

BIO-EUROPE SPRING®

MARCH 18-20, 2024 | BARCELONA, SPAIN

IMPORTANT DEADLINES

SPACE ONLY EXHIBITOR

DUE DATE	ITEM	WHERE AND HOW TO SUBMIT
ASAP	Reserve hotel room	Book via the BIO EUROPE SPRING website
ASAP	Register your participants	Register online
ASAP	Host Hospitality at your Booth Drinks Reception Tuesday, March 19 – 18:00 – 21:00	Email your interest to Catherine.Chang@informa.com
Friday, January 19	Send your booth design for approval- including measurements	Send directly to Catherine.Chang@informa.com
Friday, January 26	Apply for booth partnering if desired	Email Catherine.Chang@informa.com
Friday, January 26	<i>*Once your booth design is approved by Catherine Chang</i> Submit Documents the following documents: 1) Technical Sketch – including 2) Risk Assessment and Method Statement – required in English 3) Informa Health & Safety Guidelines – sign and return page 32 4) Venue General Regulations – signed by exhibiting company and booth constructor 5) Copy of your general and public liability insurance	Submit your files here
Before February 5	Set-up your partneringONE profile <i>PartneringONE platform will launch on February 5</i>	PartneringONE team will reach out to you directly
Friday, February 23	Order booth equipment (carpet, furniture, lights and additional services such as electricity, water, wired Lan etc. Orders have to be made via the venue (CCIB).	All booth items can be ordered from CCIB Webshop
Monday, February 26	Shipping – must have contacted RESA EXPO regarding shipment.	Contact info: info@resaexpo.com +34 93 233 41 11

Understanding your space only booth document:

[https://assets.informa.com/connects/2024/BIO%20SPRING/Space%20Only%20Doc-BIO%20EUROPE%20Spring%20\(1\).pdf](https://assets.informa.com/connects/2024/BIO%20SPRING/Space%20Only%20Doc-BIO%20EUROPE%20Spring%20(1).pdf)

SHELL SCHEME EXHIBITOR

DUE DATE	ITEM	WHERE AND HOW TO SUBMIT
ASAP	Reserve hotel room	Book via the BIO EUROPE SPRING website
ASAP	Register your participants	Register online
ASAP	Host Hospitality at your Booth Drinks Reception Tuesday, March 19 – 18:00 – 21:00	Email your interest to twollen@ebdgroup.com
Friday, January 26	Apply for booth partnering if desired	Email twollen@ebdgroup.com
Before February 5	Set-up your partneringONE profile <i>PartneringONE platform will launch on February 5</i>	PartneringONE team will reach out to you directly with more information
Friday, February 23	Order booth equipment (carpet, furniture, lights, printed panels etc.) and additional services such as electricity, water, wired Lan etc. Orders have to be made via the venue (CCIB).	All booth items can be ordered from CCIB Web shop
Monday, February 26	Shipping – must have contacted RESA EXPO regarding shipment.	Contact info: info@resaexpo.com +34 93 233 41 11
Friday, March 1	Complete and return three Health and Safety Documents: 1. Informa Health and Safety Guidelines 2. CCIB Exhibition Guidelines 3. Copy of your company's general and public liability insurance certificate	Submit your files here

Understanding your shell scheme booth document:

[https://assets.informa.com/connect/2024/BIO%20SPRING/Shell%20Scheme%20Document%20-%20BES24%20\(1\).pdf](https://assets.informa.com/connect/2024/BIO%20SPRING/Shell%20Scheme%20Document%20-%20BES24%20(1).pdf)