



GLOBAL CLINICAL
SUPPLIES GROUP

Vendor Pre-Registration Call

May 2026



GCSG 2026
EUROPEAN KNOWLEDGE FORUM
ROME | OCTOBER 13-15

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Agenda

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



Registration opening

- **May 12th, 2026 at 2 PM GMT**
- Registration system 2026 is similar to previous years
- Registration is simple and fast; a demo is included at the end of this presentation
- On May 12th, vendors will be registering to purchase a tabletop and/or sponsorship(s), but will **NOT** be registering any attendees
- The costs for the attendee tickets are **NOT** included in the price of the tabletop and/or sponsorship(s)
- An email will be sent after payment to register the appropriate BD/Sales/Marketing/Senior Executive representative(s)



General registration

- 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 no cost at any time until the start of the event.
- NOTE: For companies paying with a credit card at the time of registration, the person making the tabletop/sponsorship purchase will receive the BD/Sales registration link before the end of May
- All companies will be limited to a total **2 BD/Sales/Marketing/Senior Executive representative registrations** (excluding Speakers or Committee members)
- An additional vendor call will be scheduled in September to present latest conference details; we recommend that both marketing and BD teams attend



Payments

- Full payment is expected within 30 days of registration
- If timely payment is not received, GCSG reserves the right to cancel any purchase and offer it to a waitlisted vendor. BD/Sales representatives will not be allowed to register until full payment for the sponsorship/tabletop exhibit has been received.
- 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
- Please note: BD reps are required to pay an attendance fee; this is not included in the price of a tabletop or sponsorship



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 01 September 2026, will receive
 - Exhibitors/Sponsors - a 50% refund of fees paid
 - Individual conference registration – refund of registration fee paid less a \$250 administrative fee

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



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) per company
- **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



Sponsorships

- Currently planning for 40+ 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**



Tabletop exhibit details

- **Premium tabletop exhibit** is \$7,000 and offers the following:
 - Premium location outside the exhibit hall and plenary session room; providing visible branding and foot traffic throughout the event.
 - Participation in the Vendor Reception and vendor prize draw networking activity.
 - Recognition as a premium conference exhibitor on the GCSG website and conference app.
 - Two (2) LeadCapture licenses.
- **General tabletop exhibit** is \$6,000 and offers the following:
 - Location in the Exhibit Hall, open during scheduled networking hours.
 - Participation in the Vendor Reception and vendor prize draw networking activity.
 - Recognition as a conference exhibitor on the GCSG website and conference app.
 - Two (2) LeadCapture licenses.



Tabletop exhibit details

- Skirted table approximately 180cm x 90cm in size, with AC multisolet powerblocks.
- **No exhibition materials are allowed on the floor**
- **Tabletop size**

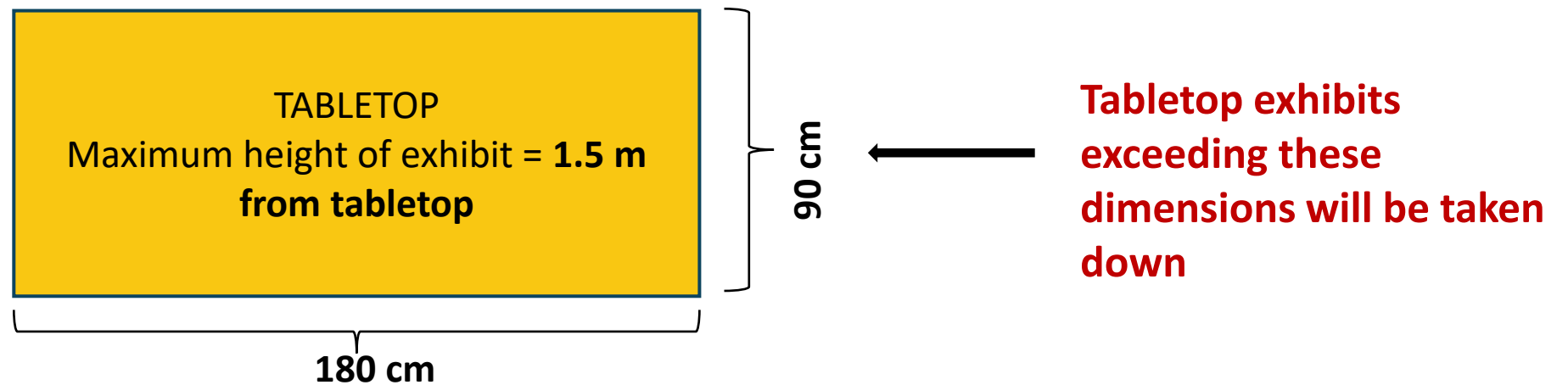




Exhibit guidance

- All exhibit materials must **fit on the tabletop** provided (approximately 180 cm x 90 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
- 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*
- All attendees must wear their registration badges and the GCSG-provided (sponsored) lanyards at all times
- Exhibitors are responsible for bringing set-up/tear down materials (scissors/box cutters, packing tape, etc.)
- 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



Exhibit guidance

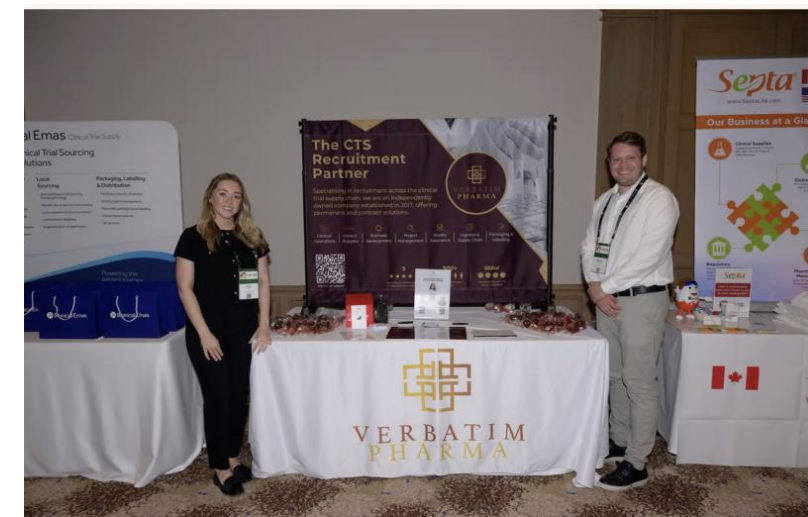
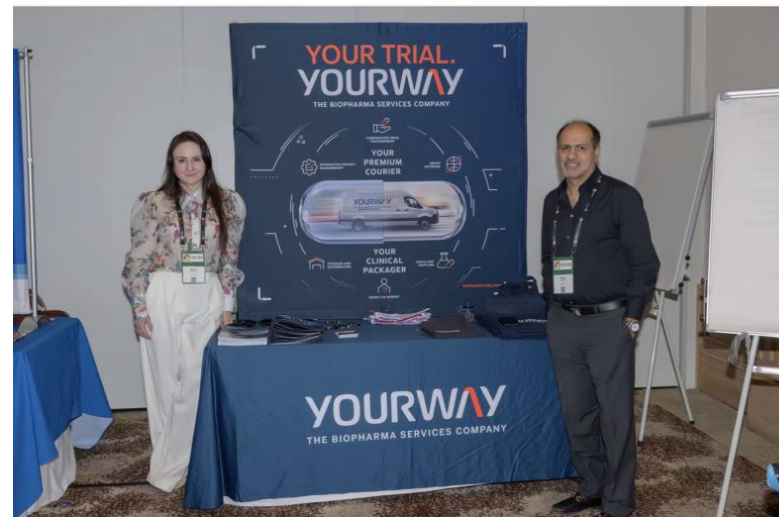
- GCSG operates a strict **No Chairs Policy** for tabletop exhibitors.
 - Chairs will not be provided for exhibitors.
 - Chairs are not permitted within the exhibit area.
 - Exceptions will only be made for verified health or medical conditions.
 - Any request for an exception must be submitted in writing to the GCSG Exhibitor Coordinators prior to the event and approved in advance.
 - Unauthorized chairs will be removed by event staff.

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

Examples



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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**
- The **person who purchased the tabletop exhibit/sponsorship** will receive an email with instructions to log into the portal as an Admin. Additional Admins can be added.
- Open the **Tasks** tab and complete the tasks listed
 - Complete your profile and upload your logo & virtual booth banner
 - Add your registered attendees
 - Upload content to be displayed in the event app
- Lead Capture licenses are stored in the portal
- Vendors can pull reports and collect information from leads in the portal

Portail d'exposant

GCSG 2025 European Knowledge Forum
14-16 oct. 2025
Global Clinical Supplies Group

Présentation
Tâches
Profil
Contenu
Equipe
Licences
Séances commanditées
Rapports
Collecte de clients éventuels

Tâches

Gérez les tâches pour préparer votre stand d'exposant pour l'événement.

0/3 tâches effectuées

Complete Exhibitor profile & upload your logo
 Date d'échéance : 1 sept. 2025
En retard Requis Afficher

Register your staff members on the site
 Requis Afficher

Upload Content to Exhibitor Portal
 Afficher



Important notes for all vendors

- **Website**

- The [GCSG website](#) contains useful information, especially the EKF events site. Please check the website BEFORE sending a question to the Exhibitor or Sponsorship teams!
- The [Resources page](#) includes the Exhibitor and Sponsorship Agreement, the Sponsorship Opportunities document, shipping labels and so much more

- **More vendor information**

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



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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



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WE'RE LOOKING FORWARD
TO SEEING YOU IN ROME!

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Thank you

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