Utilities Technology Council™
2550 South Clark Street Suite 960
Arlington, VA 22202

Thank you for your participation at the UTC Region 6 Meeting in Overland Park being held at the DoubleTree by Hilton, March 24 – 26. 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, March 24 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 $149 per night, plus taxes & fees, at the DoubleTree. Reservations can be made online by clicking here or by calling 913.451.6100 and noting the UTC Meeting. The special UTC room rate is available through Monday, March 2, **pending availability. There are a limited number of rooms available, so please reserve early.**

Register your staff attending:
Each booth includes one Complimentary Full Registration. Sponsorships may include complimentary registrations depending on the level of participation. If you are unsure of the number of comps, please review your sponsorship agreement. Participating companies may also register two additional attendees at the discounted rate of $200/each for members and $350/each for non-members. Please click here to complete the badge request form. ***Please register your team by Thursday, March 12, 2026, to ensure your team will be listed on the pre-registration list.***

Audio Visual/Hotel Shipping details:
For any AV needs and/or if shipping packages to the hotel 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 and the ordering form will be posted to the event website under the 'Already an Exhibitor' tab.

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 20.
- 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.

Questions? Please reach out to Kelly Moran at kelly.moran@utc.org or by calling 202.833.6812 or visit the event website at this link.