Senior Executive/Marketing attendees per company, which is included in the exhibitor registration fee. While additional sponsorships may be purchased, the purchase of additional sponsorships will not increase the maximum number of BD/Sales/Senior Executive/Marketing representatives permitted per service provider company.
- b. Diamond, Platinum and Ruby Sponsors are permitted to register a maximum of 2 BD/Sales/Senior Executive/Marketing attendees per company at the regular delegate conference rate, as outlined in the table above. While additional sponsorships may be purchased, the purchase of additional sponsorship opportunities will not increase the maximum number of BD/Sales/Senior Executive/Marketing representatives permitted per service provider company.
- c. For all other sponsorship types, a maximum of 1 representative from BD/Sales/Senior Executive/Marketing will be permitted to register, at the regular delegate conference rate, per company, as outlined in the table above. Purchase of additional sponsorship(s) will increase the number of BD/Sales/Senior Executive/Marketing representatives permitted to register, at the regular delegate rate, to the maximum of 2 per service provider company.

### 3. Wait List:

- a. In the event that all sponsorship opportunities are sold, a wait list will be created.
- b. Individuals wishing to purchase a sponsorship will be notified in the order that they joined the wait list if an opportunity becomes available.



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4. Cancellation Policy: Cancellation requests must be submitted in writing to [finance@mygcsbg.com](mailto:finance@mygcsbg.com).
  - a. Cancellation requests received at least 4 weeks prior to conference start will receive:
    - i. Individual Conference registration – registration fee paid less a \$250 administrative fee
    - ii. Exhibitors/Sponsors – a 50% refund of fees paid
  - b. No refund can be given for cancellations received less than 4 weeks prior to conference start.
5. Sponsor Set-up:
  - a. Sponsors are responsible for shipping all sponsor-provided materials as per the published shipping guidelines
  - b. Sponsors are responsible for set-up of all sponsor-provided materials as per published sponsorship opportunities
  - c. At the end of the conference, each sponsor is responsible for packing up any remaining items and arranging return collection as per published shipping guidelines.
6. Location/Layout: At all times, GCSG reserves the right to alter the location and/or layout of the sponsorship areas in the best interests of the conference.
7. Sponsor Badges:
  - a. Sponsor personnel must wear their registration badges at all times.
  - b. Non-registered sponsor company personnel will not be permitted to attend the conference without permission of the GCSG Vendor Coordinator.

**Please direct any issues or concerns to the European GCSG Vendor Coordinator:**

**Contact:** Lisa Spence

**Email:** [EUVendor@mygcsbg.com](mailto:EUVendor@mygcsbg.com)



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I have read and understood the above Sponsor Guidelines and agree to adhere to them as outlined. I also take responsibility to ensure all attendees from my company read and agree to adhere to these guidelines

Company Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_