

PCRS 2025 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 Company Profile** – [Log in to MapDynamics](#) to complete your company profile by including a description, contact email and phone number, website and social media links, and more. Your profile will be visible to attendees so we encourage you to utilize all of the features by filling in the various fields available in each tab.
- **Lead Retrieval** – To purchase lead retrieval, click the blue “Need to purchase booth services?” button in the top right of your [MapDynamics profile](#).

November 30, 2024

- **Early Bird Pricing Ends** – Exhibitor booths must be paid in full by this date to receive the discounted pricing.

December 31, 2024

- **Cancellation Deadline** – 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, 2025, will receive a refund of their balance minus a \$250 fee.

January 9, 2025

- **Representative Registration Opens** – To register your representatives for the conference, complete the [PCRS 2025 Annual Meeting Sponsor and Exhibitor Representative Registration Form](#).

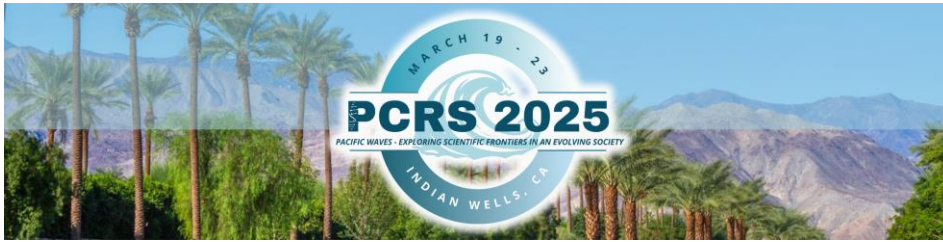
January 15, 2025

- **Hotel Room Assignments & Payment Info Deadline** – Names and credit card information must be provided for room reservations by this date. Any rooms not assigned or missing payment information will be released. You may continue to make changes to your room reservations up until your arrival date.

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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.

Pacific Coast Reproductive Society
2150 N 107th Street, Suite 330, Seattle, WA 98133
206-209-5299 | www.pcrsonline.org | info@pcrsonline.org



February 1, 2025

- **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, 2025, and February 1, 2025, will receive a refund of their balance minus a \$500 fee. Exhibitors who cancel after February 1, 2025, do not receive a refund but may apply up to 50% to the following year's exhibit fees.

February 19, 2025

- **Elevator & Floor Decal Artwork Submission Deadline** – If you purchased elevator and floor decals, final artwork must be submitted by this date. Refer to the provided spec sheet for submission details.

February 24, 2025

- **Payment & Signage Deadline** – Payment in full and 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.
- **Advance Shipping Opens** – This is the earliest date that shipments can arrive at the Steele Tradeshow warehouse. Please [log in to your Steele Tradeshow's exhibitor portal](#) for additional information and material handling costs.
- **Delegate Bag Inserts Submission Deadline** – The opportunity to include promotional materials in the tote bags distributed to attendees at registration is included with the Diamond, Ruby, Emerald, and Sapphire partnership levels or may be purchased as an add-on in your [MapDynamics profile](#) using the blue “Need to purchase booth services?” button. Before printing and shipping your inserts, you must [submit a proof](#) of your content by this date for approval.

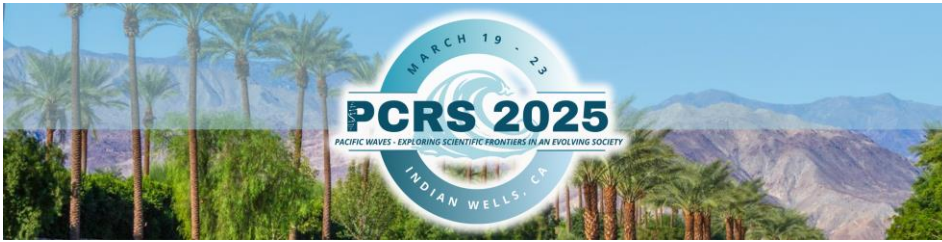
Commented [SG1]: Adjust date to be one week prior to advance shipping deadline

March 7, 2025

- **Representative Registration Deadline** – To register your representatives for the conference, complete the [PCRS 2025 Annual Meeting Sponsor and Exhibitor Representative Registration Form](#). After this date, online registration will be closed and you will be required to register onsite.

Continued...

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.



March 7, 2025

- **Lead Retrieval Purchase Deadline** – To purchase lead retrieval, click the blue “Need to purchase booth services?” button in the top right of your [MapDynamics profile](#). Lead retrieval must be purchased in advance by this date and will not be available for onsite purchasing.
- **Push Notifications Due** – If you purchased a mobile app push notification, your message content must be submitted by this date. Refer to the provided template for submission details.

March 14, 2025

- **Advance Shipping Deadline** – This is the last day that freight shipments can arrive at the Steele Tradeshow warehouse. Please [log in to your Steele Tradeshow's exhibitor portal](#) for additional information and material handling costs.

Commented [SG2]: Checking with Rico on 2025 date

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, 2025**, will receive a refund of their **balance minus a \$250 fee and credit card service fees**.
- Exhibitors who **cancel between January 1, 2025, and February 1, 2025**, will receive a refund of their **balance minus a \$500 fee and credit card service fees**.
- Exhibitors who **cancel after February 1, 2025**, **do not receive a refund but may apply up to 50% to the following year's exhibit fees**.

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.

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