



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

Thank you for registering to exhibit 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, exhibitors are encouraged to be educational, communicative and informative in their exhibit displays and interaction with conference 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 exhibitor's ability to attend future GCSG events.**

#### **Space Assignment:**

- Companies sponsoring the event who also wish to exhibit will be able to procure an exhibitor space with their sponsorship from Wednesday, 15<sup>th</sup> May 2019 at 2pm GMT. Sponsorship with accompanying Exhibitor spaces will be reserved on a first-paid, first-serve basis.
- For companies who only wish to exhibit at the Knowledge Form, registration will open on Wednesday, 22<sup>nd</sup> May 2019 at 2pm GMT. 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 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. 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, sponsors or other exhibitors will not be tolerated.
  - 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 Dinner event, Vendor Reception or the general sessions and workshops).
  - 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.



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2. Fees:
  - a. The cost of the table-top exhibit space is \$8,500 and includes the following:
    - i. Skirted table **approximately 183cm x 76cm in size**, with 230v electricity/2 pin socket.
    - ii. 2 full conference passes for BD/Sales/Senior Executive/Marketing representatives.

**A maximum of 2 representatives from BD/Sales/Senior Executive/Marketing are permitted per exhibitor company. Purchase of additional sponsorships will not increase the maximum number of BD/Sales/Senior Executive/Marketing representatives per exhibitor company.**
3. Wait List:
  - a. In the event that 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: Cancellation requests must be submitted in writing to [finance@mygcs.com](mailto:finance@mygcs.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.
  - c. Please note times below:  
**Exhibitor Setup:** Tuesday, 3pm – 5pm  
**Exhibitor Tear Down:** Thursday, after 3pm
  - d. At the end of the conference, each exhibitor is responsible for packing up all display items and arranging return collection as per published shipping guidelines.
6. Exhibitor Table-Top Space:
  - a. **All exhibit materials must fit completely on the table-top provided (approximately 183cm x 76cm 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 approximately 160cm from the top of the table).
  - c. Exhibitors erecting displays other than table-top size will be required to dismantle unauthorized displays.
7. **Only one display 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 subsidiaries 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.
  - c. Only the display of the paying company will be permitted.



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- d. Exhibitors must check with the GCSG Vendor Coordinator before erecting any special displays.
  - e. Exhibitors are not allowed to move their allotted table-top or table 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 exhibit personnel will not be permitted in the exhibit area without permission of the GCSG Vendor Coordinator.

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

**Contact: Lisa Spence**

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



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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:** \_\_\_\_\_