

BIO-EUROPE®

NOVEMBER 4-6, 2024 | STOCKHOLM, SWEDEN

DEADLINES

SPACE ONLY

For any questions regarding your booth organization please reach out to your main operations contact [Michaela Schneider](#).

DUE DATE	ITEM	WHERE AND WHAT TO SUBMIT
ASAP	Reserve hotel room	Book online
ASAP	Pass Registration	Register online
ASAP	Host hospitality reception at your booth Drinks Reception Monday, November 4 – 18:00 – 21:00	Email your interest to Michaela Schneider
Friday, September 6	Send your booth design for approval- including measurements	Send directly to Michaela Schneider for approval.
Friday, September 13	Order booth branding and equipment (carpet, furniture, screens and computers, fridges, lighting, extension leads, sockets and plugs)	Order via Fairfellow's webshop
Friday, September 13	Order services and plants (electricity, IT and Wi-Fi, hostesses, security, cleaning and recycling, water supply, rigging, F&B services, plants and flowers)	Order via Stockholmsmässan webshop
Friday, September 13	Submit Documents the following documents: <ol style="list-style-type: none">1. Technical sketch – must include measurements2. Risk Assessment and Method Statement3. Informa Health & Safety Guidelines – sign and return page 324. Insurance Certificate5. Appointed Contractor	Link to submit files will follow shortly.
By Monday, September 23	Set-up your partneringONE profile	PartneringONE team will reach out to you directly
Tuesday, October 29	Shipping	Please see exhibitor manual for details.

SHELL SCHEME

For any questions regarding your booth organization please reach out to your main operations contact [Tessa Wollen](#).

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By Friday, September 23	Set-up your partneringONE profile	PartneringONE team will reach out to you directly
Friday, October 11	Complete and return the following two documents: 1. Informa Health and Safety Guidelines - sign and complete p.32 2. Proof of public liability insurance documentation	Send directly to Tessa Wollen
Tuesday, October 29	Shipping	Please see exhibitor manual for details.