

Thank you for your interest in exhibiting at the 2018 US Global Clinical Supplies Group (GCSG) Annual Conference. The objective of the GCSG conference is to provide a forum for the open exchange of ideas, regulatory changes, 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 encourage closer relationships between the clinical supply group and other segments of the pharmaceutical/biotechnology industry. In keeping with this purpose, exhibitors are encouraged to be educational, communicative and informative in their exhibit displays and contact with attendees.

Exhibitor Guidelines

By submitting a request for exhibit space, exhibitors agree to and will abide by the following guidelines. **Violation of any of these guidelines may result in closure of the exhibitor's display, dismissal of the exhibitor from the meeting and/or forfeiture of the exhibitor's ability to attend future GCSG events.**

Space Assignment: Exhibitors will be invited to register beginning December 6th, 2017 at 11:00am EST. Exhibitor space will be reserved on a first paid, first served basis. **Full payment will be required within four weeks of registration. Failure to comply will result in exhibitor space being offered to waitlisted vendors.**

1. Code of Conduct:

- a. All exhibitor activities must be confined to the general area of the exhibit space.
- b. Excessive noise will not be permitted.
- c. Harassment of attendees or other exhibitors will not be permitted.
- d. Distribution of food or beverages that compete with hotel service offerings is prohibited.
- e. Any vendor-sponsored hospitality event must not interfere or overlap with GCSG activities (i.e. Meet & Greet, Monday Night event, Vendor Reception, plenary or workshop sessions).
- f. Unauthorized use of any GCSG workshop rooms or the general session room for vendor meetings will not be permitted.
- g. Exhibitor representatives are encouraged to attend the plenary and workshop sessions.
- h. Workshop sessions are not to be used to promote company services.

2. Fees: The cost of the table-top exhibit space is \$3,000 and includes the following:
 - a. Skirted table **approximately 2' by 6' in size**, with 115v (power strip/3 prong socket.)
 - b. Ability to purchase registrations for up to two business development/sales representatives.*
These registrants will be required to pay the appropriate registration fee (member vs. non-member) based on the date of their registration (early bird vs. regular). Registration for these spots will be on a space-available basis so you are advised to register as soon as possible after purchasing your tabletop.

***Please note: A maximum of 2 representatives from BD/Sales/Senior Executives** /CEOs/Marketing per vendor company will be permitted to attend the conference.**

****Vendors who sponsor at or above the \$10,000 level (including exhibit booth) may purchase 1 additional vendor delegate pass for a VP-level (non-sales) executive.**

3. Wait List:
 - a. In the event the Exhibitor space is sold out, a wait list will be created.
 - b. Exhibitors will be notified in the order that they joined the wait list if space becomes available.
4. Cancellation Policy: Please see the cancellation policy on the website under Exhibitor fees.
5. Exhibit Installation/Dismantling:
 - a. Exhibitors are responsible for setup of their exhibit and shipping of exhibit materials as per the published shipping guidelines.
 - b. Exhibitors agree to abide by the published installation and dismantle times.
Please note times below:
 - **Exhibitor Setup:** Sunday, 3:00-5:00 PM
 - **Exhibitor Tear Down:** Wednesday, after 8:30 AM
 - c. At the end of the conference, each exhibitor is responsible for packing up all display items and arranging return collection as per the published shipping guidelines.
6. Exhibitor Table-Top Space:
 - a. **All exhibit materials must fit completely on the table-top provided (approximately 2' X 6' in size).** No exhibit materials are allowed on the floor in the designated exhibit area.
 - b. Exhibitors will only be allowed to install table-top displays (**maximum height is 5' from the top of the table**).
 - c. Exhibitors erecting displays other than table-top size will be asked to dismantle unauthorized displays.

7. **Only one display per company per table is permitted.**
 - a. Companies with subsidiary or sister companies cannot display the subsidiary/sister display and the main company display on the same table.
 - b. Only the display of the paying company will be permitted.
 - c. Exhibitors must check with the GCSG Vendor Coordinator before erecting any special displays.
 - d. Exhibitors are not allowed to move their allotted table-top under any circumstances without prior approval from the GCSG Vendor Coordinator.

8. **Occupancy of Space:**
 - a. Space not claimed by an exhibitor prior to the close of the published installation period will be considered forfeit.
 - b. GCSG reserves the right to reassign any space not claimed by the close of the published installation period.

9. **Location/Layout:** At all times, GCSG reserves the right to alter the location and/or layout of the exhibits in the best interests of the exhibition.

10. **Exhibitor Badges:**
 - a. Exhibitor personnel must wear their registration badges at all times.
 - b. Non-registered exhibitor personnel will not be permitted in the exhibit area without permission of the GCSG Vendor Coordinator.

Please direct any issue or concerns to the US GCSG Vendor Coordinator:

Contact: Karen McNamara

Email: vendor@mygcs.com