



# PITTCON<sup>®</sup> 2020

## CONFERENCE & EXPO

### Important Dates and Deadlines for Pittcon 2020

#### MAY 2019:

- **Tues., May 21, 2019 - 2:00 PM – 3:00 PM**
  - Exhibitor's Webinar – Information regarding exhibiting Pittcon 2020

#### JUNE 2019:

- **Mon., June 3, 2019**
  - Booth Space signups begin on-line

#### AUGUST 2019:

- **Mon., August 5, 2019**
  - Booth assignments begin in seniority order for companies 800 sq. ft. or more
- **Mon., August 12, 2019**
  - Booth assignments begin in seniority order for companies under 800 sq. ft.

#### SEPTEMBER 2019:

- **Tues., September 3, 2019**
  - Lab Gauntlet sign-ups are open
  - Demo Zone sign-ups are open

#### OCTOBER 2019:

- **Thurs., October 17, 2019**
  - Registration Webinar – Information regarding the registration process for Pittcon 2020
- **Thurs., October 31, 2019**
  - Booth assignments emailed to exhibitors

#### NOVEMBER 2019:

- **Fri., November 1, 2019**
  - Exhibitor Service Manual is online
- **Mon., November 4, 2019**
  - Registration Opens
- **Tues., November 5, 2019**
  - Exhibitor's Webinar – I got my booth number...Now what?
- **Mon., November 11, 2019**
  - Balance of booth space payments due

#### JANUARY 2020:

- **Mon., January 6, 2020**
  - Exhibitor Appointed Contractor form due
  - Hanging banner, specialized lighting and exhibit drawings are due to The Pittsburgh Conference for approval
  - Certificate of Insurance or signed Waiver & Release due to The Pittsburgh Conference
  - Deadline for reserving Lab Gauntlet and Demo Zone space

## **FEBRUARY 2020:**

- **Thurs., February 6, 2020**
  - GES advance discount pricing deadline on carpet, furniture, electric, etc.
  - Last day for on-line advanced discount rate on Air & Water Services provided by McCormick Place
  - Last day for on-line advanced discount rate on Internet & Telephone Services provided by McCormick Place
- **Thurs., February 20, 2020**
  - Last day that items can be received at the GES Advance Warehouse
- **Wed., February 26, 2020**
  - GES standard pricing deadline
- **Thurs., February 27, 2020**
  - Exhibitor move-in begins
  - First day items can be received at McCormick Place - West
  - GES on-site pricing begins
- **Sat., February 29, 2020**
  - Exhibitor Registration opens – badge pick up only
  - Short Courses open

## **MARCH 2020:**

- **Sun., March 1, 2020**
  - Technical Program open
- **Tues., March 3, 2020**
  - Exhibits Open – 9:00 AM
- **Thurs., March 5, 2020**
  - Exhibitor's Meeting – 11:30 AM-1:00 PM
  - Exposition closes – 5:00 PM
  - Move Out starts
- **Thurs., March 5 – Sat., March 7, 2020**
  - Move Out continues