

Thank you for participating at the Southeast Territory/5G Small Cell Workshop in Franklin, TN. Below is important information to ensure you have a successful event.

**Tabletop Display Specifics:**

Tables will be located in the (room) 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:**

**Wednesday, September 29th**

Set-Up – 10am – 3pm

Exhibitor Reception – 3:30pm – 6:30pm

Break down – 6:30pm – 8pm

**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:**

The event will be held at the Hilton Franklin Cool Springs. [Click here to reserve online](#) at the group rate beginning at \$169. You may also call the hotel to reserve at 615-771-1995. When calling in your reservation please make sure you mention you are with UTC to receive the group rate. **There are a limited number of rooms available in the UTC block at the reduced rate so reserve now.** The rate is available until Monday, September 13th or until we have run out of rooms whichever happens first.

**Electricity/Internet Access/Audio Visual Needs**

For electric or AV needs, please complete the Exhibitor AV Order form [at this link](#) and submitted directly to the hotel. To guarantee service please submit the form by Wednesday, September 15<sup>th</sup>. Internet is complimentary for UTC attendees.

**Shipping:**

- Exhibitors are responsible for their own shipping charges.
- Please refer to the Exhibitor Shipping & Receiving instructions located on the event 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, September 27<sup>th</sup>.*
- 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 5pm.

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

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

If you have any questions, please contact Kelly Moran at 443.497.1053 or via e-mail at [kelly.moran@utc.org](mailto:kelly.moran@utc.org)