

## **Marina Bay Sands Convention Center**

April 24—25, 2024 | Singapore

## **IMPORTANT DEADLINES**

## SPACE ONLY EXHIBITORS

DUE DATE	ITEM	WHERE AND HOW TO SUBMIT
ASAP	Reserve hotel room	Book via the <u>Asia Bio Partnering</u> <u>Forum website</u>
ASAP	Register your participants, you will get a VIP code to register your free pass(es)	Register online
ASAP	Send your booth design for approval-including measurements	Send directly to jgriego@ebdgroup.com
Tuesday March 26	Apply for <b>booth partnering</b> if desired	Email jgriego@ebdgroup.com
Before March 26	Set-up your partneringONE profile PartneringONE platform will launch on March 26	PartneringONE team will reach out to you directly with more information
Friday, April 5	*Once your booth design is approved by Justine Griego Submit Documents the following documents:  1) Risk Assessment and Method Statement – required in English 2) Informa Health & Safety Guidelines – sign and return page 32 3) Ask your contractor to attend MBS Work Safety & Health Briefing here, please keep your acknowledgement receipt with you 4) Copy of your general and public liability insurance	Send directly to jgriego@ebdgroup.com
Friday, April 5	Customize your booths	Contact info: jeremy.koek@neonglobal.com M +65 9680 4696 D +65 6571 6399
Tuesday, April 23	Shipping – MBS offers free storage for up to 7 days; storage charges will apply for consignments kept in the Center for more than 7 days	MBS Mail Center: mailcenter@marinabaysands.com +65 6688 3083

## SHELL SCHEME EXHIBITORS

DUE DATE	ITEM	WHERE AND HOW TO SUBMIT
ASAP	Reserve hotel room	Book via the <u>Asia Bio Partnering</u> <u>Forum website</u>
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