

# DECEMBER 7-10, 2022 • SAN FRANCISCO MARRIOTT MARQUIS 62nd Annual Meeting | San Francisco



## EXHIBITOR REGISTRATION FORM

### EXHIBITOR INFORMATION:

Company/Institution

**Representative #1:**

Name

Position Title

Address

Main Contact

Main Contact Email

Badge Name (first name)

Email

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

Position Title

Address

Badge Name (first name)

Email

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 8, meeting materials, opening reception, two lunches and breaks.

**CGS Member Exhibitor Fee**  \$3,000 \$ \_\_\_\_\_

**Regular Exhibitor Fee**  \$5,000 \$ \_\_\_\_\_  
(postmarked on or before October 14, 2022)

**Regular Exhibitor Fee - Late** (postmarked after October 14, but before November 9, 2022)  \$6,000 \$ \_\_\_\_\_

**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 9, 2022:

**Online**

www.cgsnet.org

**Fax**

(202) 296-9194

**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 8. Labels will be sent via email in "pdf" format.

Registration will be accepted through November 9.

## 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 high-resolution jpg or png file. Tip: for the best in-app resolution, images should be about 300 x 300 pixels. For rectangular images, we recommend portrait view over landscape.

**Submission deadline is November 4.** Please send this information via email to [hshank@cgs.nche.edu](mailto: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 2022 CGS Annual Meeting attendees as of November 8. 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 7** at 8:00 am. The exhibit hall will be open to attendees on both **Thursday, December 8**, and **Friday, December 9**, 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, December 2. *Please label packages as follows:*

(Guest Name) (Guest Cell Number)  
c/o FedEx Office at the  
San Francisco Marriott Marquis  
55 Fourth Street  
San Francisco, CA 94103  
(Convention / Conference / Group / Event Name)

Box \_\_\_ of \_\_\_

*Please note, the San Francisco Marriott Marquis uses an "in house" Fed Ex office for box handling. CGS will help coordinate delivery of boxes to the exhibit space, Salon 9. Package handling and storage fees will apply.*

**Early-Bird Registration Deadline is October 14.**

**EXHIBITOR REGISTRATIONS will not be accepted after NOVEMBER 9.**