

Thank you for your interest in exhibiting at the Global Clinical Supplies Group (GCSG) 2019 US Annual Conference. The objective of the GCSG conference is to provide a forum 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, exhibitors are encouraged to be educational, communicative and informative in their exhibit displays and contact with attendees.

### **Exhibitor Guidelines**

By registering 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 11<sup>th</sup>, 2018 at 11:00 AM 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's space being offered to wait-listed vendors.**

1. Code of Conduct:

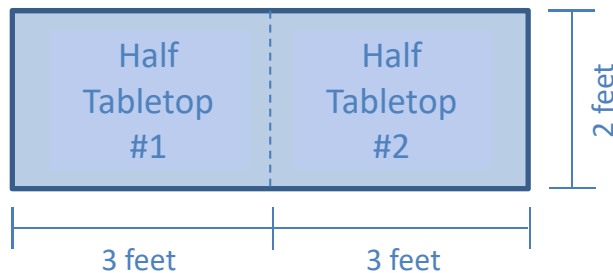
- a. All exhibitor activities must be confined to the general area of the exhibit space.
- b. Excessive noise will not be permitted.
- c. Harassment of attendees or other exhibitors will not be permitted.
- d. Distribution of food or beverages that compete with hotel service offerings is prohibited.
- e. Any vendor-sponsored hospitality event must not interfere or overlap with GCSG activities (i.e. Meet & Greet, GCSG Night Out, 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:

- a. The cost of a full tabletop exhibit space is \$3,000 and includes the following:
  - i. Skirted table **approximately 2' by 6' in size**, with 115v (power strip/3 prong socket.)



- ii. Ability to purchase registrations for up to two (2) 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.
- b. The cost of a half tabletop exhibit space is \$1,650 and includes the following:
  - i. Half of one skirted table approximately 2' by 6' in size, with 115v (power strip/3 prong socket.) A half tabletop exhibit space will have **approximately 2' by 3'** of display space.



- ii. Ability to purchase registration for one (1) business development/sales representative.\* This registrant will be required to pay the appropriate registration fee (member vs. non-member) based on the date of their registration (early bird vs. regular).

**\*Please note: A maximum of 2 BD/Sales/Senior Executives\*\* /CEOs/Marketing representatives for a full tabletop and 1 BD/Sales/Senior Executive\*\* /CEO/Marketing representative for a half tabletop per vendor company will be permitted to attend the conference.**

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

3. Waitlist:
  - a. In the event the Exhibitor space is sold out, a waitlist will be created.
  - b. Exhibitors will be notified in the order that they joined the waitlist if space becomes available.
  
4. Cancellation Policy: Cancellation requests must be submitted in writing to [finance@mygcsgr.com](mailto:finance@mygcsgr.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. Exhibit Installation/Dismantling:
  - a. Exhibitors are responsible for set up 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 Set up:** 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 Tabletop Space:
  - a. **All exhibit materials must fit completely on the tabletop provided (approximately 2' by 6' for full tabletops and 2' by 3' for half tabletops).** No exhibit materials are allowed on the floor in the designated exhibit area.
  - b. Exhibitors will only be allowed to install tabletop displays (**maximum height is 5' from the top of the table**).
  - c. Exhibitors erecting displays other than tabletop size will be asked to dismantle unauthorized displays.
  
7. **Only one tabletop per company (including subsidiaries or sister companies) is permitted. A company is defined by the highest level of the organization regardless of brand differentiation within the overall organization.**
  - a. Companies with subsidiary or sister companies may display the subsidiary/sister displays on the same table.
  - b. Multiple companies that are not legally tied cannot be displayed on the same table (except in the case of half tabletop where two companies would split the table).
  - c. Companies with three or more subsidiaries or sister companies will be eligible to purchase a 3<sup>rd</sup> BD registration for \$3,000. Contact the GCSG Vendor Coordinator if you are eligible and interested in purchasing a 3<sup>rd</sup> BD registration.



- 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](mailto:vendor@mygcs.com)

**I have read and understood the above Exhibitor 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:** \_\_\_\_\_