

## Important Dates & Deadlines

### January 2023

- **January 02: New Year's Day** - BIO Office Closed
- **January 17: Martin Luther King Day** - BIO Office Closed
- **January 25:** Attendee Registration Opens?
- **January 25:** Exhibitor Registration Opens?
- **January 31:** Exhibitor Appointed Contractor (EAC) Application Available

JANUARY 2023						
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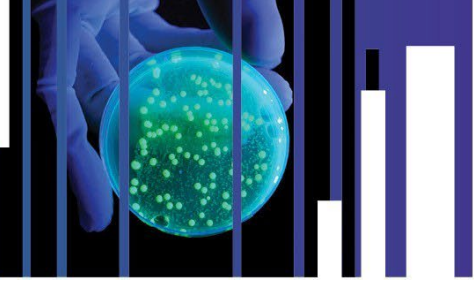
### February 2023

- **February 13:** Exhibitor Display Submissions Open
- **February 20: Presidents Day** - BIO Offices Closed
- **Also happening in February:**  
-Exhibitor Hospitality Submissions Available

FEBRUARY 2023						
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#### CALENDAR KEY

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



**March 2023**

- **March 1:** BIO Affiliate Networking Events List Submissions Begin
- **March 16: Early Bird Attendee Registration Deadline**
- **March 27:** Early Bird order deadline for Lead Retrieval Service from **Maritz Global Events (MGE)**
- **March 28:** Advance Rate begins for Lead Retrieval Service from Maritz Global Events (MGE)

MARCH 2023						
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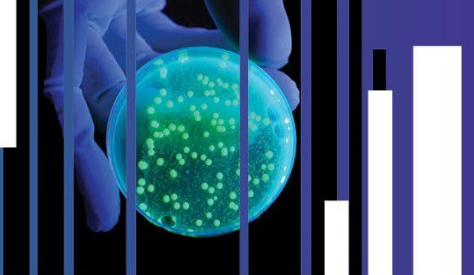
**April 2023**

- **April 24:** Deadline to submit Exhibitor group housing names must be assigned, and a credit card guarantee
- Also happening in April:
- BIO Party List Submissions Begin
  - Partnering Opens

APRIL 2023						
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## May 2023

- **May 1:** Deadline to submit drawings for display approval
- **May 1:** Freeman starts receiving advanced shipments at their warehouse for storage
- **May 1:** Deadline to submit In Booth Events to be featured in the BIO Convention App
- **May 1:** Deadline to submit Exhibitor Hospitality Receptions to be featured in the BIO Convention App
- **May 1:** Deadline to submit the BIO Convention App – Advertising Materials Due
- **May 1:** Deadline for Lead Retrieval Refunds from Maritz Global Events (MGE)
- **May 1:** Deadline to submit Exhibitor Appointed Contractor (EAC) Application and Contractor Liability/Compensation Insurance to EACA
- **May 3:** Online and Advance Freeman discount price deadline
- **May 4:** Registration Cancellation Deadline
- **May 5:** Advance order deadline for Projection Presentation Technology for Audio Visual, Computer Data and Video Display Services
- **May 5: Deadline to submit In-Booth event applications**
- **May 5: Deadline to submit Exhibitor Hospitality Receptions to be featured in the BIO Convention App**
- **May 8:** Advance Rate Deadline for Lead Retrieval Service from Maritz Global Events (MGE)
- **May 8:** Deadline to submit Exhibitor group housing changes, cancellations, and new reservations.
- **May 8:** Affiliated Events and Housing requests close
- **May 9:** Deadline for arrival of sea freight at Boston Sea Port
- **May 9:** Deadline for arrival of air freight to Boston International Airport
- **May 12:** Deadline to submit Exhibitor Food and Beverage orders, including exhibitor hospitality receptions
- **May 24:** Freeman deadline receiving shipments at their warehouse for storage
- **May 26:** Exhibitors can contact your confirmed hotel directly to make changes, cancellation, and new reservations
- **May 29: Memorial Day- BIO Office Closed**
- **May 29: Memorial Day -Freeman Warehouse will be closed**
- **May 31:** Earliest date shipments (Show-site freight) will be received at Boston Convention Center
- **May 31:** Freeman will receive shipments at the exhibit facility
- **May 31-** Exhibitor Warehouse Freight Move-In Exhibits 1500 sqft or larger Starting @8am
- **May 31-** Exhibitor Warehouse Freight Move-In Exhibits 800 sqft or larger Starting @1pm

MAY 2023						
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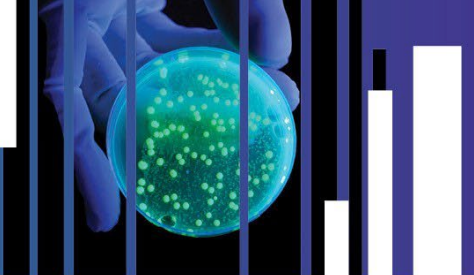
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# Events International Convention

June 5-8, 2023 | Boston, MA



## June 2023

- **June 1:** Exhibitor Move-In \*400 sqft or larger
- **June 2-4:** Exhibitor move in
- **June 5- 8:** BIO Exhibition Open
- **June 8-10:** Exhibitor Move-Out

JUNE 2023						
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\* BIO reserves the right to modify the exhibition schedule. Any modifications will be shared with Exhibitors and updated on the BIO website.

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