Exhibitor and Sponsor Pre-Event Briefing

23 September 2025

GCSG 2025
EUROPEAN KNOWLEDGE FORUM
BUDAPEST | OCTOBER 14-16

AGENDA

- Exhibitor Portal (Cvent)
- Tabletop Requirements
- Prize Draw
- Shipping Info
- Exhibit Set-Up & Tear-Down
- Hall Hours, Layout & Allocation
- Social Media
- Cvent Lead Capture App
- Digital Signage
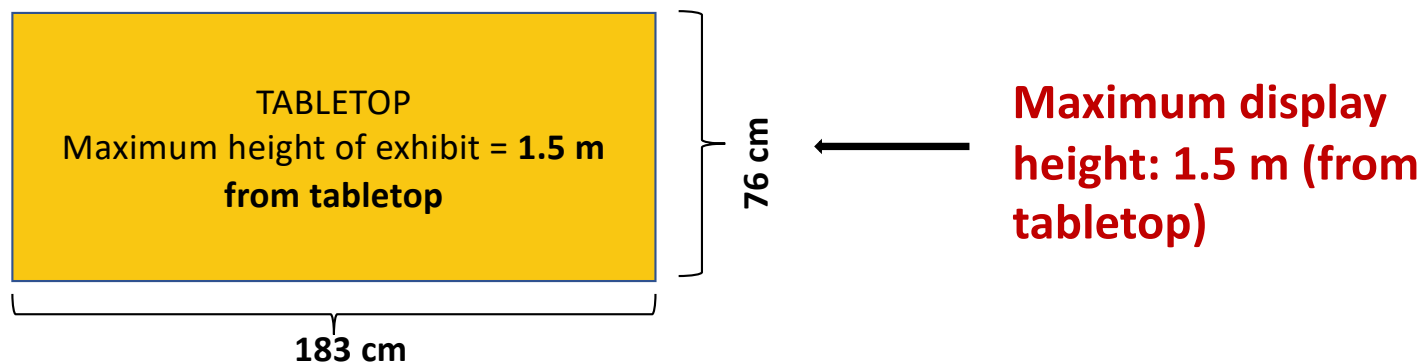- Vendor Directory
- Q&A

EXHIBITOR PORTAL

- **What is it?** An electronic repository where each vendor with a tabletop and/or sponsorship can upload information about their company so that it will be **displayed in the app at the GCSG Conference**

- You received at least one email from GCSG Team <admin@mygcsg.com> with instructions to log into the portal

- Please open the **Tasks** tab to complete the tasks listed
    - o Complete your profile and upload your logo & virtual booth banner
    - o Add your registered attendees
    - o Upload Content to Exhibitor Portal

- Lead Capture licenses are stored in the portal

- Vendors can pull reports and collect information from leads in the portal
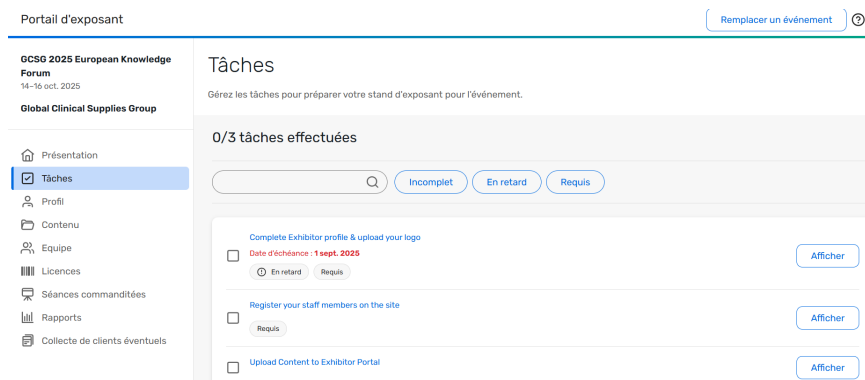
TABLETOP EXHIBIT DETAILS

- Skirted table approximately 183cm x 76cm, (height 76cm) in size, with 230v electricity/2 pin socket and Wi-Fi

- **All materials must fit on the provided tabletop**

- **Tabletop size**

TABLETOP
Maximum height of exhibit = **1.5 m from tabletop**

76 cm

183 cm

Maximum display height: 1.5 m (from tabletop)

EXAMPLES

EXHIBIT GUIDANCE

- All exhibit materials must **fit on the tabletop** provided (approximately 183cm x 76 cm)

- **No exhibit materials are allowed on the floor in the exhibit area**

- Exhibitors may only install tabletop displays with a **maximum** height of 1.5 m from the top of the table

- Exhibitor personnel must always wear their registration **badges**

- Exhibitors are responsible for bringing set-up/tear down materials (scissors/box cutters, packing tape, etc.)

- **GCSG encourages all exhibitor and sponsor participants to attend sessions and workshops to meet attendees, network, build relationships and learn**

- We suggest that you do not leave the QR Code at your tabletop when you are not present, as attendees will scan it without talking to you

Waiver of Liability – Brought-In Items

- **Responsibility**
  Vendors are fully responsible for the safety, care, security, and insurance of any items they bring (e.g., merchandise, food, display materials, equipment).

- **No Liability**
  GCSG and the hotel are **not liable** for loss, theft, damage, or disappearance of any brought-in items, regardless of cause.

- **Insurance Requirement**
  Vendors must maintain their own property and liability insurance for all items brought on-site

- **Storage & Handling**
  Any storage offered by the hotel is at the vendor's sole risk; GCSG and the hotel do not oversee or safeguard items.

- **Indemnification**
  Vendors agree to indemnify and hold harmless GCSG and the hotel against any claims or damages arising from items brought onto the premises.

Disclaimer: *By exhibiting at GCSG, vendors acknowledge and accept these terms.*

PRIZE DRAW

- **Thursday, 16 October | 4:45 pm (before closing remarks)**

- **Option 1**: Use the spinning wheel to draw a winner

- **Option 2**: Provide us with the winner's name (e.g., from a card draw)

- To qualify for the prize drawing (GCSG prizes and exhibitor supplied prizes) , attendees will have to visit most exhibitors

- If you participate, GCSG will collect your prize (e.g. gift card, wine, air pods, iPad) on **Thursday morning**.

- You are welcome to offer your own giveaway, as it's a great way to boost engagement

- You are free to conduct your own prize draw at your tabletop exhibit.

✅**Action required**: To participate in the prize draw, please email

EKFExhibitor@mygcsg.com with your giveaway details no later than 1st October

⚠️ **Please do not leave prizes unattended at your booth (see liability waiver slide)**

SHIPPING MATERIAL TO THE CONFERENCE VENUE

- Labelling requirements are available in the shipping instructions and a label template is available on the website

- Hotel will accept shipments from Oct-6th onwards (Delivery window Monday–Friday: 7 am – 12 pm)

- Earlier arrivals should be avoided as no GCSG storage is available **before** that date

- Exhibitor materials will be delivered to your tabletop on Tuesday by 3 pm

- Return shipments must be collected by Friday, 17th October 2025 between 7 am – 12 pm.

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GCSG 2025 EU Conference

Send to:
Corinthia Hotel Budapest
Hársfa street 50-54, 1073 Budapest, Hungary

Attn:
Organization name: _____
Representative name, email, and mobile number: _____
To the attention of: Fanni Murar
Event: GCSG European Knowledge Forum
Event dates: 14–16 October 2025

No _____ of _____ pieces
Tabletop #: _____

Hotel will accept shipments starting Oct, 6

Shipping label and instructions can be found on the Resources page

SHIPPING MATERIAL WITH SITE Global Event Logistics

Site Event Logistics can support your transport needs.

To avoid delays or customs issues, consider using their Advanced Receiving Warehouse.

Shipping Options

- **All-Inclusive Freight Package** – Collection from your door → delivery to your booth
- **Courier via Advanced Warehouse** – Ship to warehouse → SITE delivers to booth
- **Empty Case Storage** – Secure storage (pre-book 48h before show opening)

Deadlines

- All shipments must arrive at warehouse by 9 October
- Allow time for transit & customs clearance

Important

- Venue will not accept direct deliveries or act as importer of record
- Contact SITE early for correct labels & import instructions (Dean Haddow at dean@siteeventlogistics.com)

⚠ **GCSG IS NOT RESPONSIBLE FOR SHIPMENTS. SITE EVENT ARE NOT AFFILIATED WITH GCSG**

EXHIBITOR SET-UP AND TEAR DOWN

Set-up

Tuesday, 14 October 2025 | **3 – 5:30 pm**

Tear Down

Thursday, 16 October 2025 | **3:30 pm onwards**

Note: Vendors are responsible for boxing, taping and labeling any materials to be returned (please bring your own tape, scissors, shipping labels etc.)

EXHIBIT HALL OPENING HOURS

The exhibit hall will be open at dedicated times* during the conference for attendees to visit

Wednesday, 15 October 2025

- 7:30 – 8:00 am | Registration
- 10:45 – 11:00 am | Coffee Break
- 12:00 – 1:15 pm | Lunch
- 2:15 – 2:30 pm | Coffee Break
- 3:45 – 5:30 pm | Vendor Reception

Thursday, 16 October 2025

- 8:00 - 8:30 am | Registration
- 11:00 – 11:15 am | Coffee Break
- 12:15 – 1:15 pm | Lunch
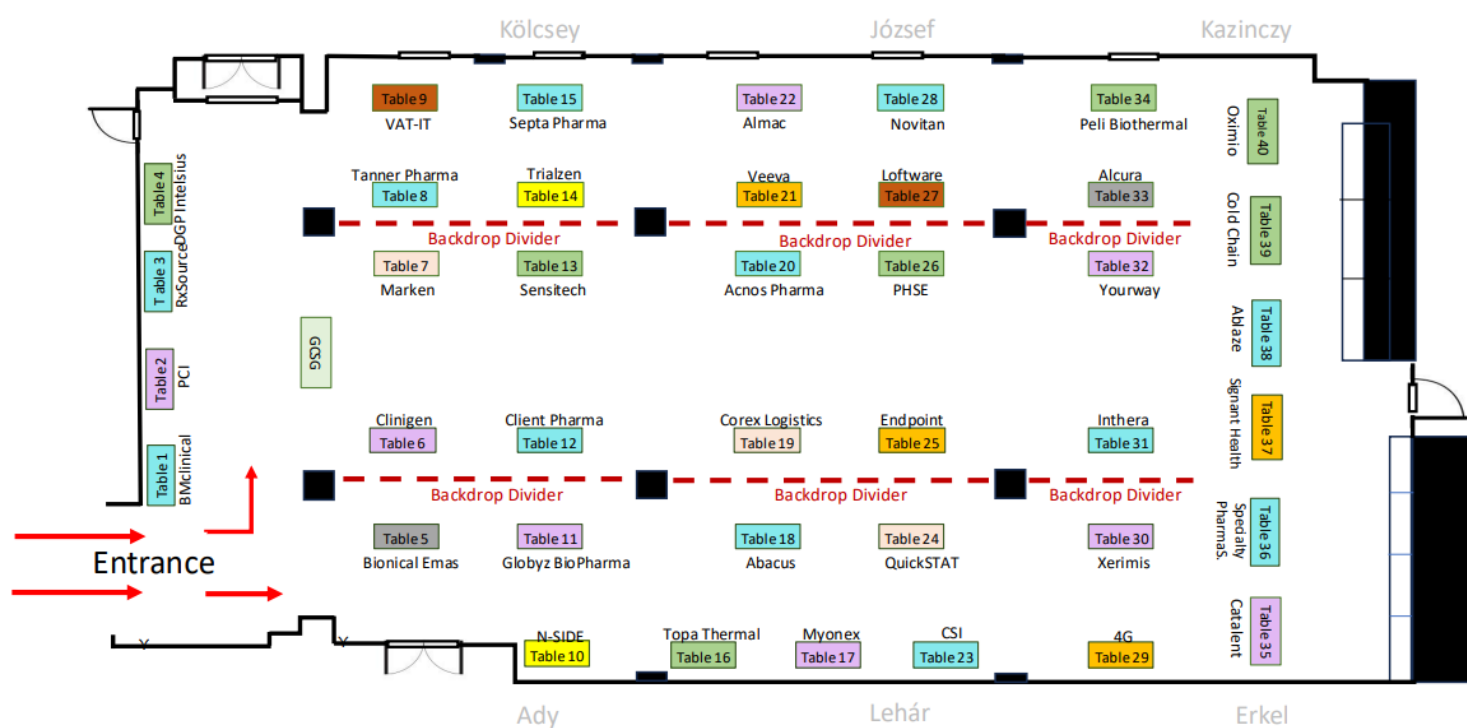- 2:15 – 2:30 pm | Coffee Break

*GCSG reserves the right to adjust these times in the best interests of the overall European Knowledge Forum.

EXHIBITOR HALL LAYOUT

EXHIBITOR TABLETOP ALLOCATION

Table Number	Exhibiting Company
1	BMclinical B.V
2	PCI Pharma Services
3	RxSource
4	DGP Intelsius Ltd
5	Bionical Emas
6	Clinigen
7	Marken
8	Tanner Pharma
9	VAT IT
10	N-SIDE
11	Globyz BioPharma Services
12	ClientPharma
13	Sensitech
14	Trialzen SA
15	Septa Pharma Inc
16	Topa Thermal
17	Myonex
18	Abacus Medicine Pharma Services Ltd
19	COREX Logistics
20	Acnos Pharma

Table Number	Exhibiting Company
21	Veeva
22	Almac Group
23	Clinical Services International
24	QuickSTAT A Kuehne + Nagel Company
25	Endpoint Clinical
26	PHSE
27	Loftware
28	Novitan NV
29	4G Clinical
30	Xerimis
31	Inthera Ltd.
32	Yourway
33	Alcura
34	Peli BioThermal
35	Catalent
36	Specialty PharmaSource LLC
37	Signant Health
38	Ablaze Health Technology
39	Cold Chain Technologies B.V.
40	Oximio

SOCIAL MEDIA

- In an effort to support the growth and awareness of GCSG and the value it brings to our industry, we encourage exhibitors to share posts on LinkedIn and similar mediums prior to, during and after the conference.

- Please use the following hashtag **#GCSG** when posting on social media

- Additional information and updates can be found on the GCSG LinkedIn Page: https://www.linkedin.com/company/mygcsg/

- Banners and logos to be used on your social media can be downloaded from the Resources page on the GCSG website

STOP BY OUR BOOTH AT

Cvent LeadCapture App *(available for purchase)*

- We will be offering Cvent LeadCapture app for purchase, which can be used to scan potential leads during the event
  - **$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
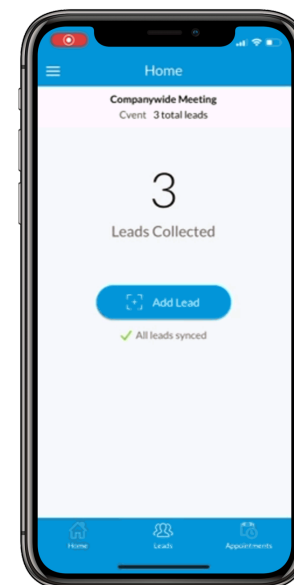
Cvent LeadCapture App *(available for purchase)*

- To ADD a LeadCapture license to an existing purchase, please utilize this flow:
  - Access the confirmation e-mail received following the purchase of your tabletop or sponsorship. You need your confirmation # & the e-mail used to make this purchase.
  - Utilizing the "Sponsorship Registration" link on the EKF page, click on "Already registered?" at the top of the page. Add e-mail address & confirmation # of the sponsorship/exhibitor registration.
  - Once logged in, scroll to the bottom of the page and click on "Modify Registration"
  - Click through to the page containing the listing of sponsorships. Scroll to the bottom of that page and select the number of LeadCapture license(s) you'd like to purchase.
  - Click the Next button at the bottom of the page.
  - Click through to the Order Summary page to review your request and pay for your purchase.

Cvent LeadCapture App *(available for purchase)*

- You can also start a new purchase flow utilizing the same Sponsorship Registration link on the EKF page of the website.
  - The flow will need to be completed by someone who has not previously made a sponsorship purchase for the 2025 EKF.
  - OR, by the same person using a different e-mail address.
  - The same e-mail address cannot have two separate sponsorship/exhibit registration purchases

Digital Sign during the event

Be sure you're SEEN at the GCSG 2025 EKF!

- Showcase your company on a digital sign in a high-traffic area

- Exposure to **250+ attendees**, multiple times daily

- Images rotate every **10–20 seconds**

- Your logo featured on **1 of 6 sponsored slides** on **1 digital sign** for **1 day**

- Submit slides in **16:9 horizontal PowerPoint format**

Questions? Contact: EKFSponsorship@mygcsg.com

Want to purchase? Follow the instructions provided for the purchase of LeadCapture license(s)

Feature Your Company in the GCSG Vendor Directory

- Get listed on the GCSG website with:
  - Company logo
  - Brief overview
  - Link of your choice
- Visible to anyone visiting the site for vendor information
- Highlight your key services and drive traffic to your website

👉 **Sign up now!**

Questions? Contact: EKFSponsorship@mygcsg.com

Want to purchase? Follow the instructions provided for the purchase of LeadCapture license(s)

USEFUL RESOURCES

[Exhibit Hall Layout & Tabletop Allocation]

[Shipping Instructions]

[Sample Shipping Label]

[Exhibitor and Sponsorship Agreement]

[Hotel Booking Link – Preferred Rates]

[EKF Resources Page]

[Sponsorship Registration Link]

QUESTIONS?

- For assistance with your tabletop exhibit, please contact EKFExhibitor@mygcsg.com

- For assistance with your Sponsorship, please contact EKFSponsorship@mygcsg.com

- Please make sure to have the domains **mygcsg.com** and **cvent.com** whitelisted in your company, so you receive emails from GCSG