

IMPORTANT

DIRECTIONS FOR SUBMITTING YOUR INFORMATION FOR PROGRAM BOOKS and WEBSITE

In order to be listed in our program books and on our website, please follow the directions below:

1. After **August 14, 2011**, go to www.pittcon.org under the **Exhibitors tab** and click **Company Profile**. This will take you to the Exhibitor List. On the left side of this page you will need to click Profile Editor (first link under the Exhibitor Services).
2. Logon using the **Exhibit Manager's email** that was submitted on your booth space agreement and click **Send password to my email**. Your password will be emailed to you shortly. **PLEASE NOTE: We do not have access to your password, they are automatically generated from our system and emailed to you.**
3. Once your password is received you can then type it into the **Password** field and click the **Logon to Account** button.
4. Click on your company name to add / edit the **Company Information** field and **Product Categories**. **Please DO NOT change your Company Name as this will reflect in our program books and on the floor plan.** If you need to change your Company Name please email expo@pittcon.org. Once your information has been entered, make sure you click the **Save Profile** button at the bottom of the page to save your changes.

INFORMATION YOU ARE ABLE TO EDIT:

- Company Information is **LIMITED TO A MAXIMUM OF 660 CHARACTERS (including spaces)**. To save space, you may not want to include text such as, company name in the description or words such as "we are exhibiting" or "we invite you to stop by". **Text in excess of 660 characters will not be saved and you will need to edit your information. NOTE: This is the information that conferees will search when using the Product Locator. Be concise but complete and accurate.**
- Exhibitor Product / Services (limited to 25 products / services). If you have more than 25 products to list you will need to fill out the form and fax it back to us.

5. By editing your information on-line:

The Exhibitor hereby releases the Sponsoring Societies and the Pittsburgh Conference from any errors contained in, or omissions from, the Exhibitor Program. The Conference has the right to edit material submitted.

6. DEADLINES:

PRELIMINARY PROGRAM – SEPTEMBER 19, 2011
FINAL PROGRAM – DECEMBER 19, 2011

7. CHECKING YOUR INFORMATION TO BE INCLUDED IN THE PROGRAM BOOK:

After you have entered your company information, you will need to review all of your account details. To do this, go to www.pittcon.org under **Exposition** and click **Exhibitor Search**. Follow the link to access the Exhibitor Search and Product Description page. Enter your company name on the **Keyword Search** box on the left and click "**GO**". This will pull up your company name. Click on your company name and this will take you to the exhibitor detail page. Review all of your information. If you have any changes, please email those changes to Tammy Yallum at expo@pittcon.org.

If you have entered your description and you do not see it listed in the company information next to your name, please email us immediately. We are not responsible for listings that have not been entered.

8. QUESTIONS?

Email Tammy Yallum at expo@pittcon.org.

NOTE: We DO NOT use the previous year's entry for the current year. You must enter your own description each year.