



Pittcon 2014 Exhibitor Registration Information

An email will be sent to each exhibit manager providing details on registering booth staff and corporate guests.

This email will also contain the login credentials to the Exhibitor's online registration account for Pittcon 2014. The online exhibitor registration service offers the ability for exhibit managers to easily:

- add new booth staff registrants
- check to see who is already registered
- manage corporate guest registration
- make corrections, changes or cancellations

Registration Allotments

Exhibitor Rental	Exhibitor Allotment	Corporate Guest Allotment
One 10' x 10' Booth	4 Exhibitor Registrations	4 Corporate Guest Registrations
One Seminar Room	16 Exhibitor Registrations	16 Corporate Guest Registrations

Complimentary registrations are provided to each exhibitor and are calculated by exhibitor booth and seminar room rentals. These allotted registrations may be used for your booth personnel and to register any Corporate Guests that you want to have complimentary access to the exhibits and technical program.

Over-allotment Registrations

Companies who exceed the complimentary Exhibitor allotment will be required to pay **\$105** for each additional Exhibitor registrant during the time of registration. When registering additional booth personnel online, the system will automatically require a credit card for payment in order to complete the additional registration(s). Exhibitors that register on site will be required to pay the \$105 fee before they can receive their badge. **All booth personnel must have an Exhibitor badge.**

Companies who request additional Corporate Guest registration codes after exceeding their complimentary Corporate Guest allotment will be required to provide a credit card number that will be charged for any additional Corporate Guest registrations. When a company exceeds their complimentary Corporate Guest allotment, they will be automatically charged **\$50** per additional Corporate Guest registration. **Charges WILL NOT be applied for unused codes.**

On-site Registration Location & Hours

Registration areas will be located in the Broad Street Atrium and outside Hall A at the Pennsylvania Convention Center.

Friday, Feb 28	8:00 AM - 5:00 PM (Badge Pick-up ONLY)
Saturday, Mar 1	7:30 AM - 4:00 PM
Sunday, Mar 2	7:30 AM - 5:00 PM
Monday, Mar 3	7:30 AM - 5:00 PM
Tuesday, Mar 4	7:30 AM - 5:00 PM
Wednesday, Mar 5	7:30 AM - 5:00 PM
Thursday, Mar 6	7:30 AM - 2:00 PM

Badges

In effort to become more eco-friendly, badges **WILL NOT** be mailed and each registrant will receive an official Pittcon 2014 name badge on site. Exhibitor booth personnel and corporate guests, who are pre-registered and have their email confirmation



prior to traveling to Chicago, may pick up their badges in the Registration Area. Exhibitors and corporate guests who are not pre-registered may use the Self-Registration stations to register or present a business card to a registration specialist at the Badge Assistance counter during the On-site Registration hours listed above.

Temporary Access Wristbands for Set-up

Admission to the Exhibit Floor during set-up will require either an official Pittcon 2014 Exhibitor badge or a Temporary Access Wristband. **The wristband may be obtained from the Security Personnel in the Pittcon Security Office Located in the South Hall, Room 103d of McCormick Place beginning Wednesday, February 26, 2014 at 7:00 AM.**

This wristband will permit admittance to the Exhibit Floor prior to 9:00 AM on Monday, March 3. Each exhibitor must have his or her official Pittcon 2014 Exhibitor badge to enter the Exhibit Floor after 9:00 AM on Monday, March 3, 2014.

Corrections/Lost Badges

Your badge is your responsibility. Please treat your badge as you would your hotel key or identification card. To have registrant information corrected prior to picking up a badge, simply log into your exhibitor registration account to make changes to booth personnel. On-site changes to badges already printed must be handled by a registration specialist at the Badge Assistance counter in the Registration Area. Corrections/name changes to an original badge will be made at no charge, if the original badge is presented to the registration specialist.

If a badge needs to be replaced due to being lost or misplaced, a \$10 fee will be charged. The actual person who has lost the badge must present a photo ID, a company ID/business card, and \$10 to receive a replacement. There are no exceptions to this rule.

Official Pittcon 2014 Registration/Lead Retrieval Contractor

ITN International will be the official Pittcon 2014 event registration and lead solutions provider. Each badge will be encoded with each registrant's information and can be used in ITN's lead retrieval systems. No other credential will be used. ITN offers a variety of lead retrieval systems to fit the individual needs of each exhibitor. Rental of these systems is optional. Detailed descriptions and the costs (reduced if ordered sufficiently in advance) of these systems are included in the [Lead Retrieval](#) section of the online [Exhibitor Services eManual](#). Lead retrieval services/equipment may be ordered in advance and on site. The equipment may be picked up at the ITN Lead Retrieval counters in one the GES Servicercenter® located on the Expo Floor behind the Poster area in Hall C.

Registration Confirmations

For online registrations, email confirmations are instantly sent to the person designated to receive the badge and/or the Exhibitor Manager after the online registration session is complete. Corporate Guest registration confirmations will be emailed directly to the registrant. Any registrant can easily scan the bar code or QR code image on the confirmation email to quickly receive his or her badge at any Badge Pickup counter. If the email confirmation does not show an image, the confirmation number may be used instead.

Entitlement

Exhibitors and corporate guests are entitled to all of the benefits of a regular Conferee, including admission to the Conference Technical Program sessions, shuttle transportation, admission to Conference mixers, the Abstracts CD, and a Pittcon 2014 Registration souvenir (while supplies last).

The Exhibit Floor closes at 3:00 PM on Thursday, March 6, but the Technical Program remains open through Thursday and Short Courses are available through 5:00pm on Thursday.

Problem Resolution

Should you experience any technical problems with the registration or lead retrieval process, please contact ITN International at registration@pittcon.org or CALL 888-676-7970 (USA Only) or 801-676-7970 (International). You may also contact Shelley Simpson to discuss your situation at simpson@pittcon.org or 800-825-3221 x218.

Corporate Guest Code Retrieval

The exhibitor manager will have access to unique "one-time" use registration codes to be used for Corporate Guests. These unique codes will be produced and managed by the exhibitor manager via the online Exhibitor registration service. *Each exhibitor is allotted 4 Corporate Guest registration codes for each 10'x10' booth rental and 16 Corporate Guest registration codes for each seminar room rental if applicable.*

The registration codes are unique and can be used for a single registration only. In the event that you want additional Corporate Guest registration codes, simply go to your Corporate Guests tab in your account, and click on the 'Request New Code' button. Complete the online 'Additional Corporate Guest Codes Request' form. Once the request is approved, the additional codes will automatically appear under the Corporate Guest Code List section of the Exhibitor Online Registration Account.

It is the responsibility of the exhibitor or their sales personnel to keep track of each Corporate Guest registration code given to a prospective guest. In the case of a lost number, a registrant will be required to pay for registration unless the exhibitor can provide the code to the Corporate Guest. **The Pittsburgh Conference recommends you keep a secured list of your Corporate Guests and their corresponding codes available for reference in your booth during Conference Week.** Each registration made with a Corporate Guest registration code will appear on the assigned company's online exhibitor registration account. Sales personnel distributing registration codes (invitations) should notify their company's exhibitor manager of each invited Corporate Guest's name and his or her particular registration code, so the information can be checked against the registration confirmations. Please make sure that your sales personnel, who wish to invite guests, receive the *appropriate codes* and a copy of this information.

Corporate Guest Registration Process

To automatically invite your guest to Pittcon 2014 via your online exhibitor registration account, simply click on the 'invite' link next to the code you would like to use. Complete the form with your guest's details and click the "Send Invitation" button. Your guest will receive an auto generated invitation from your company showing your booth number, the corporate guest code, and instructions on how to register. You may also refer your guest to the Pittcon 2014 website at www.pittcon.org where they can register by selecting the 'Register Now' button.

A pre-registered Corporate Guest can easily scan the bar code or QR code image on the confirmation email to receive his or her badge at any Badge Pickup counter in the Registration Area.

Your guest may easily register on site using one of the "Self Registration" stations or by providing a valid Corporate Guest registration code and a business card to one of the registration specialists at any of the Badge Assistance counters in the Registration Area. **The guest must have a valid code to register; otherwise he/she will have to pay the regular conferee on-site registration charge.**

Again this year there is no charge for Conferee "Thursday Only Registration," however, registrants must still register to pick up a badge for the day.

Please check our website for up-to-date exhibitor information at www.pittcon.org

Nicholas Barsic
Pittcon 2014 Registration Chairman