



PCRS 2024 Annual Meeting – Due Dates & Deadlines

ASAP

- **Logo** – Submit your high-resolution logo in both an image (.png or .jpeg) and vector (.eps, .ai, or .pdf) format. [Click here to upload your logo](#) or email it to info@pcrsonline.org.
- **Complete Exhibitor Profile** – You will be receiving an email from our exhibitor management platform, MapDynamics, with instructions to access the exhibitor portal. Once you receive your MapDynamics access link, please log in to the exhibitor portal to complete your company profile and add your representatives. From here you can also view and pay open balances, purchase additional booth representatives, and add-on sponsorship opportunities.
- **Lead Retrieval** – [Click here](#) for instructions on how to purchase lead retrieval.
- **Delegate Bag Inserts** – Please email a PDF of your insert to info@pcrsonline.org for approval.
Max. Document Size: 8.5" x 11"
Max. Number of Pages: 10
Quantity Needed: 500

February 1, 2024

- **Program Book Ad** – A member of our marketing team will reach out to coordinate your program ad. Please be sure to email your program ad to info@pcrsonline.org by this date.
- **Website Banner Ad Due** – Email your website banner ad to info@pcrsonline.org by this date. Please submit your ad in both of the following sizes: 1000 x 250 pixels AND 1960 x 164 pixels.
- **Keycard Design Due** – Email your keycard design to info@pcrsonline.org by this date.
- **Cancellation Deadline** – PCRS understands that circumstances may arise that prevent Exhibitors from fulfilling their commitment to exhibit at the Annual Meeting. Exhibitors who cancel between January 1, 2024, and February 1, 2024, will receive a refund of their balance minus a \$500 fee and credit card service fees. Exhibitors who cancel after February 1, 2024, do not receive a refund but may apply up to 50% to the following year's exhibit fees.

February 16, 2024

- **Conference Signage Deadline** – All logos must be received by this date to be included on conference signage. [Click here to upload your logo](#) or email it to info@pcrsonline.org.

Please note that this is a comprehensive list of due dates for all sponsorship levels and that some of the benefits listed may not be included in your partnership agreement.



February 21, 2024

- **Advance Shipping Opens** – This is the earliest date that shipments can arrive at the Steele Tradeshow warehouse. Please [login to your Steele Tradeshow's exhibitor portal](#) for additional information and material handling costs.

March 1, 2024

- **Booth Representatives Due** – [Login to your MapDynamics Exhibitor Portal](#) and add your representatives to the "In The Booth" tab by this date. Any company representatives that have not been added by this date may face delays when requesting a name badge on-site and will be charged a \$35.00 on-site badge fee.
- **Exhibitor Profile Completion Deadline** – Be sure to complete your exhibitor profile with your company details (description, contact email and phone number, website and social media links, etc.). After this date you will no longer be able to make updates and changes to your profile.
- **Push Notifications Due** – Email your push notification content to info@pcrsonline.org by this date. Notifications have a maximum character limit of 150.
- **Advance Order Discount Deadline** – All Steele Tradeshow orders must be received with payment in full by this date to receive discounted pricing.

March 15, 2024

- **Advance Shipping Deadline** – This is the last day that shipments can arrive at the Steele Tradeshow warehouse. Please [login to your Steele Tradeshow's exhibitor portal](#) for additional information and material handling costs.
- **Lead Retrieval Pre-Show Rate Ends** – This is the last day to purchase lead retrieval at the pre-show rate of \$250. [Click here](#) for instructions on how to purchase lead retrieval.

CANCELLATION POLICY

PCRS understands that circumstances may arise that prevent Exhibitors from fulfilling their commitment to exhibit at the Annual Meeting.

- Exhibitors who **cancel prior to January 1, 2024**, will receive a refund of their **balance minus a \$250 fee and credit card service fees**.
- Exhibitors who **cancel between January 1, 2024, and February 1, 2024**, will receive a refund of their **balance minus a \$500 fee and credit card service fees**.
- Exhibitors who **cancel after February 1, 2024**, do not receive a refund but may apply up to 50% to the following year's exhibit fees.

Please note that this is a comprehensive list of due dates for all sponsorship levels and that some of the benefits listed may not be included in your partnership agreement.



To petition for a refund of exhibit fees, cancellation must be made in writing and delivered via e-mail. To petition for a partial refund of exhibit fees, cancellation must be made in writing and delivered via e-mail to info@pcrsonline.org.

Refunds will be less credit card service fees.

Please note that this is a comprehensive list of due dates for all sponsorship levels and that some of the benefits listed may not be included in your partnership agreement.