

# BioProcess International US West

## EXHIBITOR MANUAL SUMMARY

### QUICK LINKS

There are many contractors for **BPI WEST 2023** please see a breakdown with links of where to go for relevant information:

[Metro Multimedia](#) – Ordering additional Audio/Visual Services  
[Smart City Networks](#) – Internet, Telephone, & Cable Ordering Guide  
[A2Z](#) – Floor plan of exhibit hall  
[Accommodations](#) – Book Your Stay

### DEADLINES TO MAKE NOTE OF:

| Due Date    |   | Link to Submit  |
|-------------|---|---|
| Immediately | Company Logo in EPS format                    | <a href="#">Return to Bridget</a>                       |
| Immediately | Review Event Schedule & Exhibitor Manual      | <a href="#">Exhibitor Manual</a>                        |
| January 25  | Advance Shipments to Warehouse Begins         | <a href="#">Shipping, Drayage and Material Handling</a> |
| February 6  | Internet/Telephone/Cable Discount Deadline    | <a href="#">Smart City Networks</a>                     |
| February 7  | Height Variance Form ( <i>if applicable</i> ) | <a href="#">Return to Bridget</a>                       |
| February 10 | Audio & Visual Rentals Discount Deadline      | <a href="#">Metro Multimedia</a>                        |
| February 11 | Exhibitor Appointed Contractor Form           | <a href="#">EACs and Third Parties</a>                  |
| February 14 | Certificate of Insurance ( <i>required</i> )  | <a href="#">Return to Bridget</a>                       |
| February 21 | Electrical                                    | <a href="#">Utilities</a>                               |
| February 21 | Furnishings/ Carpets/ Cleaning                | <a href="#">Booth Furnishings Rental</a>                |
| February 21 | Rigging/ Hanging Signs                        | <a href="#">Hanging Sign</a>                            |
| February 24 | Last Day for Advance Shipments to Warehouse   | <a href="#">Shipping to Ware House</a>                  |
| February 24 | Tracking Form for Shipments to Warehouse      | <a href="#">Return to Bridget</a>                       |