



**GCSG 2025**  
**SAN ANTONIO | APRIL 27-30**

## **Global Clinical Supplies Group 2025 US Conference Exhibitor & Sponsorship Agreement**

Thank you for your interest in exhibiting and/or sponsoring at the Global Clinical Supplies Group (GCSG) 2025 US Annual Conference. The objective of the GCSG 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, exhibitors and sponsors are encouraged to be educational, communicative and informative in all their interactions with conference attendees.

### **Registration Details:**

December 3rd, 2024 at 11:00 AM EST: Registration opens for the purchase of tabletop exhibits and sponsorship opportunities.

### **Sponsorship & Exhibitor Guidelines**

By purchasing a sponsorship and/or exhibit space, you are agreeing to and will abide by the following guidelines. **Violation of any of these guidelines may result in closure of the exhibitor's display, dismissal from the meeting and/or forfeiture of the ability to attend future GCSG events.**

**Exhibitor space and sponsorships will be reserved on a first-come, first-served basis. Full payment will be required within four weeks of registration. Failure to comply may result in exhibitor space/sponsorships being offered to a waitlisted vendor.**

#### **1. Code of Conduct:**

##### **a. General**

- i. Excessive noise will not be permitted.
- ii. Harassment of attendees or other exhibitors/sponsors will not be permitted.
- iii. Distribution of food or beverages that compete with hotel service offerings is prohibited.
- iv. Any hospitality events must not interfere or overlap with ANY GCSG activities (i.e. Boot camps, Registration, Meet & Greet, GCSG Night Out, Vendor Reception, meals, plenary or workshop sessions).
- v. Sponsor & exhibitor representatives are encouraged to attend and participate in the plenary & workshop sessions.



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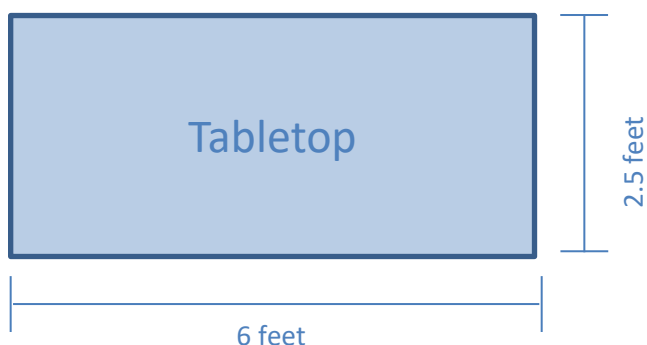
- vi. Workshop and plenary sessions are not to be used to promote company services.
  - vii. Unauthorized use of any GCSG workshop rooms or the general session room for vendor meetings will not be permitted.
  - b. Exhibitors
    - i. All exhibitor activities must be confined to the general area of the exhibit space.
    - ii. Doors to the exhibition hall may be closed or locked at GCSG's or the hotel's discretion.
  - c. Sponsors
    - i. The purchasing company (sponsor) is to provide all materials for the chosen sponsorship as outlined in the sponsorship opportunities document/section of the website.
    - ii. The sponsor is responsible for set-up of any sponsor-provided materials (e.g. Plenary Session Table Drop, Meet & Greet networking event, etc.).
2. Tabletop exhibit information:
- a. Premium tabletop is \$7,000 and offers the following:
    - i. Premium location in the foyer, outside the exhibit hall and plenary session room; providing visible branding and foot traffic throughout the event.
    - ii. Participation in the Vendor Reception and Vendor Prize Draw Networking Activity.
    - iii. Recognition as a premium conference exhibitor on the GCSG website and conference app.
  - b. General tabletop is \$5,500 and offers the following:
    - i. Location in the exhibit hall, open during scheduled networking hours.
    - ii. Participation in the Vendor Reception and Vendor Prize Draw Networking Activity.
    - iii. Recognition as a conference exhibitor on the GCSG website and conference app.
  - c. Both tabletop options grant the following:
    - i. Skirted table **approximately 2.5' by 6' in size**, with 115v power strip/3 prong socket, 2 chairs and WiFi.



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- ii. **Ability to purchase** registrations for up to two (2) BD/Sales/ Marketing /Senior Executive representatives. After payment for the tabletop exhibit is received, exhibitors will receive an email containing a registration link for up to two (2) BD/Sales/ Marketing /Senior Executive representatives. These registrants will be required to pay the appropriate registration fee.  
NOTE: It is recommended to register as soon as possible after receiving the link to guarantee your place. Registration substitutions can be made (without cost) via the online registration system at any time until the start of the conference.
- d. **All exhibit materials must fit completely on the tabletop provided (approximately 2.5' by 6'). No exhibit materials are allowed on the floor in the exhibit area.**
- e. Exhibitors may only install tabletop displays with a **maximum height of 5' from the top of the table.**
- f. Exhibitors erecting displays other than tabletop size (as noted above) will be asked to dismantle unauthorized displays.
- g. **Only one tabletop 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 display the subsidiary/sister displays on the same table.
  - ii. Multiple companies that are not legally tied cannot be displayed on the same table.



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3. Sponsorships and their fees are described in detail in the Sponsorship Opportunities document posted on the GCSG website.
  - a. Gold level sponsorships and above include the ability to purchase registrations for up to two (2) BD/Sales/ Marketing /Senior Executive representatives. After payment for the sponsorship is received, sponsors will receive an email containing a registration link for up to two (2) BD/Sales/ Marketing /Senior Executive representatives. These registrants will be required to pay the appropriate registration fee.

**NOTE:** It is recommended that you register as soon as possible after receiving the link to guarantee your place. Registration substitutions can be made (without cost) via the online registration system at any time until the start of the conference.
  - b. Silver level sponsorships and below include the ability to purchase registration for a single BD/Sales/ Marketing /Senior Executive representative. After payment for the sponsorship is received, sponsors will receive an email containing a registration link for their BD/Sales/ Marketing /Senior Executive representative. This registrant will be required to pay the appropriate registration fee.

**NOTE:** It is recommended that you register as soon as possible after receiving the link to guarantee your place. Registration substitutions can be made (without cost) via the online registration system at any time until the start of the conference.
4. Attendance Limits
  - a. Exhibitors as well as Gold, Platinum and Diamond level sponsors are permitted to register a maximum of 2 BD/Sales/ Marketing /Senior Executive representatives per company (not including those registered as Speaker/Facilitator or Committee/Volunteer). Purchase of additional sponsorship opportunities will not increase the maximum number of BD/Sales/ Marketing /Senior Executive representatives permitted.
  - b. Companies purchasing sponsorships at Silver level and below are permitted to register 1 BD/Sales/ Marketing /Senior Executive representative (not including those registered as Speaker/Facilitator or Committee/Volunteer). Purchase of additional sponsorship opportunities is additive up to the maximum of 2 BD/Sales/Marketing/Senior Executive representatives per company.
  - c. Companies supporting GCSG at a level totaling  $\geq$  \$20,000 (inclusive of sponsorship & tabletop exhibit fees only) may purchase 1 additional delegate pass for a VP-level (and above) Senior Executive.
5. Waitlist:



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- a. In the event exhibit spaces or sponsorships are sold out, individual waitlists will be created.
  - b. Waitlisted vendors will be notified in the order that they joined the waitlist if exhibit space or the desired sponsorship becomes available.
6. Cancellation Policy: Cancellations must be requested via the online registration system.
- a. Exhibitors/Sponsors cancelling at least 6 weeks prior to conference start (prior to March 16, 2025)\* will receive a 50% refund of fees paid.
  - b. **No refund can be given for cancellations received less than 6 weeks prior to conference start\* (on or after March 16, 2025).**
- \*Conference start is defined as the first day that on-site check-in/registration is available (April 27, 2025).
7. Exhibit Installation/Dismantling:
- a. Exhibitors are responsible for shipping (per the published shipping guidelines) and set up of their exhibit materials.
  - b. Exhibitors agree to abide by the published installation and dismantle times.  
Please note times below:
    - **Exhibitor Set-up:** Sunday, April 27, 2025, 3:00-5:30 PM
    - **Exhibitor Tear Down:** Wednesday, April 30, 2025, starting at 1:00 PM
  - c. At the end of the conference, each exhibitor is responsible for packing up all display items and arranging return collection as per the published shipping guidelines.
8. 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 remaining display items and arranging return collection as per published shipping guidelines.
9. Occupancy of Space:
- a. Space not claimed by an exhibitor/sponsor prior to the close of the published installation period will be considered forfeit.



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- b. GCSG reserves the right to reassign any tabletop space or sponsorship not claimed by the close of the published installation period.
- 10. Location/Layout: GCSG reserves the right to alter the location and/or layout of the exhibits and sponsorship areas in the best interests of the conference at any time.
- 11. Conference Badges:
  - a. Exhibitor & sponsor personnel must wear their registration badges at all times.
  - b. Non-registered exhibitor & sponsor personnel will not be permitted to attend the conference without permission of the GCSG Vendor Coordinator or Marketing Coordinator.

**Please direct any issues or concerns related to exhibits to the GCSG US Vendor Coordinator:**

**Contact:** Kimberly Buchanan

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

**Please direct any issues or concerns related to sponsorships to the GCSG US Marketing Coordinator:**

**Contact:** Katy Ostertag-Johnson

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