



Utilities
Technology
Council™
Region 7
South Central

UTC 2019 Region 7 Meeting
JW Marriott Houston
Feb 28th – Mar 1st 2019
Sponsor Information

Thank you for your participation at the UTC Region 7 Meeting, Feb 28th – Mar 1st at the JW Marriott Houston in Houston, TX. Below is important information to ensure you have a successful show.

Tabletop Exhibit:

The hotel will provide a 6ft skirted table and 2 chairs for your display. The tabletop displays will be in the Salon 4 at the JW Marriott. Please note the space does not allow for exhibits of excess size and there will not be storage available for empty containers.

Tentative Schedule:

Set-Up: Thursday, February 28th 9am – 11am
Display Hours: Thursday, February 28th 1pm – 2:45pm (Networking Lunch)
Thursday, February 28th 5pm – 6:30pm (Networking Reception)
Tear-down: Thursday, February 28th 7pm – 9pm

Shipping – (For all shipments please have your tracking numbers available on site)

Sponsors are responsible for any handling charges incurred through the hotel.

Please do not schedule your shipment to arrive before Tuesday, February 26th to avoid additional storage fees.

Materials for your tabletop should be addressed as follows:

- JW Marriott Houston
Attn: (Company Name/Onsite Contact – Table #)
5150 Westheimer Road
Houston, TX 77056
UTC Exhibit Materials – Salon 4

Electricity/AV/Internet Access:

Internet is complimentary in the display area. Electric and AV services are available through PSAV. Please complete the PSAV order form and return to Rosanna Campos with PSAV at rcampos@psav.com. For questions please call 713.599.2274.

Staff Registrations & Attendee Giveaway:

A separate email will be forthcoming regarding submitting your staff registrations and details on the attendee giveaway.

Questions? Please contact Kelly Moran at kelly@ahi-services.com or 302.436.4375