

**Thank you for participating at the Region 1 & 2 Combined Meeting in Nashua, NH. Below is important information to ensure you have a successful event.**

### **Tabletop Display Specifics:**

Exhibit Tables will be in Ballroom ABC at the DoubleTree Nashua located at 2 Somerset Parkway, Nashua, NH 03063. Each display includes a 6' table and two chairs. **Displays may not be more than 8' in height.**

### **Tentative Exhibitor Schedule:**

#### **Wednesday, September 21<sup>st</sup>**

Set-Up – 12pm – 4pm

Exhibitor Reception – 5pm – 7pm

#### **Thursday, September 22<sup>nd</sup>**

Networking Lunch – 11:30am – 1pm

Break down – 1pm – 5pm

### **Exhibitor Registrations:**

Each tabletop space comes complete with **one** Complimentary registration. Two additional registrations may be purchased at the discounted rate of \$175/each. [Click here](#) to download 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 \$124 per night can be made online by [clicking here](#). You may also make reservations by calling 603.886.1200. When calling in your reservation please be sure to **mention you are with UTC** to receive the group rate. **The group rate is available until Tuesday, September 6<sup>th</sup> pending availability. There are a limited number of rooms so please reserve early!**

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

Power will be provided to all exhibit tables. Internet is complimentary for UTC attendees. [Click here](#) for AV inquiries.

### **Shipping**

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

DoubleTree by Hilton Nashua  
2 Somerset Parkway, Nashua, NH 03063  
UTC Meeting – Exhibit Materials  
Exhibiting Company & Table Number

### **Shipping Guidelines:**

- *Shipments may not arrive prior to Monday, September 19th.*
- 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.

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- 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 before the start of the reception on Wednesday.
  - Please make sure you have labels for any outbound shipments when shipping out of the hotel when the show concludes