



## Important Dates and Deadlines for Pittcon 2017

Please note this list will be updated with more information as dates are confirmed

### **MAY 2016:**

- Wed., May 18 – Thurs. May 19, 2016
  - Exhibitor's Meeting, Chicago, Illinois

### **JUNE 2016:**

- Mon., June 6, 2016
  - Booth Space Agreements available on-line

### **AUGUST 2016:**

- Mon., August 1, 2016
  - Booth assignments begin in seniority order

### **SEPTEMBER 2016:**

- Tues., September 6, 2016
  - Booth Space Agreements and payments due for regular rate
- Fri., September 30, 2016
  - Online Exhibitor Descriptions Due

### **OCTOBER 2016:**

- Fri., October 7, 2016
  - Last day for 75% refund on cancellation of booth space
- Mon., October 31, 2016
  - Booth assignments sent to exhibitors

### **NOVEMBER 2016:**

- Fri., November 4, 2016
  - Exhibitor Service Manual available on-line
- Fri., November 11, 2016
  - Last day for 50% refund on cancellation of booth space
- Mon., November 14, 2016
  - Balance of booth space payments due

### **JANUARY 2017:**

- Fri., January 6, 2017
  - Last day for 25% refund on cancellation of booth space
- Mon., January 23, 2017
  - Exhibitor Appointed Contractor form due
  - Hanging banner, specialized lighting and exhibit drawings are due to The Pittsburgh Conference for approval
  - Certificate of Insurance or Signed Waiver & Release due to The Pittsburgh Conference

- Thur., January 26, 2017
  - First day that items can be received at the Global Experience Specialists – (GES) Advance Warehouse

## **FEBRUARY 2017:**

- Wed., February 8, 2017
  - GES advance discount pricing deadline
  - Last day for on-line advanced discount on Electrical, Air & Water Services provided by GES.
  - Last day for advanced discount on Internet & Telephone Services provided by McCormick Place
- Fri., February 24, 2017
  - Last day that items can be received at the GES Advance Warehouse
- Tues., February 28, 2017
  - GES standard pricing deadline

## **MARCH 2017:**

- Wed., March 1, 2017
  - Exhibitor move-in begins
  - First day that items can be received at McCormick Place - West
  - GES on-site pricing begins
- Fri., March 3, 2017
  - Exhibitor Registration opens – badge pick up only
- Sat., March 4, 2017
  - Short Courses open
- Sun., March 5, 2017
  - Technical Program opens
- Mon., March 6, 2017
  - Exhibits open
- Thurs., March 9, 2017
  - Exhibitor's Meeting – 11:30 AM-1:00 PM
  - Exposition closes – 3:00 PM
  - Move Out starts
- Thurs., March 9 – Sat., March 11, 2017
  - Move Out continues