



We have created an extensive publicity campaign and includes news releases on all aspects of the Conference, various articles published in leading industry magazines, and we are working with a professional public relations firm on a complete local campaign. This year, we have the following publicity opportunity on our website:

- Post one of your company press releases on our website under the Exhibitor Press Releases in the Media Center. Please submit your formatted press release as a pdf at <http://pittcon.org/exhibitor/submit-press-release/> Each company will be limited to a one-time posting with no changes.

Pittcon will provide rooms for press conferences in McCormick Center. The room numbers are posted on the [Pittcon website](#). The Publicity Committee will schedule the rooms in one-half hour sessions from Monday, March 3 through Wednesday, March 5, 2014, between 8:00 a.m. and 5:00 p.m. There is a one-half hour time period between press conferences to allow for room maintenance. Space is limited, so please make your reservations soon as possible. There is no charge for this service.

Room reservations for press conferences should be made online by submitting the [Press Conference Request form](#) under the Exhibitor tab. Your confirmation will be sent via email. **You are responsible for all publicity concerning your press conference.** We strongly recommend you also notify members of the media in order to best serve your audience.

A screen, microphone, and LCD projector, with an operator, will be provided for use at no charge during your press conference. Any additional audio/visual needs are solely the responsibility of the exhibitor and must be arranged through the Pittcon 2013 A/V contractor:

- Mark Black, Audio-Visual Production Group (AVPG), phone: 504-581-2874

Fax: 504-522-7302 or email: mark@avpg.com.

Additional information about AVPG and their services can be found in this eManual.

Food and beverage service is solely the responsibility of the exhibitor and must be arranged through Savor by calling 312-567-8184.

There are two room set ups available —classroom or banquet style. Furniture in each room will be set for the entire week and must be returned to its original arrangement after each use. Rooms will seat approximately 150 people, depending upon the room and configuration.

Should you have any questions please do not hesitate to contact Marian Nardozzi at nardozzi@pittcon.org or by phone at 800-825-3221 x 203. We look forward to seeing you in Chicago.