

Thank you for participating at the 2023 Region 5 Meeting in Duluth, MN. Below is some important information you will need to ensure you have a successful show.

**Tabletop Display Specifics:**

Exhibits will be in Harbor Side Ballroom at the Duluth Entertainment Convention Center, 350 Harbor Drive, Duluth, MN 55802. Each display includes a 6' table and two chairs. **Displays may not be more than 8' in height.**

**Tentative Exhibitor Schedule:**

Move-in - Tuesday, October 17<sup>th</sup> - 8am - 1pm  
Show Hours - Tuesday, October 17<sup>th</sup> - 2pm - 6pm  
Wednesday, October 18<sup>th</sup> – 11:30am - 2pm  
Move-out - Wednesday, October 18<sup>th</sup> - 2pm - 4pm

**Exhibitor Registration:**

Each tabletop space comes complete with **one** Complimentary registration. Additional registrations can be purchased for \$175 each. [Click here to download the form to register your staff attending.](#)

**Hotel Accommodations:**

Exhibitors are responsible for their own hotel accommodations. Hotel rooms are being held at Holiday Inn & Suites Duluth Downtown. Reservations at UTC's group rate of \$169 can be made online by [clicking here](#). You may also make reservations by calling 888.465.4329 to reserve at the UTC group rate. When calling in your reservation please be sure to **mention you are with UTC Meeting** to receive the group rate. ***The group rate is available until Friday, September 22<sup>nd</sup> pending availability. There are a limited number of rooms so please reserve early!***

**Audio Visual/Electricity/Internet Access:**

For any A/V, electric, or internet needs, [please click to order services online](#).

**Lead Retrieval:**

Lead retrieval services will be available to exhibitors. The service will be provided by Expo Logic. [Click here to download the form for lead retrieval service.](#)

**Shipping:**

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

Duluth Entertainment Convention Center  
350 Harbor Drive  
Duluth, MN 55802  
Attn: (Exhibiting company/table number)  
UTC Exhibits – Harbor Side Ballroom

**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 property and/or additional charges will apply.
- All empty containers must fit in your display area. The event center will likely not be able to will store these items. It is the exhibitors' responsibility to remove all empties before the exhibits open.
- ***Shipments may not arrive prior to Monday, October 16<sup>th</sup>.***