



## Global Clinical Supplies Group 2020 European Knowledge Forum Sponsor Agreement

Thank you for purchasing a sponsorship at the Global Clinical Supplies Group (GCSG) 2020 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, Knowledge Forum sponsors are encouraged to be educational, communicative and informative in their interaction with 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 who wish to purchase ***Diamond, Platinum, Ruby, Gold and Silver sponsorship packages*** will be invited to register for sponsorship opportunities via the GCSG website ([www.mygcs.com](http://www.mygcs.com)) on Tuesday 5<sup>th</sup> May 2020 on a first come, first serve basis. If a company also wishes to exhibit at the Knowledge Forum, it will be possible to purchase an exhibitor space at the same time as registering for these sponsorship opportunities.

For companies who wish to purchase an exhibitor space **ONLY**, registration will open on Thursday 7<sup>th</sup> May 2020.

**Bronze** sponsorship packages will also be available to purchase from Thursday 7<sup>th</sup> May

**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. Payments can be made either via credit card at the time of completing online registration or via wire transfer. Please note that payments made via any method other than credit card, or credit card payments requiring manual processing, will incur a \$100 administrative fee per transaction.**



## Global Clinical Supplies Group 2020 European Knowledge Forum Sponsor Agreement

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 tolerated.
  - 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. GCSG sponsored events, general sessions and workshops).
  - g. Sponsor representatives are encouraged to attend the plenary 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 rate
Exhibitor Space	2
Diamond Sponsor – Wednesday Night Dinner Event	2
Platinum Sponsor – Meet & Greet Networking Event	2
Ruby Sponsor – Knowledge Forum App & Technology Helpdesk	2
Gold Sponsor – Keynote Speaker	1
Gold Sponsor – Lanyards	1
Silver Sponsor – Late Night Networking Event (Craft Beer Night)	1
Silver Sponsor – Late Night Casino & Games	1
Silver Sponsor – Lunch & Tea/Coffee Breaks	1
Silver Sponsor – Professional Headshots & Event Photography	1
Bronze Sponsor – Registration Welcome & Orientation	1
Bronze Sponsor – Farewell & Prize Draws	1
Bronze Sponsor – Hotel Room Drop	1
Bronze Sponsor – Company Sponsored Drop	1
Bronze Sponsor – Relax and Recharge Station	1
Member Sponsor – Vendor Showcase	1



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### Notes

- a. Exhibitors as well as Diamond, Platinum and Ruby Sponsors are permitted to register a maximum of 2 BD/Sales/Senior Executive/Marketing attendees per company at the regular delegate conference rate.
  - b. Companies purchasing any other sponsorship type will be permitted to register a maximum of 1 representative from BD/Sales/Senior Executive/Marketing, at the regular delegate conference rate, as outlined in the table above. Purchase of additional sponsorship(s) will increase the number of BD/Sales/Senior Executive/Marketing representatives permitted to register, at the regular delegate rate, to the maximum of 2 per company.
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@mygcs.com](mailto:finance@mygcs.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 any remaining 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 issues or concerns to the European GCSG Vendor Coordinator:**

**Contact:** Lisa Spence

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