

Valuable Tips and Information for BPS Exhibitors

We are delighted that you have chosen to exhibit and welcome you as a participant and partner. We have highlighted some valuable sources of information to aid you in the preparing for a successful event. Please take the time to review this information as it contains valuable tips and information for BPS exhibitors.

Important First Steps:

1. View BPS [Dates and Deadlines](#) leading up to the 2019 Annual Meeting. (Click on “Dates and Deadlines”).
2. [Book hotel rooms](#) early to help guarantee rooms and rates.
3. Login to the [Exhibitor Portal](#) with your company password (Here you will submit your company description and product categories for the program book, purchase additional add-ons, update show directory listing, and access your invoice and/or receipt).
4. Exhibitor Registration is open. Visit the CDS Exhibitor Registration page, select your company from the drop-down menu, and use the company password provided to your main point of contact by CDS.

Exhibitor Service Representative

Now that you have purchased your booth space, Ally Levine, CMP will be your Exhibitor Service Representative/main point of contact to assist you with any and all details leading up to the show.

Ally Levine, CMP, alevine@biophysics.org or 240-290-5609.

Show Directory

This is a valuable tool that fosters communication between exhibitors and attendees. The [online Show Directory](#) contains features such as your online directly listing, booth number, company logo, company website, address, and much more. For more information on these features, contact your Exhibitor Service Representative.

It's highly recommended that you update your online show directory listing as soon as you receive your confirmation from the Exhibitor Service Representative. Your online company description can be anywhere from 600 to 1,500 characters. Also, there is a categories section where you can highlight your different products. The company description and product categories are included in the printed Annual Meeting Program Book. Please ask your Exhibitor Service Representative about upgrade opportunities.

Hotel

Through our official housing partner, Convention Housing Partners, we provide reduced hotel rates and travel discounts for your trip to Baltimore. Book through the simple-to-use reservation website or call CHP's helpful and friendly booking agents.

Note: Convention Housing Partners is the only official housing company provider with the Biophysical Society. Solicitors may contact you “on behalf of BPS” offering you deals on hotels. These representatives are fraudulent and not affiliated with BPS. BPS highly recommends you do not give them any information. Authentic communications will come directly from BPS and Convention Housing Partners only.

Online booking: [Hotel/Travel](#)
Phone: 800-274-9481 (Toll Free)
Email: bps@chphousing.com

International Travel

The Biophysical Society has provided important information for international travelers to the United States for the BPS19 63rd Annual Meeting. You may find information [here](#).

Exhibitor Registration (CDS)

Exhibitors will receive an email from CDS Registration with details on how to register your booth personnel, guests, and sign up for your scientific session badge(s). Exhibitor Registration for badges is open. Registration closes in February 15, 2019. After this date, you may only register onsite. Badges will NOT be mailed out before the meeting, but will be available to pick up at Exhibitor Registration.

In order to enter the Baltimore Convention Center's Exhibit Hall, you must pick up your badge at Exhibitor Registration. Any booth staff, personnel setting up your booth space, and all EAC's must have a badge. Leave ample time to pick up your badge(s)/wristbands prior to setting up.

Exhibitor Registration Hours:

Friday, March 1	8:00 AM - 5:00 PM
Saturday, March 2	8:00 AM - 6:30 PM
Sunday, March 3	8:00 AM - 5:00 PM
Monday, March 4	8:00 AM - 5:00 PM

Badge Allotment

Exhibitor Badges

Each 10x10 booth receives six (6) exhibitor personnel badges, these badges will be issued only in the name of the company that has contracted for space. Persons **MUST** be employed by the exhibiting company in order to be issued an exhibitor personnel badge. Exhibitor personnel badges do not allow admittance into the scientific sessions.

Scientific Session Badges

Complimentary scientific session badges are provided based on the size of exhibit space:

- 100-300 sq ft receive one scientific session badge
- 400+ sq ft receive two scientific session badges
- 700+ sq ft receive three scientific sessions badges

Those receiving scientific session badges must also be registered as booth personnel in order to access the Exhibit Hall.

Guest Badges

Companies are provided four (4) guest badges per 10x10 booth space for exhibitors to invite potential customers to the Exhibit Hall. Guest badges will **NOT** be issued to an exhibiting company's employees, potential exhibitors, or those desiring to make business contacts.

Additional Badges

Additional booth personnel, scientific session, and guest badges may be purchased at the full registration rate in July 2018.

Freeman Co (Decorator)

Freeman Co is our official show contractor. They will be your primary contact for shipping, material handling, and labor. Freeman is also your contact for purchasing carpet and furnishings for your booth(s). Note: All exhibitors are required to purchase carpet. Freeman's Exhibitor Kit will be available on November 5, 2018. Order early to take advantage of Freeman's advance order discount rates by placing your order by February 7, 2019.

Address: 9900 Business Parkway
Lanham, MD 20706
Phone: 301-918-7900

Warehouse and show site shipping information will be available in November 2018.

Exhibitor Appointed Contractors (EAC)

An Exhibitor Appointed Contractor (EAC) is any company other than the BPS' official service contractor, Freeman Co. Exhibitors may employ professional contractors to perform work at the exhibitor's booth space. All outside installation and dismantling contractors/individuals hired directly by exhibitors must provide Freeman Co and BPS Exhibit Management with a valid Certificate of Insurance. Exhibitor must also complete an EAC form and inform their EAC of the BPS rules and regulations. Exhibiting company must notify BPS Exhibit Management no later than December 31, 2018, in writing. This rule will be strictly enforced. Examples of EAC's include private security, photographers, decorators, etc. It is the exhibitor's responsibility to abide by all BPS rules and regulations, the Baltimore Convention Center, and the Freeman Exhibitor Kit. The BPS assumes no liability for any work performed by the outside contractors.

Insurance

Each exhibitor **MUST** provide a Certificate of Insurance evidencing Commercial General Liability. Insurance certificates are due by January 16, 2019.

The Baltimore Convention Center requires each Licensee to provide proof of coverage in the amount of three million dollars (\$3M) of Commercial General Liability Insurance per occurrence for claims arising out of bodily injuries or death, and property damages. The term of coverage should include move-in and move-out days and must be provided to Exhibit Management 45 days prior to the first day of move-in.

Make the Certificate Holder to:
Biophysical Society
5515 Security Lane, Suite 1110
Rockville, MD 20852

Insurance should include the following language in the description section:

Biophysical Society 63rd Annual Meeting
March 1 - March 5, 2019

The Mayor, The City of Baltimore, The Baltimore Convention Center, its employees and agents are additional insured.

Purchase Insurance

Must have an address in the United States to purchase

You may purchase coverage directly at [Total Event Insurance](#) > Click on "Apply for an Instant Quote" > Select \$3M per occurrence limit option. If you have any questions please contact service@totaleventinsurance.com.

Sponsorship and Advertising

Stand out from the crowd by purchasing [Sponsorship](#) and [Advertising](#) opportunities.

Code of Conduct

The Biophysical Society (BPS) is committed to providing an environment that encourages the free expression and exchange of scientific ideas. As a global, professional Society, the BPS is committed to the philosophy of equal opportunity and respectful treatment for all regardless of national or ethnic origin, religion or religious belief, gender, gender identity or expression, race, color, age, marital status, sexual orientation, disabilities, veteran status, or any other reason not related to scientific merit. All BPS meetings and BPS-sponsored activities promote a working environment that is free of inappropriate behavior and harassment by or toward all attendees of Society meetings and Society-sponsored activities, including scientists, students, guests, exhibitors, staff, vendors, and other suppliers. This global policy applies to all locations and situations where BPS business is conducted and to all BPS-sponsored activities and events. This policy does not replace the specific staff policies for situations in which only staff are involved. Reported or suspected occurrences of harassment will be promptly and thoroughly investigated.

Following an investigation, BPS will immediately take any necessary and appropriate action. BPS will not permit or condone any acts of retaliation against anyone who files harassment complaints or cooperates in the investigation of same. More information can be found here.

[Exhibitor Service Center](#)

More information can be found online through the [Exhibitor Service Center](#).

Thank You!

Keep an eye out for our monthly Exhibitor Newsletter email blasts highlighting important dates and reminders starting in August.

Once again, those of us here at the Biophysical Society would like to thank you for exhibiting at our show. We look forward to seeing you in Baltimore!