

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 2012.

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 may 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 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.

On-site Registration Location & Hours

The Exhibitor Registration Area will be located at the Orange County Convention Center, West Building Level 1.

Friday, Mar 9	8:00 AM - 5:00 PM (Badge Pick-up ONLY)
Saturday, Mar 10	7:30 AM - 4:00 PM
Sunday, Mar 11	7:30 AM - 5:00 PM
Monday, Mar 12	7:30 AM - 5:00 PM
Tuesday, Mar 13	7:30 AM - 5:00 PM
Wednesday, Mar 14	7:30 AM - 5:00 PM
Thursday, Mar 15	7:30 AM - 2:00 PM

Each exhibitor registering on site should present their business card (to confirm their employment by your company) to a registration specialist in the Exhibitor Registration area.

Badges

In effort to become more eco-friendly, badges WILL NOT be mailed and each registrant will receive an official Pittcon 2012 name badge on site. Exhibitor

booth personnel, who are pre-registered and have their email confirmation prior to traveling to Orlando, may pick up their badge in the Registration Area. Exhibitors may also use the Self-Registration stations to register or present a business card to a registration specialist in the Exhibitor Registration Area during the On-site Registration hours listed above. Corporate Guests will also bring their email confirmation the registration area to pick up a badge.



Temporary Badge Stickers for Set-up

Admission to the Exhibit Floor during set-up will require either an official Pittcon 2012 Exhibitor badge or a Temporary Set-Up Badge Sticker. The temporary badge sticker may be obtained from the **Security Desk** in the **Information Booth** located in the AB Lobby of the Orange County Convention Center West Building beginning Thursday, March 8, 2012 at 7:00 AM. If a badge sticker is needed prior to Thursday, March 8th, simply see the security guard on duty at this entrance.

This badge sticker will permit admittance to the Exhibit Floor until 8:00 AM on Monday, March 12. Exhibitors must have their official Pittcon 2012 Exhibitor badge to enter the Exhibit Floor after Monday morning, March 12, 2012. **ALL exhibitor personnel must have their own individual registration badge in order to get on the Expo Floor.**

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 Exhibitor Badge Assistance counter 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, 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 2012 Registration/Lead Retrieval Contractor

ITN International will be the official **Pittcon 2012** event registration and lead solutions contractor. 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 eManual. Lead retrieval systems and forms may be ordered in advance. The equipment may be picked up at the ITN Lead Retrieval counters in one the GES Servicenters® located on the Expo Floor at the end of the **800 aisle in Hall A1** and at the end of the **3600 aisle in Hall B4**.

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 confirmations will be emailed directly to the registrant.

Entitlement

Exhibitor badges entitle the bearer to all of the benefits of a Conferee, including admission to the Conference Technical Program sessions, shuttle transportation, admission to Conference mixers, the Abstracts CD, and a Pittcon 2012 Registration souvenir (while supplies last). **There is no need for an exhibitor to have any other badge with the possible exception of a temporary set-up badge sticker.**

The Exhibit Floor closes at 3:00 PM on Thursday, March 15, but the Technical Program remains open through Thursday and Short Courses are available through noon on Friday, March 16.

Corporate Guests will also be entitled to the Exhibit Floor, Technical Program sessions, shuttle transportation, admission to Conference Mixers, the Abstracts CD, and a Pittcon 2012 Registration souvenir (while supplies last).

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 Jennifer Cassidy to discuss your situation at cassidy@pittcon.org or 800-825-3221 x218.

Corporate Guest Registration Information

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 their 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 2012 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 2012 website at www.pittcon.org where they can register by selecting the 'Register Now' link.

Corporate Guests who register prior to traveling to Pittcon 2012 will need to present their confirmation email or have their confirmation # in order to receive their badge in the Registration Hall located on Level 1 of the Orange County Convention Center, West Building.

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 the Corporate Guest Badges Assistance counter in the Registration Area. **The guest must have a valid code to register or they 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

Dr. Jane Chan
Pittcon 2012 Registration Chairman