

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

Tabletop Display Specifics:

Exhibit tables will be in the Grand Pennington BC room at the Historic Davenport Hotel. Each display includes a 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**

- Wednesday, September 3 – 1pm – 4pm
- Thursday, September 4 – 7am - 8am

Tentative Exhibit Times for Thursday, September 4

- 1pm – 2:15pm – Networking Lunch
- 4:45pm – 6:45pm - Networking Reception

Tear down

- Thursday, September 4 - 6:45pm – 7:45pm
- Friday, September 5 – 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 for members and \$350/each for non-members. [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 reservations. UTC has secured a block of rooms at the discounted rate of \$165. Please email support@utc.org for assistance with hotel reservations.

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 & Handling Form 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 2.**

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

The Historic Davenport Hotel
ATTN: (Company Representative)
10 South Post Street
Spokane, WA 99201
UTC Meeting – Exhibit - Company Name/Table #

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.



Region 9 2025 Technology Workshop
Spokane, WA
Event Dates – September 3 - 5
Exhibit Date – Thursday, September 4
Exhibitor Quick Facts

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- 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.