

BPS 2025 – EXHIBITOR BADGE INFORMATION & ACCESS

TYPES OF BADGES & ACCESS:

➤ EXHIBITOR CONFERENCE (EC)

This badge is white with a grey ribbon. This badge allows the holder to get into all scientific sessions and the Exhibit Hall. EC badge holders are permitted into the Exhibit Hall two hours prior to the show start time (8:00 AM) and may remain in the hall one half hour after closing time on Sunday and Monday (5:30 PM). EC badge holders can remain in the hall on Tuesday for dismantling until 10:00 PM.

➤ EXHIBITOR BADGE (EX)

This badge is white with a blue ribbon. This badge allows the holder to get into the Exhibit Hall only. EX badge holders are permitted into the Exhibit Hall two hours prior to the show start time (8:00 AM) and may remain in the hall one half hour after closing time on Sunday and Monday (5:30 PM). EX badge holders can remain in the hall on Tuesday for dismantling until 10:00 PM.

➤ GUEST BADGE (GX)

This badge is white with a yellow ribbon. This badge allows the holder to get into the Exhibit Hall only. GX badge holders are permitted into the hall during show hours only, you are not allowed in early, during setup, after the show closes, or during dismantling.

**If you need assistance with your badge or have any questions -- contact Ally Levine at alevine@biophysics.org, 240-290-5609, or visit Exhibitor Registration in the Los Angeles Convention Center (West Lobby) and ask for Exhibit Management.*

FREQUENTLY ASKED QUESTIONS:

WHO IS RESPONSIBLE FOR REGISTERING BADGES FOR MY COMPANY?

The main contact(s) indicated on your submitted contract are responsible for registering your badges. Main contact(s) will receive several emails from myself and CDS Registration with the Exhibitor Registration link and company password beginning on October 2. The deadline to register your badges is February 7, 2025. After this date, you can register or make changes onsite at Exhibitor Registration located in the Los Angeles Convention Center in the West Lobby.

HOW DO I MAKE CHANGES TO MY BADGES?

If you assigned yourself or someone else a badge and need to change it, you can do this in the CDS Exhibitor Registration portal using your company password. The main contact for your company received a company password from CDS Registration. Exhibitor Registration closes on February 7, 2025. After this date, you must make all changes onsite at Exhibitor Registration in the Los Angeles Convention Center in the West Lobby.

WHAT IF I NEED MORE BADGES THAN WHAT I WAS ALLOTTED?

Badge allotments are assigned to your company based on the number of booths that are purchased. BPS does not offer daily Exhibit Hall passes and there is not an option to purchase additional exhibitor badges. If you need additional scientific and/or booth badges, your only

option is to purchase through [Annual Meeting Registration](#) or you can purchase additional booth space.

WHERE IS EXHIBITOR REGISTRATION & WHERE DO I PICK UP MY BADGE?

Exhibitor Registration is located in the Los Angeles Convention Center in the West Lobby. Exhibitor Registration opens on Friday, February 14, at 8:00AM. In order to access the Exhibit Hall to set up, you must pick up your badge beforehand.

If you are designated to get the Exhibitor Conference (EC) badge, these can be picked up at Attendee Registration starting on Friday at 3:00 PM. If you need access to the Exhibit Hall to set up prior to 3:00 PM, visit Exhibitor Registration in the Los Angeles Convention Center in the West Lobby and ask for Exhibit Management. You will receive a wristband that will allow you access to set up on Friday and Saturday only.

WHEN CAN I SET UP MY BOOTH?

Exhibitor Move-In begins on Friday, February 14, 8:00 AM-5:00 PM, and continues on Saturday, February 15, 8:00 AM-3:00 PM. At 3:00 PM, all exhibitors must vacate the Exhibit Hall.

EXHIBITORS ARE NOT ALLOWED TO HOLD MEETINGS IN YOUR BOOTH OR SET UP AFTER 3:00 PM.

Exhibiting companies may incur additional fees if you do not adhere to this regulation. If you have questions or concerns, contact Exhibit Management at exhibits@biophysics.org prior to arriving in Los Angeles.

WHEN CAN I DISMANTLE MY BOOTH?

Exhibitor Move-Out begins on Tuesday, February 18, 4:00PM. You may not tear down before 4:00PM. You will be reminded to not place any items in the aisles until Freeman Co has pulled the carpet. You can dismantle until 10:00 PM on Tuesday. If you do not dismantle by 10:00 PM, you will incur additional fees from Freeman Co.

CAN I HOLD MEETINGS IN MY BOOTH?

You can hold meetings in your booth during set up and pre-show hours only with people who have the correct badges (EC with a grey ribbon and EX with a blue ribbon). If you do not have the correct badge, security will NOT let you in the Exhibit Hall. If Exhibit Management sees you do not have the correct badge, you will be escorted out by security. You can hold meetings in your booth during show hours with people who hold other badges.

QUESTIONS/CONCERNS?

Contact Ally Levine at alevine@biophysics.org, 240-290-5609, or visit Exhibitor Registration in the Los Angeles Convention Center in the West Lobby.