



Utilities
Technology
Council™
Region 7
South Central

UTC 2020 Region 7 Meeting
Hyatt Centric French Quarter
Feb 27th – Feb 28th 2019
Sponsor Information

Thank you for your participation at the UTC Region 7 Meeting, Feb 27th – Feb 28th at the Hyatt Centric French Quarter in New Orleans, LA. Below is important information regarding your tabletop.

Display Specs:

The hotel will provide a 6ft skirted table and 2 chairs for your display. The tabletop displays will be in the Lafitte room at the Hyatt Centric French Quarter. Please note the space does not allow for exhibits of excess size and there will not be storage available for empty containers.

Tentative Schedule:

Set-Up: Thursday, February 27th 9am – 11am
Display Hours: Thursday, February 27th 12pm – 1:30pm (Networking Lunch)
Thursday, February 27th 5pm – 7pm (Networking Reception)
Tear-down: Thursday, February 27th 7pm – 9pm

Shipping – (For all shipments please have your tracking numbers available on site)

Sponsors are responsible for any handling charges incurred through the hotel.

Please do not schedule your shipment to arrive before Wednesday, February 26th to avoid additional storage fees.

Materials for your tabletop should be addressed as follows:

Hyatt Centric French Quarter
Attn: (Company Name/Onsite Contact – Table #)
800 Iberville Street
New Orleans, LA 70112
UTC Exhibit Materials – Laffite Room

For additional shipping details and related charges please see the attached shipping details form from the Hyatt Centric.

Electricity and AV Requests:

For Electric orders please complete the attached Electric Order Form. The form should be returned directly to the hotel.

For AV orders please contact Zack Bernard with Royal Productions at zack@royalproductions.com.

Questions? Please contact Kelly Moran at kelly@ahi-services.com or 302.436.4375