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

Tabletop Display Specifics:

Exhibit Tables will be in Peale ABC room at the Hilton Baltimore Inner Harbor located at 401 W Pratt Street, Baltimore, MD 21201. Each display includes a 6' table and two chairs. **Displays may not be more than 8' in height.**

Tentative Exhibitor Schedule:

Tuesday, September 26th

Set-Up – 12pm – 4pm

Exhibitor Reception – 5pm – 7pm

Wednesday, September 27th

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 the Hilton at UTC's group rate of \$239 per night can be made online by [clicking here](#). You may also make reservations by calling 888-243-9694. 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 Sunday, September 3rd pending availability. There are a limited number of rooms so please reserve early!***

Electricity/Internet Access/Audio Visual Needs

Internet is complimentary for UTC attendees. [AV and electric orders can be placed online at this link.](#)

Shipping

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

Hilton Baltimore Inner Harbor
401 W Pratt Street
Baltimore, MD 21201
UTC Meeting – Exhibit Materials
Exhibiting Company & Table Number

Shipping Guidelines:

- *Shipments may not arrive prior to Friday, September 22nd.*

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- Exhibitors are responsible for their own shipping charges. Hotel guests may have the charges billed to their room. Exhibitors not staying at the hotel will have to provide payment to the hotel prior to receiving their shipments.
 - 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 before the start of the reception on Tuesday.
 - Please make sure you have labels for any outbound shipments when shipping out of the hotel when the show concludes.