

Important Dates & Deadlines

**Important Dates & Deadlines as of January 15, 2020. Subject to change.*

January 2020

- **January 7:** Attendee Registration Opens
- **January 15:**
 - Sharee Company Upload Begins (for Pavilion Organizers only)
 - Exhibitor Hospitality Submissions Available
 - In Booth Event Submissions Available

JANUARY 2020						
<u>S</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>T</u>	<u>F</u>	<u>S</u>
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020

- **February 3:** Exhibitor Service Kit Released
- **February 3:** Exhibitor Display Approval begins
- **February 17:** BIO Offices Closed
- **Also happening in February:**
 - Exhibitor Appointed Contractor (EAC) Application Available
 - Digital Advertising Opportunities Available

FEBRUARY 2020						
<u>S</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>T</u>	<u>F</u>	<u>S</u>
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27		

March 2020

- **March 6:** Deadline Date for Occupant Names for "Group Reservations"
- **March 17:** Exhibitor Registration Opens
- **Also happening in March:**
 - Exhibitor Spotlights Available
 - Relax and imagine you're 90 day out! ☺

MARCH 2020						
<u>S</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>T</u>	<u>F</u>	<u>S</u>
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Important Dates & Deadlines

**Important Dates & Deadlines as of January 15, 2020. Subject to change.*

April 2020

- **April 10:** Onsite Guide Ad Space Closes
- **April 16:**
 - Early Bird Attendee Registration deadline
 - Onsite Guide Advertising Materials Due
 - Deadline for Exhibitor Names and Booth Numbers in Onsite Guide
 - Deadline to submit Exhibitor Hospitality Receptions to be featured in the Pocket Guide
 - Deadline to submit In Booth Events to be featured in the Pocket Guide
- **April 27:** Deadline to designate the number of Exhibitor Booth Partnering Meeting Points for your booth in your Exhibitor Dashboard
- **Also happening in April:**
 - Early Bird order deadline for Lead Retrieval Service from CompuSystems (CSI)
 - Advance Deadlines for Lead Retrieval Service from CompuSystems (CSI)
 - One-on-One Partnering™ System Opens (Early April)
 - Exhibitor Spotlights Available

APRIL 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020

- **May 1:**
 - Deadline to submit Display Approval
 - Deadline for EACs to register under EACA
- **May 4:** Freeman starts receiving shipments at their warehouse for storage
- **May 8:**
 - Digital Advertising Materials Due
 - Exhibitor Spotlight Materials Due
 - Affiliated Events and Housing requests close
- **May 11:** Registration Cancellation Deadline
- **May 12:**
 - Advance order deadline for Freeman Services
 - Deadline for BIO Members to receive special discounts from Freeman

MAY 2020						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Important Dates & Deadlines

**Important Dates & Deadlines as of January 15, 2020. Subject to change.*

May 2020

- **May 18:** Scheduling of meetings begins
- **May 25:**
 - BIO Offices Closed
 - Advance order deadline for Projection Presentation Technology for Audio Visual, Computer Data and Video Display Services
- **May 26:** Last Day shipments will be received at the Freeman Warehouse without additional charges
- **Also happening in May:**
 - Exhibitor Spotlights Available
 - Deadline for Lead Retrieval Refunds from Experient
 - Deadline for advanced rate on Convention Center Service Orders
 - Last day to submit floral orders
 - Ocean Freight Arrival Deadline
 - Air Freight Arrival Deadline
 - Deadline to submit catering orders to Centerplate catering

MAY 2020						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020

- **June 3:**
 - Exhibitor Move-In Begins
 - Earliest date shipments will be received at the San Diego Convention Center
- **June 8:** Exhibitor Move-In Ends
- **June 9-11:** BIO Exhibition Open
- **June 11:** Exhibitor Move-Out Begins
- **June 13:** Exhibitor Move-Out Ends

JUNE 2020						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

CALENDAR KEY

	Important Dates/Deadlines
	BIO Offices Closed
	Exhibitor Move-In
	Exhibitor Open
	Exhibitor Move-Out