



**UTC Region 6 Spring Vendor EXPO  
Monday, March 23, 2020  
Doubletree by Hilton  
Exhibitor Quick Facts**

Thank you for deciding to display at the 2020 UTC Region 6 Spring 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 located in the Monterey/Seattle rooms in the Doubletree. Each display includes a 6' table, two chairs and basic electric service. Tables are not pre-assigned and are available on a 1<sup>st</sup> come, 1<sup>st</sup> served basis. Upon arrival you may take any unoccupied table.

**Exhibitor Schedule for Monday, March 23rd is as follows:**

Set-Up will take place from 7am\*\* – 9am

Exhibits will be open from 10am – 5pm

Break down will take place from 5pm – 7pm

**\*\*Exhibitors may not access the exhibit area prior to 7am. Doors will open promptly at 7am and exhibitors will be given access in the order in which they are lined up at the door.**

**Exhibitor Registration:**

Each tabletop space comes with two complimentary registration registrations. This provides access to all conference events. Additional registrations can be purchased for \$95 each. [Click here to download the form to register your additional attendees at the discounted rate.](#)

***If you have not already provided the names of your attendees please do so in a return email and include full contact information.***

**Hotel Accommodations:**

Exhibitors are responsible for their own hotel accommodations. Reservations at UTC's group rate of \$110 double or \$120 king can be made online by [clicking here.](#)

You may also make reservations by calling 913.451.6100 to reserve at the UTC group rate. When calling in your reservation please be sure to **mention you are with UTC Region 6 and would like to make a Vendor reservation** to receive the group rate. ***The group rate is available until Friday, February 28th, pending availability. There are a limited number of rooms so please reserve early!***

**Audio Visual/Electricity/Internet Access:**

For any A/V needs, please contact Jared Sova with the Hilton via email at [jared.sova@hilton.com](mailto:jared.sova@hilton.com). All tables will be supplied with electric and WIFI is complimentary in the meeting space.

**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 may not arrive prior to Friday, March 20<sup>th</sup>.***

- **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 Region 6 Meeting – Exhibit Materials

**Shipping Guidelines:**

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- Exhibitors that are not staying at the hotel will have to provide payment 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 may not arrive prior to Friday, March 20th.***
- This is a tabletop show. Please do not ship displays of excess size. If over-sized 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 Kelly Moran by phone at 302.436.4375 or by e-mail at [kelly.moran@utc.org](mailto:kelly.moran@utc.org).**