

DECEMBER 4-7, 2024 • MARRIOTT ST. LOUIS GRAND  
64TH Annual Meeting | St. Louis, MO



**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 network receptions, two lunches and breaks.

**Registration Deadline is November 8**

**Member Exhibitor Fee**  \$3,500 \$ \_\_\_\_\_

**Nonmember Exhibitor Fee**  \$6,000 \$ \_\_\_\_\_

**PAYMENT TYPE:**

Check  Purchase Order

Credit Card:

VISA  MasterCard  AmEx

Credit Card Number

Credit Card Exp. Date:

CVW#

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 8, 2024:

**Email**  
cbright@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 8.

## Meeting App Inclusions and Deadlines

Exhibitors also receive the added benefit of their company information and logo included within the meeting app. Exhibitors will receive log-in instructions in mid-October to create their company profile directly in the app.

## 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 2024 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 4** at 8:00 am. The exhibit hall will be open to attendees on both **Thursday, December 5**, and **Friday, December 6**, 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 29. *Please label packages as follows:*

Guest Name; Guest Cell Number  
c/o FedEx Office at Marriott St. Louis Grand  
800 Washington Ave  
St. Louis, MO 63101  
Council of Graduate Schools Annual Meeting

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

*Please note, the Marriott St. Louis Grand uses an "in house" Fed Ex office for box handling. CGS will help coordinate delivery of boxes to the exhibit space, Majestic D. Package handling and storage fees will apply.*

## Registration Deadline is November 8.