

# CGS WORKSHOP EXHIBITION/SPONSORSHIP **POLICY**

**CGS has the following policy in place, effective August 1, 2011, for any vendors or outside entities that wish to exhibit at a CGS sponsored workshop.**

## **Who Can Exhibit**

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Any Medicare contractor, any non-profit state or trade association active within Jurisdiction B and/or Jurisdiction C, or any for-profit company that desires exposure to DME companies can request exhibition space. CGS reserves the right to refuse any exhibitor on a case-by-case basis.

## **Exhibit Scope**

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The physical setup will vary depending on location, but will generally include a tabletop in the registration/help desk area. This area will be staffed by CGS employees, and will be the center of activity during the day. Any tablecloths, exhibition items, and handout materials will be the responsibility of the exhibitor. CGS will provide workshop locations to facilitate the shipment of items directly to the workshop area. All charges associated with shipping and handling will be the responsibility of the exhibitor. Any setup details other than the tabletop will need to be coordinated directly with the facility. CGS reserves the right to request removal of any inappropriate materials.

Medicare contractors will be provided exhibitor space at no cost. There is a \$250 fee per tabletop for for-profit organizations requesting exhibitor space.

CGS does not allow exhibitors to speak during any general session or any other time when an audience is gathered in a meeting room during the workshop day.

Additional sponsorship opportunities are available upon request.

Send an e-mail to [cgs.jbjc.learningondemand@cgsadmin.com](mailto:cgs.jbjc.learningondemand@cgsadmin.com) detailing the nature of your organization and the event(s) at which you would like to exhibit. Upon approval, an invoice will be sent by return e-mail. Registration will close one month prior to the event, or when available spaces are full. All invoices must be paid 10 days prior to the event.