

Global Clinical Supplies Group Sponsor Agreement

Thank you for purchasing a sponsorship at the Global Clinical Supplies Group (GCSG) 2020 US Annual Conference! The objective of the GCSG Annual 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, conference sponsors are encouraged to be educational, communicative and informative in their interaction with conference attendees.

Sponsor Guidelines

By sponsoring the Global Clinical Supplies Group US Conference, 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 10th December 2019. All sponsorship opportunities will be reserved on a first-come, first-served basis. **Full payment will be required within four weeks of registration. Failure to comply will result in the sponsorship opportunity being offered to a wait-listed 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. Plenary Session Handouts, Meet & Greet 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 Night Out 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	Maximum number of BD/Sales/Senior Executive/ Marketing representatives permitted to attend GCSG at the regular delegate conference rate
Diamond Sponsor – GCSG Night Out (Monday Dinner and Entertainment)	2
Platinum Sponsor - Sunday Meet & Greet	2
Gold Sponsor – After Party Speakeasy	1
Gold Sponsor – Conference App & Tech Help Desk	1
Gold Sponsor – WiFi Internet	1
Silver Sponsor - Keynote Speaker	1
Silver Sponsor - Lanyards	1
Silver Sponsor – Headshots & Photography	1
Bronze Sponsor – Conference Registration Welcome	1
Bronze Sponsor – After Hours Lounge (2 sponsorships available – Sunday or Tuesday)	1
Bronze Sponsor - Breakfast, Lunch and Networking Snack Breaks (3 sponsorships available)	1
Silver Sponsor - Headshots	1
Bronze Sponsor – Post-Conference Marketing – Conference Highlight Video & Executive Summary Article of Plenary Session	1
Member Sponsor – Relax & Recharge Station	1
Member Sponsor – Conference Notepad & Pen	1
Member Sponsor – Pre-Conference Seminars & Conference Orientation	1
Member Sponsor – Hotel Room Drop (3 sponsorships available)	1
Member Sponsor - Plenary Session Handouts (3 Sponsorships Available)	1
Contributing Sponsor – Doggie Yoga	0
Contributing Sponsor - Tech Showcase	0
Contributing Sponsor – Big Screen (15 sponsorships available – 5 each on Monday, Tuesday & Wednesday)	0

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. Companies purchasing sponsorships in the Gold through Member levels are permitted to register 1 representative from BD/Sales/Senior Executive/Marketing, as outlined in the

table above. Purchase of additional sponsorship opportunities is additive up to the maximum of 2 BD/Sales/Senior Executive/Marketing representatives per company.

3. A minimum sponsorship purchase of \$3,000 is required to register a BD/Sales/Senior Executive/Marketing representative. Multiple Contributing Sponsorships can be purchased to reach the \$3,000 minimum to allow registration of a single BD/Sales/Senior Executive/Marketing representative.

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: Cancellation requests must be submitted in writing to finance@mygcsbg.com.

- a. Cancellation requests received at least 6 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 6 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 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 Marketing Coordinator.



Please direct any issue or concerns to the GCSG Marketing Coordinator:

Contact: Lorna Briddick

Email: marketing@mygcs.com

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: _____