



GLOBAL CLINICAL
SUPPLIES GROUP

Vendor Pre-Registration Call May2025



GCSG 2025
EUROPEAN KNOWLEDGE FORUM
BUDAPEST | OCTOBER 14-16



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AGENDA

- Registration Opening
- BD/Sales/Marketing Representative Registration
- Tabletop Exhibits
- Sponsorships
- Registration Demo
- Questions





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REGISTRATION OPENING





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REGISTRATION FOR TABLETOP EXHIBITS & SPONSORSHIPS

- **WEDNESDAY**
- **7 MAY 2025**
- **2PM CET**

May 7th 2025



| M | T | W | T | F | S | S |
|----|----|----|----|----|----|----|
| 28 | 29 | 30 | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |





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REGISTRATION SYSTEM 2025 IS SIMILAR TO LAST YEAR

- Registration is simple and fast; a demo is included at the end of this presentation
- On May 7th, vendors will be registering to purchase a tabletop and/or sponsorship(s), but will **NOT** be registering any attendees
- An email will be sent after payment to register the appropriate BD/Sales/Marketing/Senior Executive representative





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BD / SALES / MARKETING REGISTRATIONS



GENERAL REGISTRATION



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- No later than 3 weeks after payment for your exhibit/sponsorship purchase has been received, you will receive an email containing a registration link for the appropriate number of BD/Sales/Marketing/Senior Executive representative registrants
 - NOTE: It is recommended that you register **as soon as possible** after receiving the link to guarantee your spot. Substitutions can be made at any time.
 - NOTE: For companies paying with credit card, the person who is making the tabletop/sponsorship purchase will receive BD/Sales registration link by 20 May
- Each registration includes a 1-year membership to GCSG allowing access to information from current and prior conferences, the full member network and other member benefits
- All companies will be limited to a **total 1 or 2 BD/Sales/Marketing/Senior Executive representative** registrations (excluding speakers or committee members)
- Additional vendor call will be scheduled around early September to remind of conference details; we recommend both marketing and BD teams to attend





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SPONSORSHIPS

- **Diamond, Platinum & Gold sponsorships**
Ability to purchase up to two (2) BD/Sales/Marketing/Senior Executive representative registrations
- **Silver sponsorship or below**
Ability to purchase one (1) BD/Sales/Marketing/Senior Executive representative registration
- **Purchase of multiple sponsorships (Silver and below)**
Ability to purchase BD/Sales/Marketing/Senior Executive representative registrations is additive up to a MAXIMUM of two (2)
- **Total purchase \geq \$16,000 on sponsorship & tabletop exhibits (does not include registration fees)**
Ability to purchase one (1) additional delegate pass for a **VP-level** executive





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PAYMENTS

- Full payment is expected within four weeks of registration
- Failure to comply may result in tabletop exhibit and/or sponsorship(s) being offered to wait-listed vendors
- A \$150 administrative fee will be assessed for
 - Payments made via any method other than credit card
 - Payments requiring the manual processing of a credit card





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SUBSTITUTIONS

- Substitutions can be made via the **online registration** system at any time up until the start of the conference
- We recommend registering attendees as soon as you receive the registration link from GCSG
 - The total number of BD/Sales/ Marketing representatives allowed to register for the conference is capped
 - Once sold out, no additional BD/Sales/ Marketing representatives can be added





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CANCELLATIONS

- Cancellation requests must be submitted via the online registration system
- Cancellation requests received at least 6 weeks prior to conference start, i.e. prior to 30 August 2025, will receive
 - Individual conference registration – refund of registration fee paid less a \$250 administrative fee
 - Exhibitors/Sponsors – a 50% refund of fees paid

No refund can be given for cancellations received less than 6 weeks prior to conference start





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TABLETOP EXHIBITS

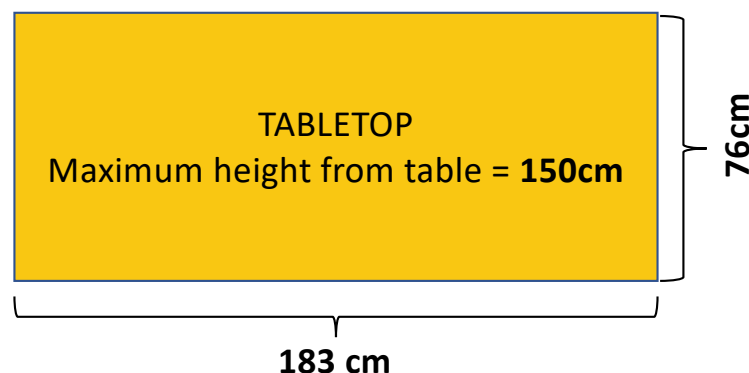




TABLETOP SIZES AND FEES

- Skirted table approximately 183cm x 76cm in size, with 230v electricity/2 pin socket with 3 pin adaptors
- **No exhibition materials are allowed on the floor**
- 40 table tops are available in the vendor hall
- The 2025 EU Conference Exhibitor & Sponsorship Agreement has all the details

- Tabletop size



Tabletop exhibits exceeding these dimensions will be taken down





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REGISTRATION WAITLIST FOR TABLETOPS

- In the event the tabletop exhibits sell out, a wait list will be created; during registration, you will need to click a button to be added to the waitlist
- Companies will be notified in the order that they joined the waitlist if exhibit space becomes available





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EXHIBIT GUIDANCE

- All exhibit materials must fit completely on the tabletop provided (approximately 75x180cm)
- No exhibit materials are allowed on the floor in the exhibit area
- Exhibitors may only install tabletop displays with a maximum height of 150cm from the top of the table
- 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
- Exhibitor personnel must wear their registration badges at all times
- Exhibitors are responsible for bringing set-up/tear down materials (scissors, tape, etc.)





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Cvent LeadCapture

- We will be offering Cvent LeadCapture app for purchase
 - \$249 for 1 license
 - \$448 for 2 licenses
- Each license can only be installed on a single device
- App will allow user to scan QR codes on attendee badges to obtain:
 - Name
 - Title
 - Company
 - E-mail address
- Purchase can be made at time of tabletop/sponsorship purchase or added at any time up until the start of the conference





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SPONSORSHIPS





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SPONSORSHIPS

- Currently planning for approx. 41 sponsorship opportunities ranging in price from \$500 to \$14,000
- All sponsorships include
 - Recognition on website and conference app
 - Recognition on signage at the event
 - Recognition on slide carousel projected in plenary room before, after and between sessions
- Additional benefits may include
 - Recognition by Master of Ceremonies
 - Logo on sponsored item (App, Lanyard, etc.)
 - Ability to provide items with logos to attendees (table drop, etc.)

See [sponsorship package descriptions](#) for complete details!





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KEY DATES TO PROVIDE SPONSORSHIP/EXHIBITOR INFORMATION

| Activity | Requirement | Due Date |
|---------------------|--|----------------------------|
| GCSG Night Out | Signage, collateral, & giveaway items for approval; vector file logo | 4 wks after purchase |
| Sunday Meet & Greet | Signage, collateral, & giveaway items for approval; vector file logo | 4 wks after purchase |
| Vendor Showcase | Title & description | 1 wk after purchase |
| Recharge Stations | Signage for each recharge station (~15-18) | 6 wks after purchase |
| Sponsored Emails | Logo (vector file preferred); 120-word paragraph | 1 wk after purchase |
| Digital Sign(s) | Vector File for logo- specifications will be provided upon purchase | 6 wks after purchase |

Logos will be required from all sponsors; the above dates are critical for the listed sponsorships





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SOME IMPORTANT NOTES ...





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SOME IMPORTANT NOTES FOR ALL VENDORS (1)

Website

- The [GCSG website](#) contains useful information, especially the events page. Please use it!
- The [Resources page](#) includes the Exhibitor and Sponsorship Agreement, the Sponsorship Opportunities document, shipping labels and more

More vendor information

- There will be another vendor call early September with the latest information





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SOME IMPORTANT NOTES FOR ALL VENDORS (2)

Shipping process

- Materials shipped to the venue require a GCSG label (will be available on website)
- Hotel will accept shipments starting approx. 1 week prior to the conference
- Exhibitor materials will be delivered to the Exhibitor Hall on Tuesday afternoon

Logo's

- Exhibitors and sponsors need to provide TWO company logos (one in each of the following formats) within two weeks of purchase
 1. Vector file (.ai, .eps, .pdf, .svg)
 2. .jpeg or .png format





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GCSG CONTACTS

- For questions or concerns regarding exhibitor tabletops/registration, please contact: EKFVendorHelp@mygcsg.com
- For questions or concerns regarding sponsorship opportunities, please contact: EKFSponsorship@mygcsg.com





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REGISTRATION DEMO





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REGISTRATION PROCESS

[Registration Demo Video \(vimeo.com\)](https://vimeo.com/registration-demo)

(previous conference example is similar to this conference registration process)

If not available an option to get on the waitlist will appear

Personal Information
Fill out the information below, then click Next to continue.

Registration Type
Sponsorship/Tabletop Purchase

* First Name

* Last Name

* Email Address

1. Enter your personal info

Signatures or on your company website, LinkedIn or other social media platforms.
• See GCSG 2024 US Conference Exhibitor & Sponsorship Agreement for full details.

Tabletop Exhibit Space **\$5,500.00**

Tabletop Price: \$5,500 (48 opportunities available) **Selected**

Number of BD/Sales/Marketing reps allowed to register: 2 47 remaining

- Located in the Exhibit Hall; open during scheduled networking hours.
- Participation in Tuesday's Vendor Reception and Vendor Prize Drawing Networking Activity.
- Recognition as a conference exhibitor on the GCSG website.
- Conference logo banners will be provided for your use in email signatures or on your company website, LinkedIn or other social media platforms.

2. Select tabletops and/or sponsorship

Registration Summary
Take a moment to review your registration before continuing.

John Smith
John.Smith@pharma123.com
Edit
Company
Pharma123

Sponsorships & Tabletops

| Item | Price |
|---|-------------|
| Sessions | |
| Tabletop Exhibit Space | \$5,500.00 |
| GOLD Sponsor - Patient Testimonial Presentation | \$10,000.00 |
| MEMBER Sponsor - Check-in Gift | \$4,000.00 |
| SUPPORTING Sponsor - Digital Signs - Tuesday | \$500.00 |

3. Review selection

If you require your company address on your invoice please complete the table below:

Address 1

Address 2

Country/Region

City

4. Fill out invoice information

Payment

Service Fee

Select Payment Method

☐ Credit Card

☒ Alternative Method

Total Due \$20,000.00

5. Select payment method





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QUESTIONS: REGISTRATIONS, TABLETOPS & SPONSORSHIPS





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WE'RE LOOKING
FORWARD TO SEEING YOU
IN OCTOBER IN
BUDAPEST, HUNGARY

