

GCSG 2020 Global Virtual Conference | Sponsor & Exhibitor Agreement

Thank you for your interest in purchasing a sponsorships and/or virtual exhibit booth at the GCSG 2020 Global Virtual Conference. Our objective is to provide a virtual 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 pharma/biotech industry. In keeping with this purpose, exhibitors and sponsors are encouraged to be educational, communicative and informative in their virtual exhibits or sponsor activities, during our workshop discussions and in any contact with attendees.

Virtual Sponsor & Exhibitor Guidelines:

By sponsoring and/or exhibiting at the GCSG 2020 Global Virtual Conference, sponsors and exhibitors agree to and will abide by the following guidelines. **Violation of any of these guidelines may result in dismissal of the sponsor/exhibitor from the conference and/or forfeiture of the sponsor/exhibitor's ability to attend future GCSG events.**

1. Code of Conduct:
 - I. Harassment of attendees or other sponsors/exhibitors will not be permitted.
 - II. Sponsor & Exhibitor representatives with full access registration are encouraged to attend and participate in the plenary and workshop sessions.
 - III. Workshop sessions are not to be used to promote company services.
 - IV. Any vendor-sponsored hospitality event must not interfere or overlap with GCSG activities (e.g. Vendor Scavenger Hunt or the general sessions and workshops).
2. Fees:
 - I. Virtual Exhibit Booths:
 - i. The cost of a virtual exhibit space is \$3,000 and grants the following:
 - a) **Ability** to purchase registrations for two (2) full access, business development (BD)/sales representatives. These registrants will be required to pay the appropriate registration fee (member vs. non-member).
 1. Upon purchasing 2 full access BD/Sales registrations, Exhibitors will be granted **ability** to purchase 4 additional BD/Sales Exhibit Hall only registrations to support the virtual exhibit booth.
 - II. Sponsorships:
 - i. Sponsorship descriptions and fees are published in the sponsorship opportunities section of the GCSG website

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- ii. 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	2
Platinum Sponsor	2
Gold Sponsor	1
Silver Sponsor	1
Bronze Sponsor	1
Member Sponsor	1
Contributing Sponsor	1

Note: Exhibitors and Sponsors are permitted to have a maximum of 2 BD/Sales/Senior Executive/Marketing full access attendees per company. Purchase of additional sponsorship opportunities will not increase the maximum number of BD/Sales/Senior Executive/Marketing full-access representatives permitted.

3. Waitlist:

- I. In the event sponsorships and/or the Virtual Exhibit Hall are sold out, waitlists will be created.
- II. Those on the waitlist will be notified in the order that they joined if space becomes available.

4. Cancellation Policy:

- I. Prior to July 27th, cancellation requests must be submitted in writing to Finance@mygcs.com. Starting on July 27th, please process all cancellations by modifying your registration using our online registration system.
- II. 23-Aug-2020: the last date you can request a refund or credit (a \$250 administrative fee will be deducted from the refund)
- III. 24-Aug-2020: no refunds or credits will be provided after this date.

5. Virtual Sponsorship and Exhibit Booth Set Up:

- I. Sponsors and Exhibitors are responsible for setting up their sponsorships and/or virtual exhibit booth as per this document.
- II. ***For Virtual Exhibit Booths, with an additional fee of \$550/booth, a Communique Client Services Project Manager will engage directly with exhibitor and upload content. Exhibitors are responsible for the creation of all content items by the due date specified by GCSG & Communique.***

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- III. GCSG Committee volunteers will be available to assist with content questions. Communicate Helpdesk support will be available during the conference. The Helpdesk will be open anytime the conference is active, via chat from your booth (for exhibitors), or by going to the Helpdesk.
 - IV. Exhibitors agree to abide by the published exhibit set-up period, tentatively scheduled for 16-Sep to 20-Sep-2020 (subject to change).
 - V. Guidelines for digital content types and specifications must be adhered to in order to ensure platform functionality. Failure to comply with requirements will result in content being pulled from the sponsorship/booth, where applicable. See guidelines [here](#).
6. **Exhibitors: Only one virtual exhibit booth 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.**
- I. Companies with subsidiary or sister companies may exhibit the subsidiary/sister information in the same virtual booth.
 - II. Multiple companies that are not legally tied cannot exhibit in the same virtual booth.
7. Location/Layout: GCSG reserves the right to alter the location and/or layout of the sponsorships/exhibits in the best interests of the conference at any time.

Please direct any issue or concerns to your respective GCSG Marketing/Vendor Coordinator:

- **US Exhibitor Contact:** Steven Awad
 - Email: vendor@mygcs.com
- **US Sponsorship Contacts:** Lorna Briddick & Hannah Pripps
 - Email: marketing@mygcs.com
- **EU Sponsorship & Exhibitor Contact:** Lisa Spence
 - Email: euvendor@mygcs.com

I have read and understood the above Sponsor & 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.