



GLOBAL CLINICAL  
SUPPLIES GROUP

EUROPEAN  
KNOWLEDGE  
FORUM 2023

ATHENS | 10-12 Oct



## Global Clinical Supplies Group 2023 European Knowledge Forum Exhibitor & Sponsorship Agreement

Thank you for your interest in exhibiting and/or sponsoring at the Global Clinical Supplies Group (GCSG) 2023 European Knowledge Forum. 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.

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 with or overlap with GCSG activities (i. e. Meet & Greet, GCSG Dinner Event, Vendor Reception, plenary or workshop sessions).
- v. Sponsor & exhibitor representatives are encouraged to attend the plenary & workshop sessions.
- vi. Workshop 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.
- viii. Business Development representatives that are not registered for the event cannot attend GCSG-sponsored social functions (i.e. Meet & Greet and GCSG Night Out). They are also not permitted to engage any of the event attendees.



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- b. Exhibitors
  - i. All exhibitor activities must be confined to the general area of the exhibit space
- c. Sponsors
  - i. The purchasing company (sponsor) is to provide all materials for the chosen sponsorship as outlined in the sponsorship opportunities section of the website.
  - ii. The sponsor is responsible for set-up of any sponsor-provided materials (e.g. Plenary Session Handouts, Meet & Greet networking event, etc.).

2. Tabletop exhibit information:

- a. Premium tabletop is \$6,000 and offers the following:
  - i. Premium location 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 Drawing Networking Activity.
  - iii. Recognition as a premium conference exhibitor on the GCSG website.
- b. General tabletop is \$4,500 and offers the following:
  - i. Location in the Exhibit Hall, open during scheduled networking hours.
  - ii. Participation in the Vendor Reception and Vendor Prize Drawing Networking Activity.
  - iii. Recognition as a conference exhibitor on the GCSG website.
- c. Both tabletop options grant the following:
  - i. Skirted table **approximately 180 cm x 75 cm, (height 75cm) in size**, with 230v electricity/2 pin socket.



- ii. **Ability to purchase** registrations for up to two (2) business development (BD)/sales representatives. These registrants will be required to pay the appropriate registration fee based on the date of their registration (early bird vs. regular). Registration of the first registrant is guaranteed with tabletop purchase but the second spot will be on a space-available basis so you are advised to register as soon as possible after purchasing your tabletop.
- d. **All exhibit materials must fit completely on the tabletop provided, (approximately 180 cm x 75 cm). No exhibit materials are allowed on the floor in the exhibit area.**
- e. Exhibitors may only install tabletop displays with a **maximum height of 1.5 m, (approx. 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.
- 3. Sponsorships and their fees are described in detail in the Sponsorship Opportunities document posted on the GCSG website.
  - a. Diamond, Platinum, Gold and Silver level sponsorships include the ability to purchase registrations for up to two (2) BD/sales representatives. These registrants will be required to pay the appropriate registration fee based on the date of their registration (early-bird vs. regular). Registration of the first registrant is guaranteed with sponsorship purchase at this level but the second spot will be on a space-available basis so you are advised to register as soon as possible after purchasing the sponsorship.
  - b. Bronze, Member & Contributing level sponsorships include the ability to purchase registration for a single BD/sales representative at the appropriate rate (early-bird vs. regular).
  - c. **Any Business Development representatives in attendance must be registered for the event. If not registered, they cannot engage with event attendees or attend GCSG-sponsored social functions.**
- 4. Attendance Limits
  - a. Exhibitors as well as Diamond, Platinum, Gold and Silver Sponsors are permitted to register a maximum of 2 BD/Sales/Senior Executive/Marketing attendees per company (not including those registered as Speaker/Facilitator or Committee). Purchase of additional sponsorship opportunities will not increase the maximum number of BD/Sales/Senior Executive/Marketing representatives permitted.
  - b. Companies purchasing sponsorships in the Bronze through Contributing levels are permitted to register 1 representative from BD/Sales/Senior Executive/Marketing, (not including those registered as Speaker/Facilitator or Committee). Purchase of additional sponsorship opportunities is additive up to the maximum of 2 BD/Sales/Senior Executive/Marketing representatives per company.
  - c. Companies supporting GCSG at a level totaling  $\geq$  \$12,000 (inclusive of sponsorships & tabletop exhibits only) may purchase 1 additional delegate pass for a VP-level (and above) executive.
  - d. **Any Business Development representatives in attendance must be registered for the event. If not registered, they cannot engage with event attendees or attend GCSG-sponsored social functions.**



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5. Waitlist:

- a. In the event Exhibitor 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 30<sup>th</sup> August 2023)\* 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\*.**

\*Conference start is defined as the first day that on-site check-in/registration is available (Tuesday, 10<sup>th</sup> October 2023).

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:** Tuesday 10<sup>th</sup> October - 3-5:30pm
  - **Exhibitor Tear Down:** Thursday, 12<sup>th</sup> October from 3:30pm onwards
- 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.
- d. If you are planning to use a 3<sup>rd</sup> party to ship and/or set-up/tear down your exhibit, you **MUST** notify GCSG of this in advance and provide us with their contact details. It is **YOUR** responsibility to share all the relevant information about the event with that 3<sup>rd</sup> party. It is not GCSG's responsibility to re-send information that has already been distributed to exhibiting companies.

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.



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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.
- 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:

- a. GCSG will design a layout for the exhibit area based on best separation between similar business organizations. This layout is designed to be as random as possible and where an organization is assigned should not be considered a detriment. Remember, sales should not be linked to location!
- b. In cases where there is an issue regarding safety or confidentiality, GCSG reserves the right to alter the location and/or layout of the exhibit 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 or sponsor personnel will not be permitted to attend the conference without permission of the GCSG Vendor Coordinator or Sponsorship Coordinator.

**Please direct any issues or concerns related to exhibiting to the GCSG European Vendor Coordinator:**

**Contact:** Lisa Spence

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

**Please direct any issues or concerns related to sponsorships to the GCSG European Sponsorship Team:**

**Contact:** Shanelle Mehta and Randy Schröder

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