

Thank you for deciding to display at the 2018 UTC Region 3 Spring Meeting in Jacksonville, FL. Below is some important information you will need to ensure you have a successful show.

Tabletop Display Specifics:

Tables will be located in Conference Center B at the Hyatt. Each display includes a 6' table and two chairs. **Displays may not be in excess of 8' in height.**

Tentative Exhibitor Schedule for Wednesday, March 7th is as follows:

Set-Up will take place from 10am – 3pm

Exhibitor Reception will take place from 3:30pm – 6:30pm

*Break down will take place from 6:30pm – 10pm

*Exhibitors will also have the option to breakdown on Thursday, March 8th from 8am – 12pm

Exhibitor Registration:

Each tabletop space comes complete with **one** Complimentary registration. This provides access to all conference events. A second registration can be purchased for \$30.00 and a 3rd registration can be purchased for \$50. **Exhibiting companies are limited to 3 attendees per space.** Please complete the **Name Badge Request form** provided on the UTC Region 3 website to register your attendees for the show.

Hotel Accommodations:

Exhibitors are responsible for their own hotel accommodations. Reservations at UTC's group rate of \$101 can be made online by [clicking here](#).

You may also make reservations via telephone at 1-888-421-1442 to reserve at the UTC group rate. When calling in your reservation please be sure to **mention you are with UTC Region 3 and would like to make a Vendor reservation** to receive the group rate. **The group rate is available until Monday, February 12th pending availability. There are a limited number of rooms so please reserve early!**

Audio Visual/Electricity/Internet Access:

For any A/V or internet needs, please complete the Exhibitor AV Order Form available on the UTC Region 3 event site. The form should be submitted directly to the hotel.

Shipping:

Exhibitors are responsible for their own shipping charges. Please refer to the Exhibitor Shipping & Receiving Form located on the Region 3 website. Registered guests of the hotel will have these charges billed to their room. Exhibitors that are not staying at the hotel will have to provide payment on the exhibitor shipping & receiving form and submit to the hotel to cover their package handling charges. Shipments will not be available for pick-up or delivered until payment has been made. **Shipments may not arrive prior to Monday, March 5th.**

➤ **Please insure all your shipments are properly labeled as shown here:**

Hyatt Regency Jacksonville Riverfront
Exhibiting Company/On-Site Contact/Table #
UTC Region 3 Meeting – Exhibit Materials
225 East Coastline Drive
Jacksonville, FL 32202

Shipping Guidelines:

- **This is a tabletop show. Please do not ship displays of excess size. If oversized shipments are shipped they may be refused by the hotel.**
- All empty containers must fit in your display area. The hotel will not be storing these items. It is the exhibitors' responsibility to remove all empties by 3pm.
- Please refer to the Exhibitor Shipping & Receiving form for additional instructions and guidelines.

If you have any questions, please contact Kelly Moran by phone at 302.436.4375 or by e-mail at kelly@ahi-services.com.