

This document does not serve as a booth order form. Instead, it functions as a comprehensive guide to our online booth ordering system, providing valuable insights to help you understand what to anticipate when placing your booth order.

The Pittcon 2025 floor plan is at the end of this document.

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Booth Order – Getting Started

To get started on your booth order, we first need to know the booth size you intend to order.

This information is essential for the booth order form to customize according to your choice.

Pick One: 100sqft, 200sqft, 300-500sqft, or 600sqft

Please note: Because of a constraint in the portal software, we are unable to reserve spots while you navigate through your cart. To address this issue, you will select your booth(s) during the final step of the booth ordering process.

If you wish to reserve a booth 600 sq feet (or larger), Island, or Cross Aisle, please do not place an online booth order and contact Pittcon's Exposition Manager for placement.

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Booth Packages

Booth Packages are only available for 10x10 (100sqft) and 10x20 (200sqft).

If a booth package is ordered for any booths over 200sqft, the package order will be cancelled and refunded.

| BOOTH PACKAGES* | Booth Package (with Electric) | |
|---|--|-------------------------|
| | 10x10 \$1250 | 10x20 \$2300 |
| *AVAILABLE WITH 10x10 and 10x20 BOOTHS ONLY | | |
| 10' x 10' Standard Carpet | 1 | 2 |
| 6' Draped Table | 1 | 2 |
| Contour Side Chairs | 2 | 4 |
| Waste Basket | 1 | 2 |
| 500-watt Electric | 1 | 1 |

Digital Promotion Packages

Enhance Your Online Exhibitor Profile to:

- + Increase booth traffic
- + Maximize ROI
- + Expand digital outreach
- + Promote products and services

Your online profile could be the ever-important first impression that drives Pittcon attendees directly to your booth.

Pittcon attendees utilize the online exhibitor list and floor plan to identify the companies they want to visit. Your online listing provides important product and service information to engage and inform your prospective customers. Enhancing your exhibitor profile increases booth traffic by promoting you're your company and booth location well before Pittcon starts.

An empty and uninformative online profile is akin to leaving your booth unstaffed on the Pittcon exposition floor. Enhance your exhibitor profile to inform attendees and increase quality leads.

***IMPORTANT: Due to the nature of digital promotions, all digital opportunities are invoiced at 100% and are non-refundable.**

| DIGITAL PROMOTION PACKAGES * All digital promotions are invoiced at 100% and are non-refundable | BASIC (included with booth) | PACKAGE A \$595 | PACKAGE B \$795 | PACKAGE C \$995 |
|--|--------------------------------|--------------------|--------------------|--------------------|
| Products and Services Help buyers find you by selection the categories that best describe your products. | 2 | 10 | 15 | 20 |
| Online Company Description Introduce your company to make a great first impression. | 200 characters | 500 characters | 1000 characters | 1500 characters |
| Promotional File Uploads Upload promotional PDFs such as Press Releases, Products, and Show Specials. | X | 5 | 10 | 20 |
| Company Logo Increase your brand recognition by adding your company logo to your Exhibitor profile. | ✓ | ✓ | ✓ | ✓ |
| Social Media Links Share your Facebook, Twitter, Instagram, LinkedIn, and Youtube. | X | ✓ | ✓ | ✓ |
| Company Name, Address, Email, and Website | ✓ | ✓ | ✓ | ✓ |

ONLINE INTERACTIVE FLOOR PLAN DIGITAL PROMOTIONS NOT PART OF PACKAGES – PURCHASED SEPARATELY

| | | |
|--|---------------|--|
| Exclusive Online Interactive Floor Plan Sponsorship Make your booth stand out from the crowd by opting to show your company logo at the bottom of the interactive floor plan (web version only). Your company name will also be placed at the top of the Exhibitor list. *LIMITED SPOTS AVAILABLE* | \$1095 | Please Note: 1) The Exclusive Online Interactive Floor Plan Sponsorship is separate from the "Printed Floor Plan Logo Ad" Sponsorship listed under Sponsorships. 2) Because of rendering, sponsor logos will not show on the mobile app floor plan, but the company name will still appear at the top of the Exhibitor list. |
|--|---------------|--|

Only choose one (1) Digital Promotion Package.
If you do not wish to purchase a Digital Promotion Package,
you MUST choose "Digital Promotion Package - Basic" for \$0 to continue.

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Sponsorships

This year we are pleased to offer new, fresh, and exciting sponsorships that give your targeted audience an immersive experience, including custom sponsorships that can fit in any budget! The information should be on the Pittcon website soon!

Contact Colleen Ellison at ellison@pittcon.org for more information or keep checking back on your Exhibitor Portal. Once new sponsorships are released the task "Purchase Sponsorships" will appear on your Exhibitor Portal.

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Hanging Banner & Meeting/Seminar Room

Hanging Banner

The Hanging Banner fee is to have your company added to the approved hanging banner list. The cost of rigging is a separate charge and is the responsibility of the exhibitor to secure these services.

Hanging Banner – Expo Floor \$1,000.00/each (max of 3 per Exhibitor)

Meeting / Seminar Rooms

Exhibitor Meeting/Seminar Rooms may be rented for the duration of the Pittcon week and are located directly on the Exposition floor.

Exhibitor Meeting/Seminar Room without ceiling (ceilings not permitted at the BCEC): **\$7500**

Exhibitor Meeting/Seminar Rooms are 20'x20' units that hold about 30 people comfortably. Furniture and additional items for the room may be rented from GES at additional cost. Electrical service is a separate cost and must be ordered through GES.

Exhibitor Meeting/Seminar Rooms without ceilings are constructed of sound-absorbing Velcro™ panels and will automatically include the following: carpeting, 2 draped tables, 6 side chairs, 2 wastebaskets, and 2 lockable doors.

Custom meeting rooms are available upon request. Please contact Colleen Ellison at ellison@pittcon.org or if you select yes, Colleen will contact you with options.

Select Your Booth

Booth Configuration

Choose One (1) Configuration Type:

Standard (1-2 booth(s) in line)

Multiple Standard (3 or more Booths in line)

Peninsula (2 Sets – 2 or more Booths back-to-back)

***Cross Aisle** (2 Sets – 2 or more booths facing each other across an aisle)

***Island** (10 booths or more – 1000 sq ft minimum)

**Please contact Pittcon's Exposition Manager for a Cross Aisle or Island*

Select Your Booth(s)

IMPORTANT:

1. When choosing multiple booths, the final booth number will be updated in your Exhibitor Portal after the order is approved and booths are combined by the Pittcon Exposition Manager.

2. Inline Booths -

For inline booths, you **MUST** choose booths in the same aisle.

We **DO NOT ASSIGN** 2 corners unless you are purchasing a minimum of 4 booths for a 20' x 20' peninsula.

If you choose 2 corners for a 10' x 20' space we will move you to accommodate inline rules.

Click the **Select Booth** button to see the floor plan and select your booth(s).

Please be prepared with 3-4 locations, as your preferred choice might already be reserved by another exhibitor.

The Pittcon 2025 floor plan is at the end of this document.

Refund Policy, Payment Notes, & Agreement

TO COMPLY

The exhibit must comply with the [2025 Display Rules & Regulations and Terms & Conditions](#) of which are conclusively deemed to have been received, reviewed, and agreed to on behalf of the Exhibitor by the undersigned's execution of this Agreement.

REFUND POLICY

The refund policy of The Pittsburgh Conference is as follows for booth space, booth packages, and seminar room cancellation/reduction:

75% Refund – Must be received in writing by September 13, 2024

50% Refund – Must be received in writing between September 14 through November 15, 2024

25% Refund – Must be received in writing between November 16 through December 13, 2024

No refunds will be made after December 13, 2024.

Digital Promotion Packages, Exclusive Online Floor Plan Sponsorship, & Digital Sponsorships:

Due to the nature of digital promotions/sponsorships, all digital opportunities are invoiced at 100% and are non-refundable.

[Pittcon 2025 Sponsorship Terms & Conditions and Refund Policy](#)

PAYMENT SCHEDULE

To reserve the space, the Online Agreement and payment is due before any space will be assigned.

Any reservations made after January 31, 2025 must be paid in full via credit card only. No checks or wires will be accepted.

If Exhibitor's total payment is not received within 30 days of reservation, Exhibitor will be deemed to have canceled the Agreement.

PAYMENT INFORMATION - EXHIBITORS ONLY

Due to the increased volume of bank fraud, phishing emails, and scam/poacher companies; The Pittsburgh Conference (Pittcon) will not be held responsible for any loss of funds paid by exhibitors prompted by or in direct response to entities falsely identifying themselves as either Pittcon or as associated with Pittcon. If in doubt, email Tim Ellison directly at ellison@pittcon.org

ACCEPTED FORMS OF PAYMENT - EXHIBITORS ONLY:

1. **Credit Card (preferred)** - (Visa, MasterCard, American Express, Discover)
 - Payment can be made directly on the official [Pittcon Exhibitor Portal](#)
2. **Check** – Must be drawn on a U.S. bank in U.S. funds
 - Make checks payable to **The Pittsburgh Conference**
 - Checks must be mailed to our Pittsburgh office only (address below)
 - Checks will not be accepted after January 31, 2025
3. **Wire Transfer (international exhibiting companies)** -
 - Wires will not be accepted after January 31, 2025
 - To ensure proper credit to your account the wire transfer **MUST** include the exhibiting company name.
 - Please contact Tim Ellison at ellison@pittcon.org for wire details **before** making payment by wire.

After January 31, 2025, the only accepted form of payment is credit card. No exceptions.

Money Orders, ACH Transactions, and Purchase Orders are **not accepted** as methods of payment for any Pittcon service (including booth sales).

PLEASE NOTE: No space will be allocated until **full** payment is made.

WE HAVE MOVED! PLEASE NOTE OUR NEW OFFICE ADDRESS

MAKE CHECKS PAYABLE TO:

THE PITTSBURGH CONFERENCE (E.I.N. #25-1141360)

ATTN: Exposition Manager

2150 Eldo Road

Monroeville, PA 15146

USA

Pittcon reserves the right to change this policy at any time.

Agreement (required)

By checking the box, you agree with the Refund Policy, Payment Information & Schedule, and Sponsorship Terms & Conditions and Refund Policy.

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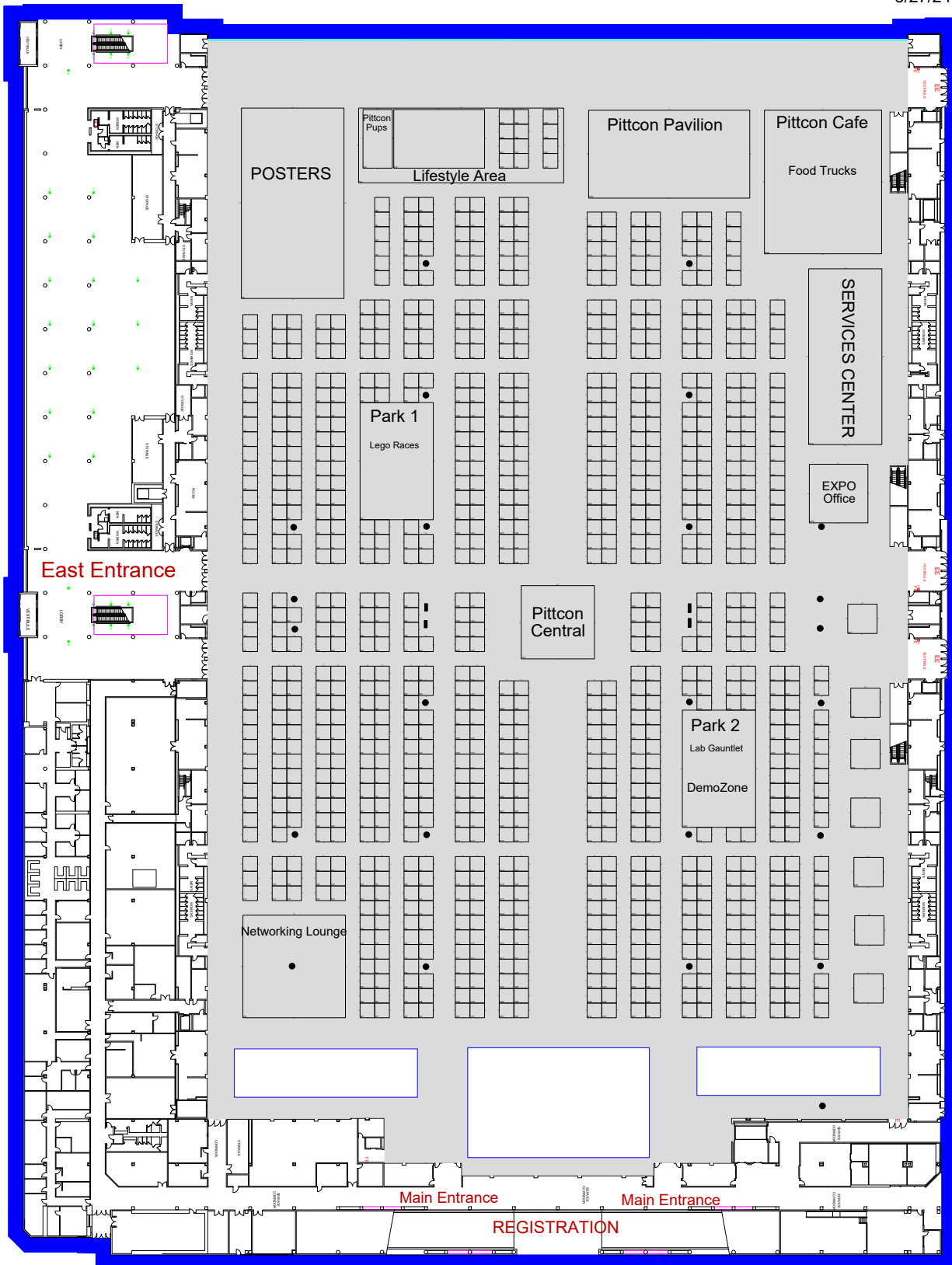
Order Review

This screen will list everything you added to your cart.

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Summary of Information – Make Payment

Full payment is due upon order submission.



Pittcon March 3-5, 2025
Hours: March 3: 10:00am - 5:00pm
March 4: 10:00am - 5:00pm
March 5: 10:00am - 3:00pm

Boston Convention & Exhibition Center
Halls A & B