

HYBRID EVENT

BioProcess International Europe

Delivered as Hybrid Event from 9-12 April 2024
Messe Wien Congress Centre, Vienna

DEADLINES

DUE DATE	ITEM	WHERE AND WHAT TO SUBMIT
20 th February	Logo (.eps format)	Send via email to your operations manager
26 th February	Booth – graphics/furniture	All furniture and graphics for shell scheme booths to be ordered (Graphic artwork to be submitted by this date) here
26 th February	Booth Confirmation -	Confirm your booth space and select any extras here
8 th March	Poster submission	Please contact our team at lsposters@informa.com if you are interested in presenting a poster. **Restrictions apply, please read through criteria in exhibitor manual before submitting posters
12 th March	Shipping	To organise your shipment please contact DHL directly via Thomas Hausmeister thomas.hausmeister@dhl.com +43 (0)1 7283160 8700 - DHL Shipping Manual - Tariffs **Please remember to organise your return shipment
12 th March	Booth - Electrics	Additional booth electric requirements to be submitted by this date here
12 th March	AV/ Hostess/ Security/ Plant Hire/ Additional Cleaning	AV Hire - please use this order form and return to info@steinerlive.com Plant Hire - please use this Order Form and return to wien@standout.eu Stand Security/ Hostesses - please use this order form and return to messe@cam-security.at Additional Cleaning and Waste Disposal - please use this order form and return to info@standout.eu
22 nd March	Pass Registration	Register your team via the Visit Connect Portal

26 th March	Health & Safety Declaration	Complete the last two pages and return to operations manager.
26 th March	Insurance Certificate	Return your liability insurance documentation to your operations manager.

QUICK LINKS

Exhibitor Manual: [Exhibitor Manual 2024 | BioProcess International Europe \(informaconnect.com\)](#)

Connect Me Sponsor Guide:

[https://assets.informa.com/connects/2024/BPI%20Europe/SPEX/Sponsor%20Guide_BPI%20Europe%20\(002\).pdf](https://assets.informa.com/connects/2024/BPI%20Europe/SPEX/Sponsor%20Guide_BPI%20Europe%20(002).pdf)

EESL Booth Portal: <https://www.eventexhibitions.co.uk/login>

Show Reference Code: BPIEU2024

Shell Scheme Booth Example: [Here](#)

Floorplan: <https://floorplan.live/data/api/events/2876/views/1/pdf-external>

Book your stay: [Plan your visit here](#)

Extra Conference Passes: https://informaconnect.com/bpieurope/purchase/select-package/?vip_code=SPONSOR10


Invite your clients to Visit^{**}: [Here](#)

***Restrictions apply, please read through criteria before submitting clients*


Who is my Operations Contact?


*** This is an example, an up to date floorplan can be found in your exhibitor manual

LEFT SIDE OF HALL




RIGHT SIDE OF HALL





Jade Monks
Jade.Monks@Informa.com
+44 2080522061
London, UK



Catherine Chang
Catherine.Chang@Informa.com
+44 2080522099
London, UK

Who is my sales manager?

Perri Lucatello | +44 208 0520 465 | Perri.Lucatello@informa.com | Companies: A, B and F

Nicholas Matthews | +442080520401 | nicholas.matthews@informa.com | Companies: C, D, E

Jamie Blowfield | jamie.blowfield@informa.com | Companies: J, K, L, M, N, O and H

Victoria Biscoe | +447900142789 | victoria.biscoe@informa.com | Companies: Q, R, S and G

Michael Kelly | +1 630-723-7447 | michael.kelly.usa@informa.com | Companies: P, T, U, V, W, X, Y, Z, I and #