



be
BIOTECHNOLOGY
ENTREPRENEURSHIP
SYMPOSIUM



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BE Symposium 2015 – Exhibitor’s Guide

1. Introduction & Exhibitor Schedule

The 2015 Biotechnology Entrepreneurship Symposium is pleased to introduce a space for Biotechnology Entrepreneurs to showcase their ideas, companies, and products. This space will be visited by our 175 attendees during their morning and afternoon breaks. The Exhibitor’s Hub will be located in the CAW Commons in the CAW Student Centre at the University of Windsor (401 Sunset Avenue, Windsor, ON, Canada).

Exhibitor Schedule

8am - 8:30am – Early Display Setup*
9am - 9:45am – Setup for Morning Displays
10am - 10:15am – Morning Display
11:45am - 12:30pm – Lunch Break**
1:45pm - 2:15pm – Setup for Afternoon Displays***
2:30pm-2:45pm – Afternoon Display
4:45pm – All Displays Must Be Removed

Note: Times may vary depending on the Symposium schedule, please allow ample time in the event of fluctuations in timing. Exhibitors are encouraged to leave a poster display on their table even if exhibitors themselves are not present for both display times. Poster display pick-up may be negotiated for a later date, please contact beuwin@uwindsor.ca if interested.

*Early Display Setup is available prior to guest registration, displays will not be supervised.

**Guests may visit the Exhibitor’s Hub informally during the lunch break.

***Displays setup in the morning do not need to be removed if intending to participate in the afternoon display as well.

2. Provided Materials

Each exhibitor will be provided with a 6-foot rectangular table and table-cloth. Displays must fit in the assigned space, unless prior arrangements have been made with the BE Team. Displays must not obstruct pathways or other exhibits.

Exhibitors will be responsible for providing their own extension cords, power bars, and laptops if necessary.

3. Regulations & Expectations

There will be **no selling** of products, merchandise, or services at the BE Symposium, however, arrangements for meetings or arrangements after the BE Symposium is permitted. The BE Symposium reserves the right to prohibit any activities or actions that do not comply with the professional environment and/or expectations and conduct expected by the BE Symposium.

Expectations:

Professional Conduct

Respect for Attendees, BE Team Members, and Other Exhibitors

Informative and/or Interactive Displays

Focus on Biotechnology Entrepreneurship

No Sales of Products and/or Services

4. Special Requests

Requests for electrical outlets, digital displays, retractable banners or other materials must be made at least one (1) week prior to the BE Symposium. Requests for significant additional space must be made at least one (1) month prior to the BE Symposium. Requests may be submitted to beuwin@uwindsor.ca. There is no guarantee that your request will be fulfilled.

5. Conclusion

We thank you for your interest in participating in the 2015 BE Symposium! Please contact us at beuwin@uwindsor.ca with any questions or concerns.