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**Thank you for participating at the Northeast Territory Private LTE Workshop in Providence, RI. Below is important information to ensure you have a successful event.**

**Tabletop Display Specifics:**

Exhibit Tables will be in the Summit on the 18<sup>th</sup> floor at the Graduate Providence. Each display includes a 6' table and two chairs. **Displays may not be more than 8' in height.**

**Tentative Exhibitor Schedule:**

**Wednesday, September 15th**

Set-Up – 12pm – 4pm

Exhibitor Reception – 5pm – 7pm

**Thursday, September 16<sup>th</sup>**

Networking Lunch – 12pm – 2pm

Break down – 2pm – 5pm

**Exhibitor Registrations:**

Each tabletop space comes complete with **one** Complimentary registration which allows access to all conference events. Two additional registrations may be purchased at the discounted rate of \$175/each. [Click here to download the \*Name Badge Request form\*](#) provided on the event website to register your attendees for the meeting.

**Hotel Accommodations:**

Exhibitors are responsible for their own hotel accommodations. Reservations at UTC's group rate of \$139 per night can be made online by [clicking here](#). You may also make reservations by calling (401) 421-0700. When calling in your reservation please be sure to **mention you are with UTC** to receive the group rate. ***The group rate is available until Monday, August 23rd pending availability. There are a limited number of rooms so please reserve early!***

**Electricity/Internet Access/Audio Visual Needs**

For electric or AV needs, [click here to download the Exhibitor AV Order Form](#) available on the event website and submitted directly to the hotel. Internet is complimentary for UTC attendees.

**Shipping:**

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

Graduate Providence  
11 Dorrance St  
Providence, RI 02903  
UTC Meeting – Exhibit Materials  
Exhibiting Company & Table Number

**Shipping Guidelines:**

- *Shipments may not arrive prior to Monday, September 13<sup>th</sup>.*

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- 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 start of the reception on Wednesday.
  - Please make sure you have labels for any outbound shipments when shipping out of the hotel when the show concludes

If you have any questions, please contact Kelly Moran at 443.497.1053 or via e-mail at [kelly.moran@utc.org](mailto:kelly.moran@utc.org)