

BioProcess International

Part of:
**Biotech Week
Boston**

DEADLINES TO MAKE NOTE OF:

Due Date	Item	Where and What to Submit
July 12	ConnectMe Event Platform Opens to Exhibitors	Login sent to main contact to edit virtual booth
August 6	Submit Company Logo in EPS format	Email Directly to your Operations Manager
August 7	Height Variance Form <i>(if applicable)</i>	Email FORM to your Operations Manager
August 14	Advance Shipments to Warehouse Begins	Full Shipping Information HERE
August 18	Certificate of Insurance <i>(required)</i>	Email to your Operations Manager - For COI info please click HERE
August 18	Exhibitor Appointed Contractor (EAC) Form	If using another contractor to build your booth, please submit EAC details HERE
September 6	Furnishings/ Carpet/ Cleaning	To order click HERE
September 6	Electric/Internet/Rigging	To order these services click HERE
September 6	Registration Deadline	Visit Connect (individual link emailed)
September 9	Audio & Visual Rentals	Email FORM to info@metromultimedia.com
September 14	Last Day for Advance Shipments to Warehouse	Full Shipping Information HERE

QUICK LINKS

Exhibition

- **Exhibitor Manual:** <https://informaconnect.com/bioprocessinternational/exhibitor-manual-2023/>
- **Floorplan:** <https://s23.a2zinc.net/clients/informaconnect/bwb2023/Public/EventMap.aspx?shMode=E>
- **Lead Retrieval FAQs:** [CLICK HERE](#)

Build your booth

- **Audio/Visual Services:** [CLICK HERE](#)
- **Electric, Rigging, and Plumbing services:** [CLICK HERE](#)
- **Booth Furnishings:** [CLICK HERE](#)
- **Shipping Information:** [CLICK HERE](#)

Media Kit

- **BPI Media Kit:** <https://assets.informa.com/connect/2023/BPI-CGT/BPI%20Media%20Kit.zip>
- **Share your attendance with your network:** [CLICK HERE](#)

Event Extras

- **Book your stay:** <https://informaconnect.com/bioprocessinternational/hotel-accommodations/>
- **Submit a poster:** [CLICK HERE](#)
- **Extra Conference Passes:** https://informaconnect.com/bioprocessinternational/purchase/select-package/?vip_code=SPONSOR10
- **Extra Booth Passes:** https://informaconnect.com/bioprocessinternational/purchase/select-package/?vip_code=SPONSOR10
- **Invite a Client to visit you in the Exhibition Hall:** [CLICK HERE](#)