

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. The deadline to book through the UTC Reservation link has passed. For assistance with hotel reservations, [please click here](#).

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:

- **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
- Shipments may not arrive prior to Friday, March 28.
- [Please complete this form and return it to the hotel](#) so they are aware of any shipments that will be arriving. They will reach out directly for payment of the shipping charges unless they are being charged to a guest's room.
- Those 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 Tucson room.
- **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.
- Please make sure your onsite team has tracking numbers for any shipments and outbound shipping labels if applicable.

If you have any questions, please contact support@utc.org.