

**UTC NW Territory/Broadband Workshop Part II  
November 3 – 5, 2021  
Historic Davenport Hotel Spokane  
Exhibitor Quick Facts**

Thank you for deciding to display at the UTC Northwest Territory/Broadband Workshop Part II event. Below is some important information you will need to ensure you have a successful show.

**Tabletop Display Specifics:**

Tables will be located in the Grand Pennington BC at the Historic Davenport Hotel. Each display includes a 8' table and two chairs. Electric is also provided upon request. **Displays may not be in excess of 8' in height.**

**Tentative Display Schedule:**

Set-Up will take place either Wednesday evening or Thursday before 8am

Tentative Exhibit Times for Thursday, November 4th - 8:00am (Breakfast); 10:00am (Networking Break); 12:15 – 2pm (Lunch) and 4:30 – 6:00pm (Networking Reception)

Break down will take place after 6pm or Friday morning by 10am

**Exhibitor Registration:**

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. Please complete 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 \$159 can be made online: [Click Here](#). You may also make reservations by calling 509.455.888 to reserve at the UTC group rate. When calling in your reservation please be sure to **mention you are with UTC Meeting** to receive the group rate. ***The group rate is available until Thursday, October 13th pending availability. There are a limited number of rooms so please reserve early!***

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

For any A/V and wired\*\* internet needs, please complete the Exhibitor AV Order Form [at this link](#). The form should be submitted directly to the hotel. WIFI is complimentary throughout the hotel. Electric will be provided complimentary to your space upon request only. Please complete the AV/Electric form to secure the service. The fee indicated on the form will be covered by UTC.

**Shipping:**

Exhibitors are responsible for their own shipping charges. Please refer to the Exhibitor Shipping, Power & AV Form located on the event site. 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 Tuesday, November 2nd.***

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

The Historic Davenport Hotel  
ATTN: (Company Representative)  
Company Name/Table #  
10 South Post Street

**Shipping Guidelines:**

- 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 after setting up their space.
- Please refer to the Exhibitor Shipping & Receiving form for additional instructions and guidelines.

**If you have any questions, please contact [support@utc.org](mailto:support@utc.org)**