

Thank you for your participation at the UTC 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 rooms at 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, April 1 is as follows:

Set-Up will take place from 7am – 12pm

Exhibits will be open from 1pm – 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.

Hotel Accommodations:

UTC's secured rate is \$139 double/\$149 king per night, plus taxes & fees, at the Doubletree Overland Park. Reservations can be made online by [clicking here](#) or by calling 913.451.6100. Please make sure you mention the UTC Meeting when calling in your reservation. The UTC rate is available through Monday, March 10, pending availability. **There are a limited number of rooms available, so please reserve early.**

Exhibitor Registration:

Each tabletop space comes complete with **one** Complimentary registration. Additional registrations (max 2) may be purchased for \$175 each. [Please complete this form to register your staff](#) attending.

Audio Visual/Electricity/Internet Access:

For any A/V needs [click here to complete the request form](#) and submit to Brittni Collins with the Doubletree at brittni.collins@hilton.com. **All tables will be supplied with electricity.**

Lead Retrieval:

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

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 28.**

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

Doubletree by Hilton Kansas City – Overland Park
Attn: 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.**
- 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.