Thank you for your participation at the UTC Region 9 Technology Workshop. Below is some important information you will need to ensure you have a successful event.

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

Tentative Display Schedule:
Set-Up
- Wednesday, September 4 – 4pm – 8pm
- Thursday, September 5 – 7am - 8am

Tentative Exhibit Times for Thursday, September 5
- 10:15am – 10:45am - Networking Break
- 11:45am – 2pm – Networking Lunch
- 4:30pm – 5:30pm - Networking Reception

Tear down
- Thursday, September 5 - 5:30pm – 7pm
- Friday, September 6 – 7am – 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*** at this link to register your attendees for the meeting.

Hotel Accommodations:
Exhibitors are responsible for their own hotel accommodations. Reservations at UTC's group rate of $138 plus taxes and fees can be made online by clicking here. You may also make reservations by calling the hotel directly 509.455.888. 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 Tuesday, August 13 pending availability. There are a limited number of rooms so please reserve early!*

Audio Visual/Electricity/Internet Access:
For any A/V, electric 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. Please complete the AV/Electric form to secure the service.

Shipping:
Exhibitors are responsible for their own shipping charges. Please refer to the Exhibitor Shipping, Power & AV Form located on the event site at this link. 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, September 3.***

> ➢ **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
Spokane, WA 99201
UTC Meeting – Exhibit Materials

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.

Questions? Please visit the event website by clicking here or email us at support@utc.org.