



Region 7 2024 Meeting
Sponsor Quick Facts
November 6 – 7, 2024
Exhibit Date – November 6
Hyatt Centric French Quarter ~ New Orleans, LA

Thank you for your participation at the UTC Region 7 Meeting, November 6-7 at the Hyatt Centric French Quarter in New Orleans, LA. Below is important information regarding your sponsorship.

Register your staff attending:

Sponsorships may include complimentary registrations depending on your level of participation. If you are unsure of the number of comps, [please click here to reference the sponsorship agreement](#). For sponsors at the silver level or above, two additional registrations may be purchased at the discounted rate of \$175/each. Please complete the [name badge request form at this link](#) to register your attendees for the meeting.

Hotel accommodations:

Sponsors are responsible for their own hotel reservations. The event will be held at the Hyatt Centric French Quarter. [Click here to reserve online](#) at the group rate beginning at \$184 plus taxes per night. You may also call in your reservation to 504.586.0800. 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, October 24th or until we have run out of rooms whichever happens first.***

Attendee Giveaway:

As a sponsor, you are welcome to provide literature or a promotional item as a giveaway provided to all attendees. If **you will be sending an item, please adhere to the following guidelines:**

- Please provide 60 pieces of your item
- Please schedule your shipment to arrive on Tuesday, November 5
- Please address your shipment exactly as follows:
 - Hyatt Centric French Quarter
Attn: Kelly Moran - GUEST
800 Iberville Street
New Orleans, LA 70112
UTC Office – Dauphine A
- Please provide tracking numbers as soon as your shipment has been scheduled
- Please respond to this email to confirm or decline participation and/or for additional assistance

Display Specs – *please note not all sponsorships include an exhibit table. Please make sure your sponsorship includes a table prior to shipment of any materials.*

The hotel will provide a 6ft skirted table and 2 chairs for your display. The tabletop displays will be in the Lafitte room at the [Hyatt Centric French Quarter](#). Please note the space does not allow for exhibits of excess size and there will not be storage available for empty containers.

Tentative Schedule for Wednesday, November 6th

Set-Up: 9am – 11am
Display Hours: 12pm – 1:30pm (Networking Lunch)
5:30pm – 7pm (Networking Reception)
Tear-down: 7pm – 9pm



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Shipping Guidelines:

- ***For all shipments please have your tracking numbers available on site***
- Sponsors are responsible for any handling charges incurred through the hotel.
- Please do not schedule your shipment to arrive before Tuesday, November 5 to avoid additional storage fees.
- **Materials for your tabletop should be addressed as follows:**
 - Hyatt Centric French Quarter
 - Attn: (Company Name/Onsite Contact – Table #)
 - 800 Iberville Street
 - New Orleans, LA 70112
 - UTC Exhibit Materials – Laffite Room
- For additional shipping details and related charges please see the attached shipping details form from the Hyatt Centric [at this link](#).

Electricity and AV Requests:

- For Electric orders please complete the attached [Electric Order Form](#). The form should be returned directly to the hotel.
- For AV orders please contact Tramon Gaddison at tramon@royalproductions.com.

Questions? Please contact support@utc.org or visit the [event website at this link](#).