

Thank you for participating in the Region 5 Meeting in Minneapolis. Below is important information to ensure you have a successful event.

Tabletop Display Specifics:

Exhibit Tables will be Loring Room at the Millennium Hotel located at 1313 Nicollet Mall, Minneapolis, MN 55403. Each display includes a 6' table and two chairs. **Displays may not be more than 8' in height.**

Tentative Exhibitor Schedule:

Tuesday, September 17

Set-Up – 9am – 2pm

Exhibitor Reception – 2:30pm – 5:30pm

Wednesday, September 18

Exhibit Time & Networking Lunch – 11am – 1:30pm

Break down – 1:30pm – 6pm

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 accommodation. Reservations at the Millennium Minneapolis Hotel at UTC's group rate of \$179 per night plus taxes/fees may be made online by [clicking here](#). You may also make reservations by calling (612) 332-6000. 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 Monday, August 26 pending availability. There are a limited number of rooms so please reserve early!***

Internet Access/Electric/Audio Visual Needs

Standard WiFi is complimentary for UTC attendees. For AV and electric orders please [complete the form at this link](#) and submit directly to max.boran@goavex.com.

Lead Retrieval:

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

Shipping

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

Millennium Minneapolis Receiving Department

1313 Nicollet Mall

Minneapolis, MN 55403

UTC - (Exhibitor's Name & Table Number)

September 13, 2024 - September 21, 2024

Shipping Guidelines:

- *Shipments may not arrive prior to Friday, September 13.*
- ***Please make sure your onsite team have all the tracking information for your shipments.***
- 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.

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