

Thank you for deciding to display at the 2023 Region 6 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 in the Monterey/Seattle 1-2 rooms in the DoubleTree. Each display includes a 6' table, two chairs and electric. **Displays may not be more than 8' in height.**

Tentative Exhibitor Schedule for Tuesday, March 21st is as follows:

Set-Up will take place from 7am – 9am

Exhibits will be open from 9am – 5pm

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

Tables are on a 1st come; 1st served basis in the exhibit area. Simply arrive and take any empty table and set up. Set up may not begin before 7am on Tuesday.

Exhibitor Registration:

Each tabletop space comes complete with **one** Complimentary registration. This provides access to all conference events. Additional registrations can be purchased for \$175 each. [Please complete this form to register your staff attending](#) and return to kelly.moran@utc.org.

Audio Visual/Electricity/Internet Access:

For any A/V or internet needs, [please click to download the form](#) to complete and submit to Brittini Collins with the Doubletree at brittini.collins@hilton.com. **All tables will be supplied with electric.**

Lead Retrieval:

Lead retrieval services will be available to exhibitors. The service will be provided by Expo Logic. [Click here to download the form for lead retrieval service.](#)

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 will be stored in the Phoenix room. **Shipments may not arrive prior to Friday, March 17th.**

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

Doubletree by Hilton Kansas City – Overland Park

Exhibiting Company/On-Site Contact

10100 College Boulevard

Overland Park, 66210

UTC 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.**

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- 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 support@utc.org