



**UTC Region 6 Spring Vendor EXPO
Monday, March 25, 2019
Doubletree by Hilton
Exhibitor Quick Facts**

Thank you for deciding to display at the 2019 UTC Region 6 Spring Meeting in Overland Park, KS. Below is some important information you will need to ensure you have a successful show.

Tabletop Display Specifics:

Tables will be located in the Monterey/Seattle rooms in the Doubletree. Each display includes a 6' table and two chairs. **Displays may not be in excess of 8' in height.**

Tentative Exhibitor Schedule for Monday, March 25th is as follows:

Set-Up will take place from 7am – 9am

Exhibits will be open from 10am – 5:00pm

*Break down will take place from 5pm – 7pm

Exhibitor Registration:

Each tabletop space comes complete with **one** Complimentary registration. This provides access to all conference events. Additional registrations can be purchased for \$95 each.

Hotel Accommodations:

Exhibitors are responsible for their own hotel accommodations. Reservations at UTC's group rate of \$107 double or \$117 king can be made online by [clicking here](#).

You may also make reservations by calling 913.451.6100 to reserve at the UTC group rate.

When calling in your reservation please be sure to **mention you are with UTC Region 6 and would like to make a Vendor reservation** to receive the group rate. **The group rate is available until Monday, March 4th, 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 contact Mallory Wetta with the Hilton at Mallory.Wetta@hilton.com. All tables will be supplied with electric.

Shipping:

Exhibitors are responsible for their own shipping charges. 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 Friday, March 22nd.**

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

Doubletree by Hilton Kansas City – Overland Park

Exhibiting Company/On-Site Contact/Table #

10100 College Boulevard

Overland Park, 66210

UTC Region 6 Meeting – Exhibit Materials

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 before the exhibits open.

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