



2018 UTC Region 3 Fall 2018 Meeting
October 3-5, 2018
DoubleTree by Hilton ~ Williamsburg, VA
Exhibit Space Contract

CONTACT INFORMATION – will receive all show related emails

Company Name: _____ Contact Name: _____

Street Address: _____

City: _____ State/Province: _____ Postal Code: _____

Phone: _____ Fax: _____

E-mail: _____ Website: _____

We do not wish to be adjacent to the following companies as space allows: _____

COMPANY INFORMATION (AS PUBLISHED IN CONFERENCE MATERIALS)

Company Name: _____ Contact Name: _____

Address: _____

Phone: _____ Email: _____

Twitter: _____ Website: _____

Booth Selections will be made in the order that contracts are received. Please list any companies you would like to avoid being placed next to and we will do our best to accommodate you _____

PAYMENT INFORMATION AND AUTHORIZATION (Cancellations must be received in writing. Deadlines apply.)

Exhibit Fees: UTC Associate Member = \$620.00 – **must be a member of UTC in good standing to reserve a booth**

US Please charge my fee of \$ _____ to: Check # _____ (Enclosed) ☐ VISA ☐ MasterCard ☐ AMX

Credit Card Number: _____ Exp. Date: _____

Cardholder Name: _____ Date: _____

We agree to abide by the Exhibitor Rules and Regulations, all terms of which are made a part hereof by this reference and fully incorporated herein, receipt of which is hereby acknowledged, and to all conditions under which UTC leases space at the Exhibit Facility.

Printed Name: _____ Title: _____

Signature: _____ Date: _____

Region 3 Associate Member Attendance Guidelines

Below are guidelines are for all exhibiting and non-exhibiting vendors:

1. You must be a UTC Associate Member in good standing to purchase and retain your exhibit space. Contact UTC Member Services at membership@utc.org for membership information.
2. Exhibitor slots are limited to no more than 55 exhibiting vendors. Regional officers have the authority to add additional spaces as room will allow.
3. Slots are reserved on a first-come, first-served basis. A slot is reserved only upon receipt of full payment. The Vendor EXPO typically sells out quickly. Do not wait to submit payment.
4. Even if the EXPO has not sold out, registration will be closed no later than 15 days prior to the event to provide time to complete registration and site planning.
5. Exhibitors may not share tables, except that an exhibiting vendor may have a single partner representative at their table.
6. Hospitality suites are not permitted during or on the day before or after the meeting.
7. Non-Exhibiting Associate Members of UTC may attend the technical sessions and the open meetings Wednesday and Thursday. Non-exhibiting Associate Members may not attend the Wednesday evening EXPO or the Thursday evening reception, may not market their services during the meetings or at breaks, and will not receive an attendee list. To become a UTC Associate Member, contact membership@utc.org.
8. The vendor liaison cannot waive any of these guidelines. Please bring any concerns or constructive suggestions to the attention of the UTC Region 3 Officers.
9. The UTC Region 3 Officers reserve the right to suspend and/or exclude anyone who violates the letter or spirit of these guidelines.
10. Attendee Fee – All vendor attendees are required to pay the UTC attendee fee in addition to the vendor fee. NOTE: the vendor registration fee includes one full registration. Additional attendees are subject to the following fees: 2nd attendee - \$30 and 3rd attendee - \$50. Each exhibiting company is limited to 3 attendees per booth on the EXPO floor. Additional representatives may attend the education only portion of the event which does not allow access to the EXPO. This policy will be strictly enforced on-site.
11. Vendor Introductions – Vendor introductions are held at 1:00 p.m. on Wednesday, October 3, 2018. All participating vendors are encouraged to take advantage of this opportunity to introduce yourself and the company you represent.
12. Vendor EXPO Hours – tentative hours are 4:00 p.m. – 7:30 p.m., Wednesday, October 3, 2018. The hours will be finalized closer to the event.
13. Vendor Set-Up & Tear-Down – Set-up is from 10:00 a.m. - 3:00 p.m. on Wednesday, October 3, 2018. Set-up must be completed by 3:00pm. All vendors are required to dismantle their displays and prepare all items for removal at the end of the show. Please do not begin this process until the show closes.
14. Vendor Tabletops – Each vendor will have a 6' skirted table. Please be considerate of all vendors and only utilize the space allotted. Any display exceeding 8' in height or blocking or intruding on another vendor's area or space will not be permitted.
15. Display Height Restriction – The maximum height for displays is 8' high. Displays may not block the line of sight to other vendors. If your display is over 8' you will be required to adjust the display to come to the maximum height of 8' prior to opening of the vendor showcase.
16. AV/Internet/Electric – Vendors are responsible for ordering all services directly from the hotel. The forms will be distributed to all exhibitors and will also be available on the event website at utc.org.

Submit Completed Contract to: Cheryl Stratos, UTC Sales - Cheryl.stratos@utc.org

Logistical/Meeting/General Questions: Kelly Moran, UTC Meetings - kelly@ahi-services.com