

Thank you for participating at the UTC Region 3 Meeting & EXPO being held at the UT Conference Center, 600 Henley Street, Knoxville, TN 37902, October 4-6. Below is important information to ensure you have a successful event.

Tabletop Display Specifics:

Tables will be in the Conference Room 413 ABC at the UT Conference Center. Each display includes a 6' table and two chairs. **Displays may not be in excess of 8' in height.**

Tentative Exhibitor Schedule:

Wednesday, October 4th

Set-Up – 10am – 3pm

Exhibitor Reception – 3:30pm – 6:30pm

Break down – 6:30pm – 8pm

Exhibitor Registration:

Each tabletop space comes complete with **one** Complimentary registration which allows access to all conference events. Two additional registrations may be purchased at the discounted rate of \$175/each. Please complete the [Name Badge Request form](#) provided on the event website to register your attendees for the meeting.

Hotel Accommodations:

Hotel rooms are being held at the Hilton Knoxville. [Click here to reserve online](#) at the group rate beginning at \$165. You may also call the hotel to reserve at 865-523-2300. 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 Wednesday, September 13th or until we have run out of rooms whichever happens first.

Electricity/Internet Access/Audio Visual Needs

Internet is complimentary for UTC Attendees. For AV needs please contact Joseph Wenger at joseph.wenger@sbg.com

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:

UT Conference Center
600 Henley Street
Knoxville, TN 37902
UTC Meeting – Exhibit Materials – Room 413 ABC
Exhibiting Company & Table Number

Please note:

- Exhibitors are responsible for their own shipping charges.
- Shipments will not be available for pick-up or delivered until payment has been made.

- *Shipments may not arrive prior to Monday, October 2nd.*
- This is a tabletop show. Please do not ship displays of excess size. If oversized shipments are shipped, they may be refused by the facility.
- All empty containers must fit in your display area. The facility will not be storing these items. It is the exhibitors' responsibility to remove all empties by 3pm.

If you have any questions, please support@utc.org