



## Welcome to BioShow: General Information for Vendors

1. All shows are table top exhibits usually held during lunchtime. A 5'-6' table is provided but vendors are required to bring their own tablecloth with the company logo.
2. Show regions: We cover two areas in the US: Northeast (mostly Massachusetts) and Southeast (AL, GA, NC, SC and FL). Show announcements are sent to reps via email. If you are not receiving emails from us, please check your company spam filters before contacting us.
3. Schedules: We do not post our schedule of shows on our website but do give plenty of advanced notice when shows are scheduled.
4. Registration: If you receive a show notice and would like to attend, just click on the "Register Here" link and fill in the appropriate information. If space is available, you will receive a confirmation email. If the show is full, you will be placed on a waitlist and notified if space becomes available. You will know immediately after registering if you have been confirmed or waitlisted.
5. Show Details: Please be sure to read **ALL** show details on each show announcement including costs, cancellation information, location and approximate size.
6. Smaller shows (approx. 10-12 vendors) have limited space and fill quickly. Some popular venues also fill quickly. Every show is different so please be sure to read the details section in show announcements. Our shows typically sell-out, so please register ASAP.
7. Vendors who register are subject to BioShow's Terms and Conditions statement. Please review these before signing up for any shows. They can be found on our website at the bottom of the [TERMS](#) page. This includes our cancellation policy and other info.
8. Occasionally, we have vendor restrictions, or "invite-only" terms at certain accounts.
9. Electrical: is usually available but in some cases, where limited, it will be assigned on a first-come, first-served basis. You must request electrical needs on the registration form.
10. Registration leads are sent a few days after a show by email for most venues. Some accounts require that you obtain your own leads and will be noted in the show announcement.
11. Payment- Show Invoices are sent 1 -2 weeks before the show. Payment terms are net 15 days. Open invoices are sent reminders automatically until paid. You may pay by ACH, credit card or check. Unpaid invoices are charged late fees after 60 days.
12. Cancellation Policy is stated on each show announcement and is 15- or 30-days notice before the show date. If you cancel within 15 or 30 days of the show date, you will be charged the full show price. **NO EXCEPTIONS.**