COMMITTEE CHAIR/CHAIR-ELECT:

The signs shown on the following page(s) for your committee are presently stored in the Pittcon Office supply room in Monroeville. Since these signs were prepared with a generic template, they can be used for several years and thus, you do NOT have to order them for Pittcon 2017. However, you do need to complete this form in order to have the signs delivered to the proper room on a designated date and time. The signs shown below will automatically be taken to Pittcon 2017 and will be delivered according to your directions below. Please do NOT order them again on the AV FOAM CORE SIGN ORDER FORM. Please type in the needed information, save the document with your committee name and the words, “Generic Signs,” i.e., Short courses Generic signs. Send the completed form to Amit Ghosh, ghosh@pittcon.org.

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| Date: | OCTOBER 8, 2016 |
| COMMITTEE: | COMMITTEE ARRANGEMENTS |
| Order Submitter: | JOYCE LADNER |
| Submitter Email: | LADNERJ@PITTCON.ORG |
| Phone Number: | 412-216-5331 |
| Deliver to Room/Area: | A1 (x2), A3 (x2), A4 (x2) – Deliver to the Sheraton HotelA2 (x2) – Deliver to W 375e McCormick Place |
| Day/Date/AM or PM Needed: | A1s, A3s, & A4s will be needed by Thursday, 3/2/17 PMA2s will be needed by Friday, 3/3/17 AM (lunches begin at 11:30AM) |
| # Easels Needed for All Generic Signs: | 2 Easels needed at McCormick PlaceSheraton Hotel will have Easels for others |
| #Arrows Needed for All Generic Signs: | 4 |
| Total # of Generic Signs: | 8 |