

BioProcess International

Sponsor & Exhibition Manual

September 9-12, 2019
Boston Convention and Exhibition Center

Delivered by **KNect**
365

Dear Partner,

Welcome to **BioProcess International Conference & Exhibition (BPI) — Biotech Week Boston (BWB)** events!

These events are again part of Biotech Week Boston, a four-day festival spanning the drug development value chain. As our biggest festival to date, BWB gathers 4,500 attendees across 12 educational events and leverages close partnerships with Xconomy Magazine, EBD Group, LeadingBiotech Conferences and the BioPharma Executive Council.

Your booth passes grant access to BPI/Cell & Gene Therapy Technology Workshops, BPI and Cell & Gene Therapy Exhibition Hall, Opening Night Reception in the Exhibit Halls and the Wednesday evening BWB Party at the adjacent Lawn on D.

Your main conference passes grant the same access as a booth staff pass plus the Xcelerate Keynote Sessions and the BPI and Cell & Gene Therapy main conference sessions, Tuesday thru Thursday.

It's not too late to expand your access and sponsorship to include additional events and activities. Exclusive sponsorship opportunities are still available, including the option to expand your brand footprint to engage the full audience across all 12 BWB events. For more details, please contact your account manager.

IMPORTANT LOGISTIC DETAILS

This manual will provide you with all the detailed specifications and resources you will need to successfully prepare your booth for the event.

Please read this manual carefully noting procedures and deadlines that will save you time and money. Keep a copy of all forms for your personal reference and be sure to bring copies with you on-site so that queries can be settled immediately.

We encourage you to call us with any questions or concerns. Please refer to the event team contact list enclosed; we are always available to help you.

Thank you for your continued support; we look forward to seeing you in Boston.

Sincerely,

Biotech Week Boston Event Team

**Show Management will have free and exclusive power in the matter of interpretation, amendment and enforcement of all regulations that appear in this exhibitor manual. All rules are subject to change in accordance with Fire Marshal regulations. Exhibitors must comply with all the laws, regulations and ordinances in force in the exhibit facility*

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Key Contacts

There may be instructions that you do not understand, or issues that we have not covered. If so, feel free to call any of the people listed below. We are here to assist you both pre-show and on-site.

If you have questions about sales, contact:

BioProcess International Conference & Exhibition

Sponsorship / Exhibition Inquiries (Companies A-L)

Jennifer Wickett

T: 857-504-6694

jennifer.wickett@knect365.com

Sponsorship / Exhibition Inquiries (Companies M-Z)

Kristen Schott

T: 857-504-6685

kristen.schott@knect365.com

Operations/Logistics Inquiries

Alexandra Kapetanopoulos, Operations Coordinator

T: +1 857 504-6702

alexandra.kapetanopoulos@knect365.com

Top 10 Actions You Should Take Immediately

Important information and instructions

1. BOOTH PACKAGE OVERVIEW

Your selected booth size and package was submitted with your exhibitor contract. If you omitted this step, or if your records aren't accessible, please contact your sales manager before you proceed to order additional equipment. Services and items, such as outlets, additional lights, floral, furnishings, etc., are all available within this exhibition kit. Please note: order forms you will need for those services can be found online in the GES link and can be sent to the appropriate vendors. If you do not require additional services, you are almost finished.

2. YOUR BOOTH ID SIGN

Your stand package includes a basic ID sign with your company name. The sign will be hung on the back drape of your booth. You will need to fill out the Booth Identification Sign form so that the proper spelling of your company name is printed on-site.

3. BADGE REGISTRATION

You are entitled to a certain number of passes per your agreement. In this kit, you will find a registration link for your passes. Please register your complimentary passes by **August 23**. Please make sure the number of registered names you provide coincides with the number listed on your partnership agreement – you will be invoiced for any additional passes.

4. HOTEL AND TRAVEL ACCOMMODATIONS

Biotech Week Boston has secured a block of rooms for a limited time for attendee's convenience. Please see the corresponding hotel page with the hotel information and reservations links.

5. BECOME FAMILIAR WITH THE EVENT SCHEDULE

Thoroughly review the schedule for booth set-up and when registration will officially open during the event. Please keep in mind set up and tear down hours so you may plan travel accordingly. Please note, the show hours vary each day . ***IMPORTANT – repeat Exhibitors pay close attention as Exhibit Hall hours are different this year than in year's past***

6. SECURITY INFORMATION

The organizers provide security for a seamless event experience. However, please be mindful of not leaving computers, electronics, or other valuable items out in the open or overnight in your stand.

7. CUSTOM BOOTHS/EXHIBITOR APPOINTED CONTRACTORS

GES is pleased to be the Official General Service Contractor for Biotech Week Boston. Enclosed in this exhibition manual, you will find all the necessary information and order forms for this event. Please read, complete each form carefully and submit them directly to the service providers as soon as possible to ensure your items are prepared on time. Any sponsor electing to use a custom booth and not the standard pipe and drape booth package, and thus electing to use a third-party installation and dismantle team other than GES **must** be pre-approved by the organizers. If approval is granted, the installation and dismantle team is required to execute additional forms.

8. SHIPPING AND DELIVERIES TO THE SHOW

GES is the official shipping contractor for Biotech Week Boston, working with their network of worldwide agents, they will arrange for transport of your goods, and delivery to their warehouse to clear, store and deliver to the convention center. Please see the forms located in this manual. *Note: all shipping and delivery charges are solely the responsibility of the sponsors.*

9. ADDITIONAL MARKETING OPPORTUNITIES

Making an impact on more than 2,000 global professionals is a significant marketing task. Special opportunities such as delegate bag inserts, purchasing pillar wraps or other marketing displays can give you that extra exposure and make an unforgettable impression with this important audience. Please speak with your sales representative for great sponsorship opportunities that will provide visibility and a competitive edge at Biotech Week Boston.

10. CONTACT US

The show management team's contact information is on page 4. Please review and submit your enquiries accordingly. We are here to help you.

Important Dates and Deadlines

- ✓ Below are some key deadlines and forms that need your immediate review.
- ✓ While we have outlined some key dates for you, this manual contains additional information that is crucial to a successful exhibiting experience, so please take the time to review the entire manual as soon as possible to save TIME AND MONEY.

Due Date	✓ Completed	✓ Date Sent	Form	Links and where to submit info
Immediately			Review Event Schedule	General Show Info
Immediately			Review Exhibitor Manual & Exhibitor Contact Information	Key Contacts
August 9			Booth ID & On-site Contact Form <i>(required)</i>	KNect365
August 9			Height Variance Form <i>(required for booths 20x20 or larger)</i>	KNect365
August 9			Certificate of Insurance	KNect365
August 1			Audio Visual Rentals	MetroMultiMedia
August 16			Security	MCCA Signature Boston
August 16			Internet / WiFi	MCCA Signature Boston
August 16			Electric	MCCA Signature Boston
August 9			Onsite Guidebook Ad Deadline <i>(select sponsors ONLY)</i>	KNect365
August 19			Exhibitor Appointed Contractor Form	GES
August 6			Advance Shipments to Warehouse Begins	GES
August 16			Rigging	MCCA Signature Boston
August 19			Installation & Dismantle	GES
August 19			Furnishings	GES
August 19			Carpet & Flooring	GES
August 19			Cleaning	GES
August 23			Registration Deadline	Coming Soon
August 16			Hotel Sleeping Room Deadline	Hotel & Parking Info
August 30			Tracking Form for Shipments to Warehouse	KNect365
August 23			Lead Retrieval Deadline	Coming Soon
September 4			Last Day for Advance Shipments to Warehouse	GES
September 9			Shipments arriving to Show Site, Hynes (8am-5pm)	GES

**Forms not listed here or in the table of contents can be found in the link below **
[Click here for all Order Forms and more information and deadlines](#)

The BCEC/MCCA is the exclusive provider for Electrical, Telephone, Internet, Plumbing, and Booth Security
 NOTE: Internet and electrical are NOT included with your booth.

GES is our General Service contractor and provider of Carpet, furniture, shipping, etc. –

NOTE: Flooring/Carpeting is required for the Exhibit Hall only and is not included with your booth package.

Exhibitor Booth Package

BOOTH EQUIPMENT:

All 10'x10' booths will be set with:

- 8' high black back drape
- 3' high black side rail
- 7"x 44" one-line identification booth sign

Turnkey Booths – (**this is NOT the standard package** - please check your contract) will be set with:

- Table and 2 chairs
- 1x power supply
- Carpet
- 10 feet x 10 feet

If you have a turnkey booth as part of your package Alexandra Kapetanopoulos will contact you directly about this

Note:

Tables and chairs will **NOT** be provided with the booth package unless you have a turnkey booth as per above. You will need to order all furnishing necessary for your booth set-up. All booth furnishings can be ordered through [GES](#)

The exhibit hall is **NOT** carpeted. You **are required** to have carpet in your booth and can be ordered directly with [GES](#)

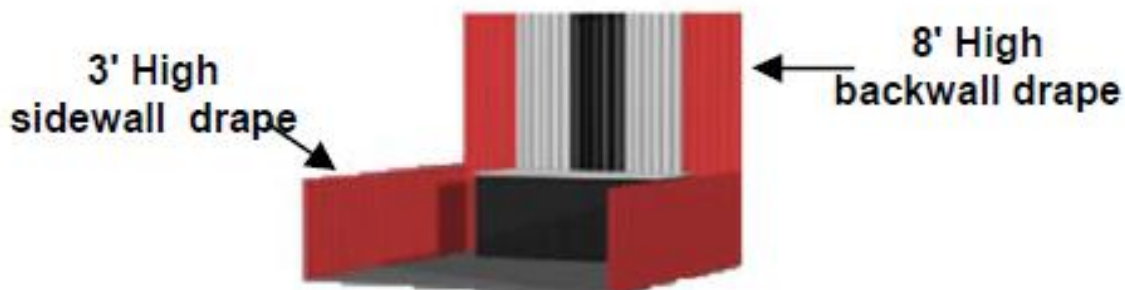
Electrical, AV, & Internet/WiFi services are not included in any Sponsorship or Exhibitor Package. If you require Electrical, AV, and/or Internet/WiFi services, you must order it through the official vendors.

Ordering forms can be found here:

[Electrical Order Form](#)

[AV Order Form](#)

[Internet/WiFi Order Form](#)



**Please note that the drape will be black. You will need to order the table and carpeting/flooring.

Exhibition General Information

LOCATION: Boston Convention and Exhibition Center
415 Summer St.
Boston, MA 02199

DATES: September 9-12, 2019

WEBSITE: <https://lifesciences.knect365.com/biotech-week-boston/>

EVENT SCHEDULE:

Date	Move-in/out Hours	Exhibit Hours
Monday, September 9 Exhibitor Move-In	8:00 am – 5:00 pm	
Tuesday, September 10 Exhibitor Move-In	8:00 am – 1:00 pm	3:00 pm – 7:00 pm
Wednesday, September 11	6:45 am – 7:15 am (Exhibitor only access to booths)	7:15 am* – 5:30 pm
Thursday, September 12	8:45 am – 9:45 am (Exhibitor only access to booths)	9:45 am – 1:30 pm
Thursday, September 12 Exhibitor Move-out	1:30 pm – 8:00 pm	
Friday, September 13 Exhibitor Move-out	8:00 am – 10:00 am	

**To schedule your staff accordingly be aware the exhibit hall will be opening early than usually for Keynote Presentation on Wednesday, September 11.*

**Conference hours are tentative based on agenda. Please see event websites for up to date programming.
[BioProcess International Agenda](#)*

***GES will begin to deliver stored empties at 1:30pm. This process can take up to 2 hours for delivery to all the booths. Please keep this in mind when scheduling labor and freight pick-up. Please plan travel accordingly**

****Exhibitors may not set up or tear down outside of the specified times without approval from Show Management***

NOTE: The Exhibit Hall will be open to all attendee's starting on Tuesday, September 10 at 3:00 pm.

SPECIAL EVENTS:

Event	Date	Time	Location
BPI & CGT Exhibit Hall Grand Opening Night Reception	Tuesday, September 10	5:00 pm – 7:00 pm	BPI & CGT Exhibition & Poster Hall
Xconomy Awards Additional registration required Click here for more details	Thursday, September 12	6:00 pm – 10:00 pm	
BWB Diversity & Inclusion Discussion and Reception Additional registration required Click here for more details	Tuesday, September 10	5:30 pm – 8:30 pm	Westin Boston Waterfront
BWB Party in the Park	Wednesday, September 11	5:30 pm – 8:30 pm	Lawn on D
Rare Disease Film Festival Additional registration required Click here for more details	Thursday, September 12	TBD	TBD

Please note: Some of the above events require additional registration and fees

Exhibitor Guidelines & Regulations

1. Exhibitors agrees to maintain decorum in and around his exhibit space that will not obstruct or disturb other exhibitors. The aisles, passageways, overhead spaces, public meeting rooms, and other meeting facilities are controlled by Biotech Week Boston. Each exhibitor will adhere to the following space allocation restrictions:

- a) No obstructive booth design is permitted; The Exhibitor is not allowed to obstruct the view, interfere with or adversely affect the displays of other exhibitors.
- b) Side panels may be no more than 4' high.
- c) Maximum booth height for 10' x 10' and 10' x 20' booths is 8 feet high. The Exhibitor is not allowed to place any items, furniture and/or displays outside of the assigned space or exceed the standardized height without prior approval from the Organizer.
 - a. If your booth is over 8 feet high, you must fill out the [Height Variance form](#) and contact Alexandra Kapetanopoulos at Alexandra.Kapetanopoulos@KNect365.com immediately.
- d) Displays, furniture, etc. in public aisle ways are prohibited; Exhibitors may not place any display material, demonstrations or exhibits, nor extend their stand structures and fittings, beyond their contracted boundary. Requests for special cases are subject to approval from show management.
- e) No interference with light or space of other Exhibitors will be allowed.
- f) Signs, banners and posters may not be placed outside the exhibit space assigned to each Exhibitor and are prohibited in public aisles. All signs must be self-supporting within the booth area.
- g) Entrances to booths must be in the direction depicted on the floor plan.

2. Exhibitors may not sublet, assign, or share any part of the space allocated.

3. Absolutely no dismantling/tear-down of booths will be permitted before the specified move-out portion of the meeting. This is disruptive and dangerous to attendees and other exhibitors. Penalties will be imposed on any exhibitor who does not abide by this policy and will affect the exhibitors ranking in the booth selection process as well as the possibility of exhibiting at future meetings.

4. All exhibitors are responsible for making their own arrangements for any services.

- a) Electrical, Telecommunication, and AV services are not included in any Sponsor or Exhibitor Package.
- b) Electrical and other mechanical apparatuses must be muffled so that noise does not disturb other Exhibitors.

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Hotel Information

Our team has prepared a block of discounted hotel rooms at nearby hotels for you to make your visit to Boston both stress-free and cost-effective. Please book your hotel room by visiting the event websites: <https://lifesciences.knect365.com/biotech-week-boston/plan-your-visit> by calling the reservation lines noted below before the reservation deadline to receive the discounted rate. All discounted room rates are subject to availability, so we encourage you to book your room early.

Westin Boston Waterfront Hotel

425 Summer Street

Boston, Massachusetts 02110

Reservations: (617) 532-4600

Rate: \$339.00 for a standard room plus applicable taxes – additional room types available.

Element Boston Seaport District Hotel

391-395 D Street

Boston, Massachusetts 02110

Reservations: (877) 782-0151

Rate: \$319.00 for a standard room plus applicable taxes – additional room types available.

Aloft Boston Seaport Hotel

401-403 D Street

Boston, Massachusetts 02110

Reservations: (877) 462-5638

Rate: \$319.00 for a standard room plus applicable taxes – additional room types available.

When calling please reference the group code “Biotech Week Boston”

Reservation Cut-off Deadline: August 16, 2019

***FRAUD ADVISORY:**

It has come to our attention that some event attendees have been contacted by third party providers seeking to book attendees' hotel reservations at reduced rates. Please be advised that no third-party providers have been authorized by KNect365 or the contracted hotel to provide such services, and any representations to the contrary should be considered fraudulent. All reservations should be made directly with the above hotel by calling directly to the number listed above or visiting the official hotel page on the event website. Under no circumstances should you provide personal information or credit card details to any such third parties. KNect365 disclaims responsibility for any losses or complications arising out of attempted hotel bookings by attendees through third party providers.

Complimentary Attendee Pass Registrations

Deadline: August 23, 2019

Exhibitors are entitled to a certain number of passes per your agreement. Below you will find a registration link for your passes which include the complimentary allotted Sponsor/Exhibitor Delegate Passes and Booth Staff Passes as per your partnership agreement. Please register your complimentary passes by **August 23, 2019**.

Registration:

- Click on the link - <https://account.n200.com/#/login>
- Create an account (unless you already have one under your email then you can login or click “forgot password”)
- Use the “Personnel” tab on the left side and add your passes or import them in a spreadsheet

If you run your mouse over the “?” next to the personal summary it will show you how many you have used vs. have left available

NOTE:

- Speakers will be automatically registered (except posters), so please do not use your allotments to register speakers.
- If you have any changes to your registered passes you can edit and delete at the bottom of each pass type form.

* Your complimentary main conference pass registration allows you full access to the BPI & Cell & Gene Therapy Exhibit Hall & Events, all BPI tracks, in addition to all tracks at the co-located event, Cell & Gene Therapy Bioprocessing & Commercialization.

*Your complimentary Booth Staff Pass registration allows you full access to the BPI & Cell & Gene Therapy Exhibit Hall & Events Only, and does not include access to the conference sessions.

**Please contact Alexandra Kapetanopoulos with any questions regarding registration*

BADGE GUIDELINES

- Badges must be worn always.
- Security will be located at the entrances to the Exhibit Hall and will not permit entrance without a badge or authorized wristband (move-in and move out days)
- Business cards, stickers or other items may not cover badges.
- If full contact information is not complete or received during registration, then you will not be registered.
- Registration must be received by **August 23, 2019**
- Passes are non-transferable and are for advanced registered staff of sponsoring and/or exhibiting companies only. Any substitution must be authorized with a written letter of consent from the original registrant or the participating company.
- Loss of passes must be reported to show management immediately

ATTENTION EXHIBITORS

Please note that the Xcelerate or Exhibit Hall only pass will not provide access to the exhibit floor outside of public, open Exhibit Hall Hours. For booth access, please refer to the Exhibitor Manual or contact Jessica Purnell below, for details on how to purchase booth staff passes.

ADDITIONAL PASSES

As a partner, you are entitled to purchase additional passes at a group discount. To inquire about purchasing additional passes, please contact Jessica Purnell in our Group Sales Department. jessica.purnell@knect365.com or +44 (0)20 7551 9521

Shipping

Please see [GES shipping information, instructions and pricing](#). All packages must be sent through GES's Advanced Warehouse, by **August 28**, to be delivered directly to your booth at the event.

You may use any carrier to ship your booth to the Advanced Warehouse. Please use these links found in the Shepard portal to help complete shipping needs.

- [Shipping](#)
- [Material Handling Info](#)
- [Material Handling Q&A](#)
- [Print Shipping Labels](#)

Important Dates

- GES will start accepting packages on Tuesday, August 6, 2019
- The deadline for advanced shipping to the warehouse is Wednesday, September 4, 2019.
- Shipments arriving before Tuesday, August 6, 2019 will incur a storage fee, and shipments arriving after Wednesday, September 4, 2019 will incur a Late to Warehouse Fee
- Warehouse receiving hours are: Monday - Friday, 8:00 AM to 4:30 PM; Closed 12:00 PM to 1:00 PM & Holidays.

If you miss the Advanced Warehouse deadline, you can still ship direct to the Boston Convention & Exhibit Center. First day freight can arrive at show facility is Tuesday, September 4, 2018 at 8:00 AM

Return Shipping

- GES will begin returning empty shipping boxes and containers on Thursday, September 12 at 1:30 pm; this process can take up to **approximately two (2) hours**. Please keep this in mind when scheduling labor, freight pick-up and travel.
- Please send return shipping labels with your colleagues that will be on-site at the event. You may use any carrier such as FedEx, UPS, DHL, Shepard Logistics, etc.

TRACKING NUMBERS

As part of our customer service to the exhibitors, please send the tracking numbers for any boxes/booths shipped to the GES Advanced Warehouse. Our show management team will help track packages on-site should any issues or delays arise.

Please complete the [exhibitor shipment tracking form](#) and email to alexandra.kapetanopoulos@knect365.com by **August 30**

Poster Presentations

Deadline: Friday, August 9, 2018

Due to limited space, only **one** poster per author is permitted.
To submit a poster, **please follow the instructions below:**

1. If you already have a Poster as part of your Sponsorship/Exhibition Contract:

- a. **Conference Registration:** Registration for Poster Presenters is NOT included with your package. Poster presenters must be registered as a conference or booth staff attendee. Passes received with your sales contract, including booth staff passes, can be assigned to poster presenters and can be registered using the link and instructions on [Page 11](#).
- b. **Submit your Poster Abstract.** Please submit your poster and speaking information for the appropriate event. Please check off “Vendor/Supplier” as the type. It will say you owe \$225 but you will not be invoiced, if you have a poster in your existing package.

[Submit your BioProcess International Poster Abstract Here](#)

2. If you would like to add a Poster to your Sponsorship/Exhibition Contract:

- a. **Submit your Poster Abstract.** Please submit your poster and speaking information for the appropriate event. Please check off “Vendor/Supplier” as the type. And you will be invoiced \$225.
[Submit your BioProcess International Poster Abstract Here](#)
- b. To register the speaker under your allotment, and add a poster to this speaker (if not part of your package) you will need to contact Customer Service at 1-800-390-4078 or register@KNect365.com

If you have questions regarding your existing sponsor package/poster or the amount of conference passes you have, please contact your Operations Coordinator alexandra.kapetanopoulos@knect365.com

Poster presenters must be registered for the conference. To pay any registration fees or to get assistance with registration please contact our Customer Services department at 1-800-390-4078.

3. How to submit your Abstract & Poster Size Requirements

- a. [Submit your BioProcess International Poster Abstract Here](#)
- b. **Abstract Approval & Confirmation:** All posters are subject to the conference organizer's approval. When the poster is approved, the presenter will receive a confirmation email from the conference organizer. Subsequent emails from the conference organizer will follow with additional poster details, such as set-up times, locations, viewing hours and poster number assignment.
- c. **Poster Size & Requirements:** Posters should be PORTRAIT orientation, with maximum dimensions of **36 inches wide (3 feet) x 48 inches high (4 feet)**. Please verify poster dimensions before printing your poster.

Liability & Insurance

Deadline: Friday, August 7, 2019

LIABILITY INSURANCE REQUIREMENT:

All exhibitors are required to have liability insurance of no less than \$1,000,000 property damage, loss or theft and personal injury, naming **KNect365, an Informa company (parent company of Biotech Week Boston), MCCA, and GES** as additionally insured, must be obtained by the exhibitor at his/her own expense. All exhibiting companies must provide show management with a certificate of insurance.

Please send **Certificate of Insurance** by email to alexandra.kapetanopoulos@knect365.com

Exhibitors who are using the services of an [Exhibitor Appointed Contractor](#) are further responsible for informing their contractor that they are required to submit a certificate of insurance to show management and GES no later than **August 9, 2019**.

The purpose of this insurance is to provide liability coverage for your company as well as for Show Management. You may obtain this insurance from your organization's own insurance company, or from the insurance company of your choice.

Neither Show Management nor their agents are responsible for any loss or injury that may occur to the person or property of exhibitors or their guests, invitees, employees, or agents from any cause whatsoever, including cancellations or impediments to the conduct of the event. The exhibitor agrees to pay for any damage (incurred through carelessness or other cause by the exhibitor, his employee, or agents) to the exhibition facility, its equipment, or to that of another exhibitor. If the exhibitor's material fails to arrive, the exhibitor is still responsible for their space rental.

The exhibitor assumes entire responsibility and agrees to protect, indemnify, defend, save, and hold harmless KNect365 and its agents, officers, and employees against all claims, losses and damages, including attorney's fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy, or use of exhibition premises or a part thereof.

CHILDREN:

Due to insurance and safety considerations, **no one under the age of 18 will be permitted in the Exhibit Hall** at any time prior to, during or after the event, including infants. For everyone's safety and security, your cooperation with the enforcement of these regulations is appreciated.

Security Advisory

Important Security Guidelines - Please review carefully.

Please note: Show Management cannot assume any responsibility or liability for lost, damaged or stolen property.

Important Security Guideline: Please review carefully

- Exhibitors are responsible for the security of all items of their display. Show Management, facility personnel and security contractors try to guard against theft or damages, but the ultimate responsibility falls on the exhibitor.
- Do not list the contents of crates or cartons on the shipping label. For example, a label that lists “19-inch color monitor” is an open invitation to thieves. Use color-coded labels whenever possible.
- Do not store extra products or anything of value in empty crates. Empties will not be stored in a secured area.
- Never display one of a kind items or irreplaceable samples unless someone is present at all times.
- Do not leave your booth unattended during the hectic and heavily trafficked set up and tear down times. Do not ask neighboring exhibitors to “watch your booth.”
- Consider draping your non-valuable items in your exhibit with some sort of cloth at the close of the exhibit hall each day. This psychological deterrent makes it more difficult for people to handle merchandise or take note of what they would like to steal at a later time.
- Business tools such as laptop computers, cellular telephones and hand-held devices are the items most often stolen. They should never be left unattended in your exhibit.
- Prepare a detailed inventory of all items slated to be included in your exhibit and check this list once your shipments have arrived and prior to your return shipments at the close of the event. Be sure to include serial numbers and estimated value. In the unfortunate event that a theft or damage does occur, please report it to Show Management and security as soon as possible.
- It is important to obtain your own insurance coverage rider against all contingencies from the time it leaves your property until it returns.

ORDERING SECURITY

For your exhibit security complete form [here](#).

Event Guide Ads

Deadline: Friday, August 9, 2018

Certain sponsorship/exhibition packages include a printed ad in the Onsite Event Guide. Please refer to your contract, or contact alexandra.kapetanopoulos@knect365.com

Requirements:

4 Color process high resolution (300dpi) in PDF format required.

Full Page

PDF FORMAT

Ad trim 8½" wide x 11" high

Ad bleed 8.75" wide x 11.25" high

Ad live area 8" wide x 10 ½" high

Full Page Portrait Ad



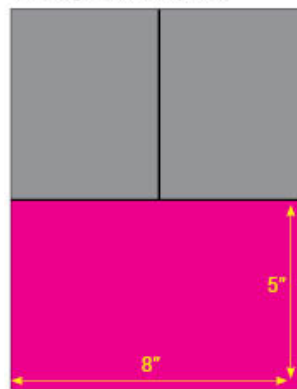
1/2 Page

PDF FORMAT

Ad must measure 8" wide x 5" high

No bleed for half page ad

1/2 Page Landscape Ad



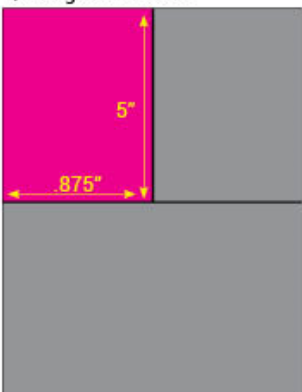
1/4 Page

PDF FORMAT

Ad must measure 3 7/8" wide x 5" high

No bleed for quarter page ad

1/4 Page Portrait Ad



***All event guide ads MUST be submitted to Alexandra Kapetanopoulos at alexandra.kapetanopoulos@knect365.com By: Friday, August 9, 2018**

Promote Your Presence at This Year's Show!

Invite Your Colleagues and Clients to Visit Your Booth

As an exhibitor, your colleagues and clients can save an extra 10% discount off the current registration rate (including early birds) to visit you at this year's event! To take advantage of this offer, simply have your colleague or client register with VIP code **BWBKIT** online at the following event websites:

- BioProcess International ([register](#))
- Cell & Gene Therapy BioProcessing & Commercialization ([register](#))

Networking

Lead Retrieval forms and information

Scan attendee badges to capture qualifying leads and follow up post-event.

- Lead can be ordered through the registration login.
- Once logged in- click on **"visit connect"** on the left side
- From here you can click on "order Licenses" or "Go to Visit Connect" to see leads and what you have ordered

BPI / Cell & Gene Therapy US Networking App – Coming Soon!

All registered exhibitor attendees of BPI and Cell & Gene Therapy BioProcessing & Commercialization will receive access to our event networking app one month before the event. This benefit is available at no additional cost for all registered exhibitor attendees. Using your laptop, phone or smart device, the networking app allows you to:

- View the full attendee list for both BPI and Cell & Gene Therapy BioProcessing & Commercialization
- Send and receive meeting requests
- Post announcements in the attendee newsfeed
- View the agenda, add notes and bookmark specific sessions
- Participate in the passport prize contest during the event

The networking app will go live approximately 1 month before the event, so be sure to register your team early!

Custom Promotional Materials

Letting your customers (and prospect customers) know you'll be exhibiting at the event is a great way to grow your business and make your on-site experience even more of a success. Let our marketing team help you promote your presence by creating custom-branded banners or emails that you can use to invite your colleagues and clients to visit you at this year's show – all at no additional cost! Please reach out to Howie Choi at howard.choi@knect365.com to get started.

***Note that distribution of collateral or promotional information at this event is a paid opportunity and arranged through our staff. Distribution of company information outside your exhibit space without prior authorization is strictly prohibited, and a penalty fee may apply.**

Social Media

Biotech Week Boston
#biotechweekboston
@BiotechWkBoston

BioProcess International
#BPICONF
@Bioprocess365

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#CGTCONF
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