

Thank you for participating at the UTC Region 3 Meeting & EXPO being held March 5-6 at the [Madren Conference Center](#) at Clemson University. Below is important information to ensure you have a successful event.

Tabletop Display Specifics:

Exhibit tables will be in the Grand Ballroom at the Madren 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, March 6th

Set-Up – 10am – 2:00pm

Exhibitor Reception – 3:00pm – 6:00pm

Break down – 6:00pm – 8:00pm

Exhibitor Registration:

Each tabletop space comes complete with **one** Complimentary registration. 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:

UTC has secured a block of rooms at the Inn at the Madren Conference Center. **To make a reservation, please call the James F. Martin Inn at 864-654-9020, refer to the UTC Region 3 Meeting event (GF25320) on March 3-9. To email your reservation details please contact Marnie Argo at marniea@clemson.edu. When emailing please include Guest name, email, phone number, arrival date, departure date and desired room type.** The rate is available until Monday, February 5th or until we have run out of rooms whichever happens first. **There are a limited number of rooms available in the UTC block at the reduced rate so reserve now.**

Electricity/Internet Access/Audio Visual Needs

- For electric please contact Marnie Argo at marniea@clemson.edu or by calling 864.656.843.
- Internet is complimentary. Choose Clemson Guest and accept the terms to connect.
- For AV – **NEW CONTACT AS OF 2/28/24**
 - [Click here to view pricing and ordering information](#)
 - [Click here to download the payment form](#)
 - Please note the payment form must accompany the order.
 - **Deadline to order is Monday, May 4th at 4pm ET. Orders will not be available onsite.**
 - **If you requested a monitor from the Madren Conference Center, they are unable to support the request. This is the only option to rent a monitor for the event.**
 - To place your order or if you have questions please contact johnr@avlsusa.com or call 864.250.7942

Lead Retrieval:

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

Shipping:

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

Madren Conference Center
230 Madren Center Drive
Clemson, SC 29634-5673
UTC Meeting – Exhibit Materials – Grand Ballroom
Exhibiting Company & Table Number

Please note:

- Exhibitors are responsible for their own shipping charges.
- *Shipments may not arrive prior to Monday, March 4th.*
- 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 2:30pm.
- Please have labels for outbound shipping. The conference center will arrange for pick ups.

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