

61st ANNUAL MEETING New Orleans



EXHIBITOR REGISTRATION FORM

EXHIBITOR INFORMATION:

Company/Institution _____

Main Contact _____

Representative #1:

Main Contact Email _____

Name _____

Badge Name (first name) _____

Position Title _____

Email _____

Address _____

Day Phone _____

- Check here if you are a first-time attendee
- Check here if you have special dietary or physical needs; please specify: _____

Representative #2:

Name _____

Badge Name (first name) _____

Position Title _____

Email _____

Address _____

Day Phone _____

- Check here if you are a first-time attendee
- Check here if you have special dietary or physical needs; please specify: _____

FEES:

Exhibitor Fee (please check one): Includes registration for 2 representatives, skirted display table, electrical outlet, 2 internet connections, electronic set of attendee mailing labels as of November 9, meeting materials, opening reception, two lunches and breaks.

CGS Member Exhibitor Fee \$3,000 \$ _____

Regular Exhibitor Fee \$5,000 \$ _____
(postmarked on or before October 29, 2021)

Regular Exhibitor Fee – Late \$6,000 \$ _____
(postmarked after October 29, but before November 8, 2021)

TOTAL \$ _____

PAYMENT TYPE:

Check Purchase Order

Credit Card:

VISA MasterCard AmEx

_____ Credit Card Number

_____ Credit Card Exp. Date: CVV#

_____ Cardholder Name

_____ Signature

By signing/submitting this form, you acknowledge that you have read and understood CGS' Privacy Policy, available at <https://cgsnet.org/privacy-policy>.

REGISTRATION INFORMATION

To Reserve Your Space and Fully Register

Please complete and submit the exhibitor registration form and payment by November 8, 2021

Online
www.cgsnet.org

Fax
(202) 461-3891

Email
meetings@cgs.nche.edu

If paying by check, make it payable to the **Council of Graduate Schools**.

Registration Fee Includes

A six foot skirted display table, access to an electrical outlet, and 2 internet connections. Also included are the meeting materials, opening reception, two lunches, morning and afternoon refreshment breaks, and Thursday reception for up to two representatives of your organization.

In addition, you will receive one set of mailing labels of all Annual Meeting participants as of November 9. Labels will be sent via email in "pdf" format.

Registration will be accepted through November 8.

Meeting App Inclusions and Deadlines

Exhibitors also receive the added benefit of their company information and logo included within the meeting app.

Company descriptions should be a maximum of 150 words and the logo sent as either a jpg or png file. Tip: For the best in-app resolution, images should be about 300 by 300 pixels. For rectangular images, we recommend portrait view over landscape.

Submission deadline is October 14. Please send this information via email to hshank@cgs.nche.edu.

Cancellation/Refund Policy

CGS will fully refund registration if cancellation notification is received, in writing, on or before October 20. After October 20, all refunds will be subject to a \$100 processing fee.

No refunds will be honored after November 12.

Mailing Labels

Exhibitors will receive mailing labels of current 2021 CGS Annual Meeting attendees as of November 9. These labels will be sent in "pdf" format via email and will not include exhibitors as labels are intended for the promotion of your organization at the Annual Meeting. A full participant list will be included in the meeting app which will be active a week prior to the meeting.

Exhibitor Table and Shipping Information

Internet: Each exhibitor will be provided with a 6-foot skirted table, approximately two feet of space on either side, and access to electricity and internet connections at their exhibit space.

Set-up/take-down: Set-up will begin on **Wednesday, December 1** at 8:00 am. The exhibit hall will be open to attendees on both **Thursday, December 2**, and **Friday, December 3**, from 8:00 am - 12:00 pm and from 2:00 pm - 4:00 pm. The exhibit hall will be closed for lunch from 12:00 pm - 2:00 pm on both days. The room will be secured on Wednesday and Thursday evenings from 5:00 pm until 8:00 am. Exhibitors are asked to completely take down their exhibits by Friday evening.

Shipping information: Meeting and exhibitor materials are to be shipped to the hotel no earlier than Friday, November 26.

Please label packages as follows:
(Guest Name) ((Guest Name) (Guest Cell Number)
c/o FedEx Office at Sheraton New Orleans
500 Canal Street
New Orleans, LA, 70130
Phone: 504-522-9378
CGS Annual Meeting
December 1-4, 2021
Box ___ of ___

Please note, the Sheraton New Orleans uses an "in house" Fed Ex office for box handling. CGS will help coordinate delivery of boxes to the exhibit space, Grand Ballroom DE. For package handling and storage fees, [click here](#).

Early-Bird Registration Deadline Extended to October 29.

EXHIBITOR REGISTRATIONS will not be accepted after NOVEMBER 8.