Pittcon 2025 - Important Dates and Deadlines

MARCH 2024

Friday, March 1, 2024
- Closest housing block for exhibitors opens (Headquarters Hotel, the Omni Boston Hotel at Seaport and Westin Boston Seaport District). Both are attached to the Boston Convention and Exhibition Center (BCEC).

APRIL 2024

Monday, April 1, 2024 – Tuesday, April 30, 2024
- Booth Space registration for Pittcon 2025 begins for 1000 sq. ft. or more, then legacy exhibitors (50 or more years) then 600 sq. ft. to 999 sq. ft. (Booth space includes booth and seminar room space). Full payment for all booths due upon reservation. *Email Tim Ellison if you wish to be included in this round*: ellisont@pittcon.org.

Monday, April 1, 2024
- Call for Symposia for Technical Program opens. These are the highest profile sessions with industry titans, meant to drive attendance and are partially subsidized by Pittcon.

MAY 2024

Wednesday, May 1, 2024
- Online booth space reservations begin for Pittcon 2025 in Boston via the Exhibitor Portal for all companies requesting under 600 sq. ft. in exhibiting space and seminar rooms. Full payment is due upon reservation.
- Sponsorship reservations begin. *For custom sponsorships, email Colleen Ellison*: ellison@pittcon.org.

JULY 2024

Monday, July 1, 2024
- Call for Symposia for Technical Program closes.

SEPTEMBER 2024

Friday, September 13, 2024
- Last day for 75% refund on space or seminar room reduction/cancellation
- Last day to cancel a Sponsorship with No Fee.

OCTOBER 2024

Tuesday, October 1, 2024
- Exhibitor Booth Staff and Corporate Guest registration opens (Maritz).

Monday, October 14, 2024
- Pittcon 2025 Exhibitor Services Manual available online and through the Exhibitor Portal.

NOVEMBER 2023

Friday, November 15, 2024
- Last day for 50% refund on booth space, or seminar room reduction/cancellation.
- Last day to cancel a sponsorship with a 50% fee.
- **Sponsorships cancelled after today incur 100% of Fee.**

DECEMBER 2024

Friday, December 13, 2024
- Last day for 25% refund on space or seminar room reduction/cancellation. (**NO REFUNDS will be issued after December 13, 2023**)

Monday, December 16, 2024
- Hanging banner, specialized lighting, and exhibit drawings due to Pittcon for approval.
- Detailed plans for all Peninsula and Island configurations are due to Pittcon for approval.

JANUARY 2025

Friday, January 17, 2025
- Certificate of Insurance due to Pittcon.
- If applicable, Exhibitor Appointed Contractor form and their Certificate of Insurance due to Pittcon.
- Last day for changes to be included on the printed floorplan, exhibitor list, and other printed materials.

Monday, January 27, 2025
- First day that items can be received at the Global Experience Specialists (GES) Advance Warehouse

FEBRUARY & MARCH 2025

Friday, February 7, 2025
- Deadline for discounted pricing for GES items - carpet, furniture, etc.
- Last day for online advanced discount rate on electric, heat/air & water services provided by GES/BCEC
- Last day for online advanced rate on internet & telephone services provided by BCEC.
- Last day for accepted changes to company name, booth number, booth size, and other exhibitor information.

Saturday, February 8, 2025
- GES/BCEC standard pricing begins

Monday, February 24, 2025
- Last day that items can be received at the GES Advance Warehouse

Wednesday, February 26, 2025
- First day items can be received at the BCEC
- GES onsite pricing begins

Friday, February 28, 2025
- Exhibitor move in begins – wristband required for entry.

Saturday, March 1, 2025
- Onsite badge pickup/Registration opens (prior to this, wristband must be used for floor access).
- Short Courses open

Sunday, March 2, 2025
- Technical Program Opens
- Coulter Lecture 5:00 PM followed by Welcome Reception 6:00 PM – 8:00 PM

Monday, March 3, 2025
- Exposition open – 10:00 AM – 5:00 PM

Tuesday, March 4, 2025
- Exposition open – 10:00 AM – 5:00 PM

Wednesday, March 5, 2025
- Exposition open - 10:00 AM
- Exposition closes – 3:00 PM
- Move out begins – 3:01 PM *Additional details/schedule for exhibitor move in and move out can be found in the "Exhibitor Production Schedule" located in the Exhibitor Services Manual

Thursday, March 6, 2025
- Move out continues – 8:00 AM – 5:00 PM

Friday, March 7, 2024
- Move out continues – 8:00AM – 10:00AM