

BioProcess International US West

DEADLINES TO MAKE NOTE OF:

Due Date	Item	Where and What to Submit
February 1	Submit Company Logo in EPS format	Email Directly to your Operations Manager
February 1	ConnectMe Event Platform Opens to Exhibitors	Login sent to main contact to edit virtual booth
February 6	Advance Shipments to Warehouse Begins	Full Shipping Information HERE
February 8	Height Variance Form <i>(if applicable)</i>	Email FORM to your Operations Manager
February 12	Registration Deadline	Visit Connect (individual link emailed)
February 19	Electric	To order these services please contact Edlen HERE
February 20	Exhibitor Appointed Contractor (EAC) Form	If using another contractor to build your booth, please submit EAC details HERE
February 20	Furnishings/ Carpet/ Cleaning	To order click HERE
February 20	Certificate of Insurance <i>(required)</i>	Email to your Operations Manager - For COI info please click HERE
February 20	Health & Safety Guidelines <i>(required)</i>	Read guidelines & sign Appendix A on page 17 – click HERE
February 26	Audio & Visual Rentals	Email FORM to info@metromultimedia.com
March 7	Last Day for Advance Shipments to Warehouse	Full Shipping Information HERE

QUICK LINKS

Exhibition

- **Exhibitor Manual:** <https://informaconnect.com/bpi-west/exhibitor-manual-2024/>
- **GES Exhibitor Kit:** <https://ordering.ges.com/025601754>
- **Floorplan:** <https://s23.a2zinc.net/clients/informaconnect/bpiwest2024/Public/EventMap.aspx?shMode=E>
- **Lead Retrieval FAQs:** [CLICK HERE](#)

Build your booth

- **Audio/Visual Services:** [CLICK HERE](#)
- **Electrics:** [CLICK HERE](#)
- **Booth Furnishings:** [CLICK HERE](#)
- **Shipping Information:** [CLICK HERE](#)

Event Extras

- **Book your stay:** <https://informaconnect.com/bpi-west/hotel-accommodations/>
- **Submit a poster:** [CLICK HERE](#)
- **Extra Conference Passes:** [CLICK HERE](#)
- **Extra Booth Passes (Available from January):** [CLICK HERE](#)
- **Share your attendance with your network:** [CLICK HERE](#)