



GCSG 2021 US Virtual Conference | Sponsor & Exhibitor Agreement

Thank you for your interest in purchasing a sponsorship and/or virtual exhibit booth at the GCSG 2021 US 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. **Some guidelines have changed for the virtual setting, these will be in *bold italics*.**

Virtual Sponsor & Exhibitor Guidelines:

By sponsoring and/or exhibiting at the GCSG 2021 US 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 Showcase, Networking Sessions, Entertainment or the general sessions and workshops).
2. Fees:
 - I. Virtual Exhibit Booths:
 - i. The cost of a virtual exhibit space is ***\$1,500*** 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).
 - b) 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 for ***\$250 each***.
 - 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	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	2
Silver Sponsor	2
Bronze Sponsor	1
Member Sponsor	1
Contributing Sponsor	1

Notes:

- a. **Sponsor companies who purchase multiple sponsorship items, (including tabletops), will be permitted to purchase a maximum of 4 full-access conference passes for BD/Sales/Senior Executive/Marketing representatives. Registrations to be purchased at the regular delegate conference rate.**
 - b. **In addition to the above, sponsoring companies who spend 10K and above will be permitted to purchase an additional full conference pass for a senior executive, taking qualifying sponsor companies to a maximum of 5 full-access conference passes.**
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. All cancellations requests should be processed by modifying your registration using our online registration system (Request Cancellation button).
 - II. 28-Mar-2021: the last date you can request a refund or credit (a \$250 administrative fee will be deducted from the refund)
 - III. 29-Mar-2021: no refunds or credits will be provided on or after this date.



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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. Virtual Exhibit Booth support will be provided as follows: -
 - i. Online (hosted via Zoom) group training sessions for exhibitor booth building will be available for exhibitor companies to attend.
 - ii. Each exhibiting company will receive a free 30-minute dedicated consultation and support session for booth building and content upload activities with a GCSG volunteer. If more time is required, this must be arranged with a GCSG Volunteer and an additional fee of \$250 per 30-minute session will be incurred.
 - iii. 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.
- III. Exhibitors agree to abide by the published exhibit set-up period, and complete exhibitor booth set up by 7 April 2021 (subject to change).
- IV. 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:** Lisa Spence, Kim Buchanan & Sue Lee
 - Email: VendorHelp@mygcs.com
- **US Sponsorship Contacts:** Katy Ostertag-Johnson & Lindsay Belcher
 - Email: SponsorshipHelp@mygcs.com



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I am confirming that as the primary point of contact for this booth and/or sponsorship purchase, 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.