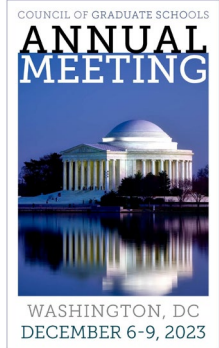


DECEMBER 6-9, 2023 • WASHINGTON, DC MARRIOTT MARQUIS
63rd Annual Meeting | Washington, DC



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 and NMAI receptions, two lunches and breaks.

CGS Member Exhibitor Fee

☐ \$3,000 \$ _____

Regular Exhibitor Fee

☐ \$5,000 \$ _____

(postmarked on or before October 13, 2023)

Regular Exhibitor Fee – Late (postmarked after October 13, but before November 9, 2023)

☐ \$6,000 \$ _____

PAYMENT TYPE:

☐ Check ☐ Purchase Order

Credit Card:

☐ VISA ☐ MasterCard ☐ AmEx

Credit Card Number

Credit Card Exp. Date:

CVV#

Cardholder Name

Signature

By signing/submitted 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, 2023:

Fax
(202) 461-3895

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. If possible, square images are preferable to rectangular images.

Submission deadline is November 15. 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 2023 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 6** at 8:00 am. The exhibit hall will be open to attendees on both **Thursday, December 7**, and **Friday, December 8**, 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)
Council of Graduate Schools Annual Meeting
901 Massachusetts Ave. NW
Washington, DC 20001

Box ____ of ____

Please note, the Washington, DC Marriott Marquis uses an "in house" Fed Ex office for box handling. CGS will help coordinate delivery of boxes to the exhibit space, Independence DE. Package handling and storage fees will apply.

Regular Registration Deadline is October 13.

EXHIBITOR REGISTRATIONS will not be accepted after NOVEMBER 9.