

## Important Dates and Deadlines for Pittcon 2012

### May 2011:

- May 5 – 6, 2011
  - Spring Exhibitor's Meeting, Orlando, Florida

### June 2011:

- June 1, 2011
  - Booth Space Agreements Available on-line

### July 2011:

- July 15, 2011
  - Booth Space Agreements and Payments Due to qualify for special early rate

### August 2011:

- August 1, 2011
  - Booth Space Agreements and Payments Due for regular rate
- August 3, 2011
  - Booth Assignments begin in seniority order

### September 2011:

- September 19, 2011
  - Exhibitor Information for the Preliminary Program Due

### October 2011:

- October 14, 2011
  - Last Day for 75% Refund on Cancellation of Booth Space
- October 24, 2011
  - Booth Assignments Mailed to Exhibitors
  - Exhibitor Service Manual available on-line

### November 2011:

- November 14, 2011
  - Last Day for 50% Refund on Cancellation of Booth Space
- November 21, 2011
  - Balance of Booth Space Payment Due

### December 2011:

- December 19, 2011
  - Exhibitor Information for the Final Program Due

**January 2012:**

- January 6, 2012
  - Last Day for 25% Refund on Cancellation of Booth Space
- January 23, 2012
  - Exhibitor Appointed Contractor Form Due
  - Hanging Sign & Exhibit Drawings Due to The Pittsburgh Conference
  - Certificate of Insurance or Signed Waiver & Release Due

**February 2012:**

- February 6, 2012
  - First day items can be received at the Global Experience Specialists - GES Advanced Warehouse
- February 15, 2012
  - Global Experience Specialists - GES Advanced Discount Pricing Deadline
  - OCCC Discount Pricing Deadline
  - Smart City Event Technology Discount Pricing Deadline
- February 29, 2012
  - Last day items can be received at the Global Experience Specialists - GES Advanced Warehouse

**March 2012:**

- March 7, 2012
  - Exhibitor Move-in begins
  - First day items can be received at the Orange County Convention Center
  - Global Experience Specialists - GES On-site Pricing Begins
- March 9, 2012
  - Exhibitor Registration Opens – Badge Pick up Only
- March 10, 2012
  - Short Courses Open
- March 11, 2012
  - Technical Program Opens
- March 12, 2012
  - Exhibits Open
- March 15, 2012
  - Exhibitors Meeting – 11:30 AM – 1:00 PM
  - Exposition Closes – 3:00 PM
  - Move Out Starts
- March 15 – 17, 2012
  - Move Out Continues