

Thank you for your participation in 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 and AV must be ordered via the form provided below.
- **Displays may not be more than 8' in height.**

Tentative Display Schedule:**Set-Up**

- Wednesday, September 9 – 1pm – 4pm
- Thursday, September 10 – 7am – 10am

Tentative Exhibit Times for Thursday, September 10

- 11am – 12:15pm – Exclusive Exhibit Time
- 3:30pm – 4pm – Networking Break
- 5pm – 6:45pm - Networking Reception

Tear down

- Thursday, September 10 - 6:45pm – 8pm
- Friday, September 11 – 7am – 10am

Register attendees under your booth:

- [Please complete the form at this link](#) to register your attendees for the meeting. All attendees must be registered to participate.

Hotel Accommodations:

- UTC has secured a block of rooms at the Historic Davenport at discounted rate of \$149 plus taxes and fees.
- [Click here to book online at the UTC group rate.](#)
- If you would like to call in your reservation, please contact the hotel directly, 509.455.8888. Please make sure you mention you are with UTC when calling in your reservation.
- ***The rate is available until Monday, August 18 or until our room block is full. There are a limited number of rooms, please book 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 to the email provided on the form.
- **WIFI is complimentary throughout the hotel.

Lead Retrieval:

- Lead retrieval service is available provided by Expo Logic.
- [Complete the order form at this link](#) and return it to the email provided on the form.

Shipping:

- Please refer to the [Exhibitor Shipping & Handling Form at this link](#) for all shipping information including labeling shipments, shipping costs/payment options, timelines, etc.
- If shipping packages to the hotel please complete the form and return it to the email provided on the form.
- ***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 provide your onsite team with tracking details for your shipment(s) and return labels, if applicable.

Questions? Please visit the [event website by clicking here](#) or email us at support@utc.org.