



## KEY DATES AND DEADLINES

Due Date	Item	Details
August 1 <sup>st</sup>	Submit Company Logo in EPS format	Email Directly to your Operations Manager
August 8 <sup>th</sup>	ConnectMe Event Platform Opens to Exhibitors	Login will be sent to main contact to edit virtual booth
August 19 <sup>th</sup>	Height Variance Form (if applicable)	Email <a href="#">FORM</a> to your operations Manager
August 20 <sup>th</sup>	Advance Shipments to Warehouse Begins	Full Shipping Information <a href="#">HERE</a>
August 22 <sup>nd</sup>	Certificate of Insurance (required)	Email to your Operations Manager - For COI info please click <a href="#">HERE</a>
August 22 <sup>nd</sup>	H&S Declaration (required)	Please read through and complete the H&S guidelines for the show by signing page 32/33 and return to me. Guidelines can be found <a href="#">HERE</a>
August 22 <sup>nd</sup>	Exhibitor Appointed Contractor (EAC) Form	If using another contractor to build your booth, please submit EAC details <a href="#">HERE</a>
August 30 <sup>th</sup>	Electric/Internet/Rigging	To order these services click <a href="#">HERE</a>
September 3 <sup>rd</sup>	Furnishings/ Carpet/ Cleaning	To order click <a href="#">HERE</a>
September 5 <sup>th</sup>	Registration Deadline	Visit Connect (individual link emailed)
September 6 <sup>th</sup>	Audio & Visual Rentals	Email <a href="#">FORM</a> to <a href="mailto:info@metromultimedia.com">info@metromultimedia.com</a>
September 18 <sup>th</sup>	Last Day for Advance Shipments to Warehouse	Full Shipping Information <a href="#">HERE</a>

## USEFUL LINKS

### Exhibition

- **Exhibitor Manual:** <https://informaconnect.com/bioprocessinternational/exhibitor-manual-2024/>

**- Floorplan:**

<https://s23.a2zinc.net/clients/informaconnect/bwb2024/Public/EventMap.aspx?shMode=E>

**- Lead Retrieval FAQs:** [CLICK HERE](#)

**Build your Booth**

**- Audio/Visual Services:** Email [FORM](#) to info@metromultimedia.com

**- Electric, Rigging, and Plumbing services:** [CLICK HERE](#)

**- Booth Furnishings:** [CLICK HERE](#)

**- Shipping Information:** [CLICK HERE](#)

**Media Kit**

**- BPI Media Kit:** <https://assets.informa.com/connectls/2024/BPI/BPI-CGT-MediaKit.zip>

**- Share your 10% exhibitor discount code** to your network and spotlight your presence at Biotech Week Boston with this branded LinkedIn promotion generator:

- [BioProcess International US 2024 branded LinkedIn promotional link](#)
- [Cell and Gene Therapy International US 2024 branded LinkedIn promotional link](#)

**Event Extras**

**- Book your stay:** [Hotel Accommodations | BioProcess International \(informaconnect.com\)](#)

**- Submit a poster request:** [CLICK HERE](#)

**- Extra Conference Passes:**

[https://informaconnect.com/bioprocessinternational/?vip\\_code=EXHIBITOR10](https://informaconnect.com/bioprocessinternational/?vip_code=EXHIBITOR10)

**- Thursday Experience Pass:** The Thursday Experience Pass is a complimentary 1 day conference pass available to approved applicants that meet the criteria within the application page <https://get.informaconnect.com/bpi/thursday-pass/>