

Global Clinical Supplies Group 2018 European Knowledge Forum Sponsor Agreement

Thank you for purchasing a sponsorship at the Global Clinical Supplies Group (GCSG) 2018 European Knowledge Forum! The objective of the GCSG Knowledge Forum is to provide a place 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, sponsors are encouraged to be educational, communicative and informative in their interaction with conference 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.**

Sponsors will be invited to register from 9th May 2018. All sponsorship opportunities 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 the sponsor opportunity being offered to a waitlisted vendor.**

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 permitted.
 - 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 to attend the general sessions and workshop sessions.
 - h. Workshop sessions are not to be used to promote sponsor company services.

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 sponsorship registration fee	Maximum number of BD/Sales/Senior Executive/ Marketing representatives permitted to attend GCSG at the regular delegate conference rate
Exhibitor Tabletop	None	2
Diamond Sponsor – GCSG Dinner Event	None	2
Platinum Sponsor - Meet & Greet Networking Event	None	2
Gold Sponsor - Key Note Speaker	None	1
Gold Sponsor - Lanyards	None	1
Gold Sponsor - Lunch, Tea/Coffee Breaks	None	1
Silver Sponsor - Conference App	None	1
Silver Sponsor - Event Photography	None	1
Bronze Sponsor - Executive Summary Article of Plenary Session	None	1
Bronze Sponsor - Wi-Fi	None	1

Notes:

1. Exhibitors as well as Diamond and Platinum Sponsors are permitted to have a maximum of 2 BD/Sales/Senior Executive/Marketing attendees per company, as outlined in the table above. Purchase of additional sponsorship opportunities will not increase the maximum number of BD/Sales/Senior Executive/Marketing representatives permitted.
2. For all other sponsorship types, a maximum of 1 representative from BD/Sales/Senior Executive/Marketing will be permitted to attend per company, as outlined in the table above. Purchase of additional sponsorship opportunities will not increase the maximum number of BD/Sales/Senior Executive/Marketing representatives permitted.
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.
4. Cancellation Policy: Please see the cancellation policy on the website under sponsor fees.
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 all display 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 issue or concerns to the EU GCSG Vendor Coordinator:

Contact: Lisa Spence

Email: EUVendor@mygcs.com