



Thank you for participating at the 2020 UTC Region 3 Spring Meeting in Franklin, TN. Below are important information to ensure you have a successful show.

Tabletop Display Specifics:

Tables will be located in the Meridian Ballroom at the Hilton Franklin Cool Springs. Each display includes a 6' table and two chairs. **Displays may not be in excess of 8' in height.**

Tentative Exhibitor Schedule for Wednesday, March 4th is as follows:

Set-Up will take place from 10am – 3pm

Exhibitor Reception will take place from 3:30pm – 6:30pm

Break down will take place from 6:30pm – 8pm

Exhibitor Registration:

Each tabletop space comes complete with **one** Complimentary registration which allows access to all conference events. A second registration can be purchased for \$30.00 and a 3rd registration can be purchased for \$50. **Exhibiting companies are limited to 3 attendees per space.** Please complete the **Name Badge Request form** provided on the UTC Region 3 website to register your attendees for the show.

Hotel Accommodations:

Exhibitors are responsible for their own hotel accommodations. Reservations at UTC's group rate of \$164 can be made online by [clicking here](#). You may also make reservations by calling 615-771-1995 to reserve at the UTC group rate. When calling in your reservation please be sure to **mention you are with UTC Region 3 and would like to make a Vendor reservation** to receive the group rate. **The group rate is available until Tuesday, February 11th pending availability. There are a limited number of rooms so please reserve early!**

Electricity/Internet Access/Audio Visual Needs

For electric or internet needs, please complete the Exhibitor AV Order Form available on the UTC Region 3 event site. The form should be submitted directly to the hotel.

For AV orders, please contact Becca Haddox at 615.550.1646 or via email at

bhaddox@chartwellhospitality.com

Please note that AV orders will be outsourced and the orders must be received by Wednesday, February 12th to secure the equipment.

Shipping:

- Exhibitors are responsible for their own shipping charges.
- Please refer to the Exhibitor Shipping & Receiving instructions located on the Region 3 website.
- Registered guests of the hotel will have these charges billed to their room.
- 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 Monday, March 2nd.**
- **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 by 3pm.

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

Hilton Franklin Cool Springs
601 Corporate Center Drive
Franklin, TN 37067
UTC Region 3 Meeting – Exhibit Materials
Exhibiting Company & Table Number

If you have any questions, please contact Kelly Moran by phone at 302.436.4375 or by e-mail at kelly.moran@utc.org