



GCSG Conference April 3rd – 6th 2011

Exhibitor Registration / Cancellation Fees / Exhibitor Agreement Policy

Table-Top Exhibitors

- (NOTE: includes table-top exhibit (size restrictions apply; see Exhibitor Agreement below for details) and registration fee for one attendee; additional attendees welcome at individual conference registration rates)
- \$2100 for early bird registration (ends February 25th 2011)
- \$2200 after Feb 25th until exhibits spaces sell out
- Strict limit of 42 exhibits
- Group rate (4-for 3) DOES NOT APPLY TO EXHIBITORS

Paid Advertisement to a Live Audience:

- A 15 min presentation (PowerPoint or video message) promoting your company services to a captive audience during the Monday night GCSG-sponsored dinner event. - \$3,000.00
- A 10 min presentation (PowerPoint or video message) promoting your company services to a captive audience during one of the two lunches (Monday or Tuesday). - \$1,500.00
- Paid space on lanyards: GCSG provides a lanyard to each paid registrant. The logo of each company purchasing this option will be printed on every lanyard. - \$300.00 per company logo
- Paid space on GCSG giveaway : GCSG will be providing a giveaway to each paid registrant. While the actual giveaway for 2011 is still to be determined, examples from previous years include tote bags and aprons. Each giveaway will be printed with the GCSG Logo, “Global Clinical Supplies Annual Conference” and the logo of each supporting partner company - \$300.00 per company logo



Registration Fee Includes:

- Attendance at all presentations & workshops (Sunday through Wednesday)
- All meals (breakfast, lunch, group dinner, snacks, etc.)
- GCSG-sponsored events
- Sunday evening Meet & Greet / Networking Event
- GCSG Monday Evening Dinner & Entertainment Event
- Tuesday Evening Industry Partners Networking Reception

Cancellation Fees (Table-Top Exhibitors)

- Cancellation requests must be submitted in writing to the GCSG Financial Officer.
- Cancellation requests received at least 2 weeks prior to conference start will receive a 50% refund of fees paid
- Cancellations received 2 weeks or less prior to conference start will not receive any refund.

2011 GLOBAL CLINICAL SUPPLIES GROUP Exhibitor Agreement

Thank you for registering to exhibit at the 2011 Global Clinical Supplies Group Conference. The objective of the GCSG conference is to provide a forum for the open exchange of ideas, regulatory changes, 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 encourage closer relationships between the clinical supply group and other segments of the Pharmaceutical/Biotechnology Industry. In keeping with this purpose, exhibitors are encouraged to be educational, communicative, and informative in their exhibit displays and contact with attendees.

Exhibitor Guidelines

By submitting a request for exhibit space, exhibitors agree to and will abide by the following:



1. **Space Assignment:** Exhibitor space will be assigned by GCSG Vendor liaison.
2. **Fees:** The cost of the tabletop exhibit space is \$2,100 through 02/25/2011. After 02/25/2011 the cost will be \$2,200. This fee will include booth space AND meeting registration / meals for one company representative.
3. **Wait List:** In the event that Exhibitor space is sold out, a waitlist will be created. Exhibitors will be notified if space becomes available.
4. **Cancellation Policy:** Please see above cancellation policy.
5. **Installation/Dismantling:** Exhibitors agree to abide by the published installation and dismantle times. Exhibitors who dismantle without GCSG permission prior to the published dismantle time may forfeit their ability to exhibit at future GCSG events. Please note times below:

Exhibitor Setup - Sunday 3:00-5:00 PM

Exhibitor Tear down - Wednesday - 8:30-9:30 AM

6. **Exhibitor Table-Top Space:** **Exhibitors will only be allowed to install table-top displays. All exhibit materials must fit on the table-top provided (approximately 2' X 8'). Exhibitors erecting displays other than table-top size will be asked to dismantle unauthorized displays.** Exhibitors are encouraged to check with GCSG Executive committee (EC) member before erecting any special displays. Exhibitors will not move their allotted tabletop or table under any circumstances unless approved by GCSG EC member.
7. **Occupancy of Space:** Space not claimed by an exhibitor prior to the close of the published installation period will be considered forfeited. GCSG reserves the right to reassign any space not installed at that time.
8. **Location/Layout:** At all times, GCSG reserves the right to alter the location and/or layout of the exhibits in the best interest of the exhibition.
9. **Exhibitor Badges:** Exhibitor personnel must wear their registration badges at all times. Non-registered exhibit personal will not be permitted in the exhibit area without permission of GCSG.
10. **Code of Conduct:** All exhibitor activities must be confined to the general area of their exhibit space. Excessive noise will not be permitted. Harassment of attendees will result in dismissal of the exhibitor from the meeting, closure of the exhibitor's display and possible forfeiture of exhibitor's ability to attend future GCSG events. Distribution of food or beverages of any kind and the promotion of hospitality events that interfere with GCSG activities is prohibited.
11. **Subletting of Space:** No exhibitor shall assign or sublet any part of their exhibit space without permission of GCSG.

I have read and fully understand the above Exhibitor Guidelines and agree to its terms for the 2011 Global Clinical Supplies Group Conference. **Accept Terms**



Exhibitor Shipping and Receiving Policy



Due to the nature of our business, the hotel receives a large volume of boxes to our hotel. We ask your assistance by strictly adhering to our shipping and receiving policy. This will allow us to efficiently deliver boxes and packages for your group, exhibitors and attendees.

The following pricing and rules apply to all boxes shipped to the hotel:

Letter, package or envelope (next day) FREE

Small Box (5 lbs. or less) \$5.00

Medium Box (6 – 10 lbs.) \$10.00

Large Box (11 – 50 lbs.) \$30.00

Display cases/hard cases w/wheel \$50.00

Pallets \$100.00

- The Hotel is not responsible for perishable items.
- A labor charge will be assessed if the Hotel's assistance is required in unloading vehicles and/or moving items to storage areas.
- The Hotel must be advised if there are any items weighing over 100 lbs. that will be displayed in any function room or area.
- **All shipments should be received no sooner than 3 days prior to the conference.**

Return packages at conclusion of event:

The Convention Services Staff will take all taped and labeled packages from the meeting room to the shipping dock. Please have labels ready to expedite this process. If you need to print labels, you may do so at the Business Center located on the 3rd floor. The Hotel has daily pick ups from UPS and FedEx.

PACKAGES FOR THE GROUP/ORGANIZATION:

Please ship materials with the following address:

HYATT REGENCY JACKSONVILLE RIVERFRONT

Your Organization's On-Site Contact

GLOBAL CLINICAL SUPPLIES GROUP, April 3 to April 6, 2011

Table Number & Company Name

225 East Coast Line Drive

Jacksonville, FL 32202

← This line mandatory

← This line mandatory



Do not address boxes towards the Catering or Convention Services Manager.

To have your boxes delivered onsite:

- Contact a **GLOBAL CLINICAL SUPPLIES GROUP** Representative who will work with Shipping and Receiving Department.
- A Convention Services Staff Member will deliver the boxes to your meeting room.
- **Please note: Boxes will not be delivered unless an authorized signer for your group or GCSG representative is there to receive the packages.**
- Appropriate charges as listed above will be applied to your master account.
- Please have your tacking numbers available onsite to help locate your packages.

Due to limited storage space, we request your notification of any materials to be shipped to the Hotel prior to the three days as stated above.



HYATT REGENCY JACKSONVILLE RIVERFRONT Exhibitor Policies

Hyatt Regency Jacksonville Riverfront display rules and regulations are based on a philosophy that all Exhibitors should be given an equal opportunity to present their product to their audience in an effective manner.

The Following apply to all Exhibits.

Adhesives - No pins, tacks or adhesives of any kind are permitted on any wall, door or column. Adhesive backed stickers may not be given out by exhibitors.

Signs/Banners - All hanging signs must be professionally made and conform to show management rules, regulations and ceiling limitations. All pre-assembly of hanging signs and truss must be done by SAV. All hanging signs and truss must be hung by SAV. No other firm will be allowed to access to the Hotel's ceiling. SAV and the Hotel reserve the right to refuse to hang any sign and truss it deems unsafe or inappropriate.

Non-Flammable Materials - All materials used in the Grand Ballroom or any other part of the Hotel must be non-flammable in order to conform with the fire regulations of the City of Jacksonville.

Compressed Gases - Compressed gases are not allowed inside the Hotel. Heavier than air gases like propane, butane or liquefied petroleum gas (LPG) are also not allowed.

Motorized Vehicles - All motorized vehicles are to have comprehensive general liability insurance in a minimum amount of \$2,000,000 in addition to a signed waiver for indemnification/hold harmless. Both of these documents must be supplied to the hotel prior to arrival/set up date. All cars, trucks or other types of fuel-powered engines on display must have the least amount of fuel possible (between 1/8 of a tank and empty). The gas cap must be a locking type or taped to prevent the leakage of fumes from the tank. Battery cables must be disconnected. Vehicles may not be started, run or moved during event hours. Transfer of fuel must be accomplished outside the building.

Liability - The Hotel is not responsible for any injury, loss or damage that may occur to the Exhibitor, the Exhibitor's Agent, employees or property, or to any other person's property, prior, during or subsequent to the period covered by the exhibit contract, provided said injury, loss or damage not caused by the willful negligence of an employee of the Hotel. Each Exhibitor hereby expressly releases the Hotel from such liabilities and agrees to indemnify the Hotel against all claims for such injury, loss or damage.



Insurance - Exhibitors who desire to carry insurance on their own exhibits must do so at their own expense.

Shipping - The Hotel has the right to refuse any delivery addressed to Hotel for an exhibition show. In addition the Hotel has the right to consign any deliveries to SAV and charge an additional handling fee.

Storage - The Hotel has no facilities for the storage of exhibits. All shipments must be directed to SAV.

Food and Beverage - Any food or beverage dispensed or given away at a booth must be supplied and prepared by the Hotel staff.

Balloons - Helium filled balloons are not permitted in the Grand Ballroom.

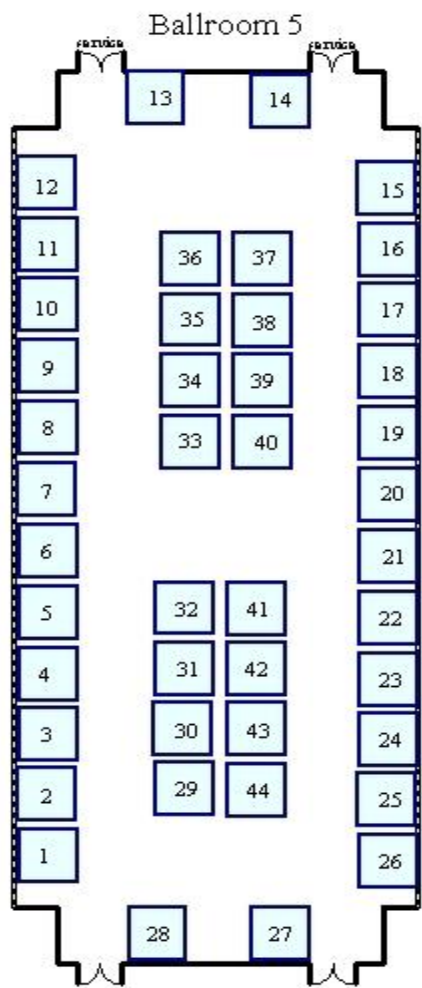
Tape - Exhibitors are responsible for the removal of all tape and residue marks.

Smoking – No smoking is allowed in the hotel at all. **Florida Law.**

Right to Inspect - The Hotel's Security personnel reserves the right to inspect any carton, container, briefcase, luggage or package brought in to or taken out of the Grand Ballroom.

Exhibitor Equipment - All equipment, decorations, freight, etc. must be removed from the premises at the expiration of the Show. Items left behind will be treated as abandoned equipment.

Access for Deliveries - All articles, exhibits, fixtures, displays and property of any kind shall be brought in to and out of the Grand Hall only at and through such approved loading area as the Hotel may designate.



Exhibitor Hall Layout



Express Airport Shuttle

Hyatt Regency Jacksonville Riverfront ▪ Express Shuttle Transportation Reservation Form
Global Clinical Supply Group

3 – 6 April 2011

Destination Planning Corporation • Phone 904-249-3729 • Fax 904-249-3728 • E-mail
reservations@destinationplanning.com

3161-1 St. Johns Bluff Road South • Jacksonville, Florida • 32246

Express Shuttle

\$20 Each Way!

Inclusive of taxes & gratuities!

PASSENGER & BILLING INFORMATION *Please Print Legibly

Passenger First Name MI Last Name

BILLING Street Address or P.O. Box Number

BILLING City State/Province Zip/Postal Code Country

Travel Contact Phone Number () Fax Number ()

E-mail Address _____ (To which voucher(s) will be sent)

Number in Party, Additional Passenger Names (more than 3, please use separate form):

FLIGHT INFORMATION *For guests arriving or departing on different flight than one(s) listed
below, please use separate form.

Arrival & Departure Transportation Arrival Transportation ONLY Departure
Transportation ONLY

Arrival Date Airline Flight #

Flight Arrival Time AM/PM Origin Airport Arrival Airport

Departure Date Airline Flight #

Flight Departure Time AM/PM Departure Airport

Notes/Requests (i.e. dropping off rental car, require seatbelts, infant car seat, etc.)

PAYMENT INFORMATION *Destination Planning Corporation requires full prepayment to
confirm ALL transportation reservations.

Shared Ride Express Shuttle Rate: \$20.00 per passenger/each way

- Pricing is Inclusive of parking, service fees and any applicable taxes and is subject to change for 2010.

- Rates based on one-way transfer from Jacksonville International Airport to Hyatt Riverfront Downtown Jacksonville.

Please make your payment with one of the following credit cards: (Please PRINT legibly)

Credit Card: _ AMEX _ Discover _ MasterCard _ VISA

Card Number Expiration Date Security Code

Cardholder's Name Cardholder's Signature



I authorize Destination Planning Corporation to charge my credit card for the reservation listed above. I understand that if my reservation is not cancelled within 24 hours of the scheduled pickup time or if I do not show up for my transportation reservation, full charges will apply. For cancellations, please call DPC office at 904-249-3729. Reservations are processed during our regular business hours M-F 8:30am – 5:30pm EST. Emergency after hours contact -- please call Anne Urban at 904-699-8704. Please note a \$10.00 fee will apply to ALL cancellations.

CONFIRMATION INFORMATION *Please make sure your e-mail address above is legible!
You will receive a confirmation EMAIL to confirm all details for transportation – Pick Up Location at JIA, Pick Up Location at Hotel, Arrival & Departure Dates, Payment Confirmation, etc.

Please print this email and bring it with you on your trip for reference.

Reservation form must be completed in full and faxed or e-mailed to Destination Planning Corporation no later than 48 hours prior

to reservation time in order to receive the reduced group rate. The standard rate of \$25.00 each way will apply for all reservations

requested within 48 hours prior to arrival or onsite at Jacksonville International Airport.

CONFIRMATIONS WILL BE SENT VIA EMAIL

APPROX 7 DAYS OF ARRIVING FLIGHT.

Express Shuttle: \$20 Each Way!

Inclusive of taxes & gratuities!