

Pittcon 2020 Final Report

Committee: PIE : Property, Insurance, and Equipment

Committee Members: Nicholas Barsic – Chair; Stephanie Wetzel – Chair-Elect; Kerry Holzworth; Andrew Hizer; Curtis Radcliffe; Thomas wolf

Conference Week Staff: Benjamin Cox; Bryan Gardner; Dan Huber; Susan Huber; Neelam Katyal; Gabe Shondeck

Software for scheduling delivery and pick up of Committee material

The software used for scheduling deliveries and pickups at the convention center worked reasonably well, however a few committees did not schedule ahead of time which complicated pickups and deliveries. This may be due to the lateness of getting the software up and running on the website. The software needs to be tested earlier to make sure it is compatible with Pittcon website and satisfy our scheduling needs for 2021. Additional Pie committee people need to be trained in using the software. Finally, many thanks to Scott Kosuch for getting the scheduling software to work with our website, Tom Wolf for volunteering to begin the scheduling, and Jim Chadwick for completing the scheduling process when Tom became ill.

Apples

Stephanie Wetzel arranged for the purchase of 120 boxes of apples (90 red and 90 yellow) from Strube Celery & Vegetable Co. for \$3,660. One hundred boxes were distributed to attendees and the remaining 20 boxes were donated to a Chicago Food Bank.

Truck Loading and unloading

February 25: The truck to Chicago was scheduled to begin loading 6:00 PM but loading was delayed due to the condition the trailer. The floor of the trailer was covered with metal filings to a depth of ¼ to ½ inches deep. As no other trailer was available, the trailer floor had to be swept using a stiff bristled push-broom and the filings shoveled into a waste container. Curt Radcliffe should be

commended for his work cleaning the trailer floor and making it useable. The actual loading began at 6:45 PM and was completed by 8:45 PM. Ryan Moving Storage performed well and should be commended . GES was informed about the condition of the trailer

February 27: Unloading at the convention center began at approximately 10:00 AM and completed by 11:30 AM. No significant delays were experienced during the unloading process. Distribution of materiel to individual committees began on Thursday and continued through Sunday without any problems.

March 6: Organizing, palletizing, and wrapping material for transport to the conference office and the Ryan Warehouse was completed by 11:00 AM but the trailer did not arrive until 12:00 PM and loading was not completed until after 1:30 PM

March 9: Unloading at the Conference office began at 6:00 PM and completed by 8:30 PM. Material designated for the office was unloaded first. Material for Ryan's warehouse was then transferred to Ryan's work truck.

Souvenirs

Ten Thousand souvenirs bags were purchased for distribution to attendees. Approximately 7200 were stuffed with promotional material for Marketing . The remainder were left on their pallet unopened and were sent to Ryan's warehouse for storage. I would like to commend the committee members, CWS and students involved in stuffing the bags and distributing them at the Apple/souvenir booths as well as Kerry Holzworth for scheduling students and CWS for stuffing and distributing these bags.

Timeline

4 months out: Review/revise/replace the delivery/pickup booking software
Completed 3-weeks out due to compatibility issue with the Pittcon website

3 months out: Arrange for Apples for the venue **Completed 2 months out**

3 months out: Contact vendor logistics about truck & any necessary shipping labels **Completed 1 month out because of Chair oversight**

2 months out: Check/replenish needed supplies for trucking **1 month out new supplies were not needed**

2 – 4 weeks out: Bring booking software online **completed 2 weeks out**

2 – 4 weeks out: Meeting with PIE crew (if necessary) to go over venue Particulars **Meeting deemed unnecessary**

1 week before truck loads: Reminder email to book delivery/pickup slots
Reminder not sent chair oversight

3 days before truck loads: **LAST CALL REMINDER EMAIL for booking
Reminder not sent chair oversight**

Truck loading for Departure and Return unloading will vary depending on how the show days may change in the future and the particular location (distance) of the venue – for Chicago, it would be the usual dates -The Tue before setup to load & the Mon after teardown to unload. **All loading and Unloading was accomplished at scheduled times**