
Thank you for participating at the UTC Region 3 Meeting & EXPO being held March 5-7 at the [Hyatt Regency Jacksonville Riverfront](#). Below is important information to ensure you have a successful event.

Tabletop Display Specifics:

Exhibit tables will be in the Conference Center B at the Hyatt. Each display includes a 6' table and two chairs. **Displays may not be in excess of 8' in height.**

Tentative Exhibitor Schedule:

Wednesday, March 5:

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. ***Please submit your registrations by Monday, February 24 for your attendees to be included on the preliminary registration list.***

Hotel Accommodations:

UTC has secured a block of rooms at the discounted rate of \$199, plus taxes and fees, at the Hyatt Regency Jacksonville Riverfront. [Click here to reserve your room now](#). You may also call in your reservations to the hotel directly at 904.588.1234. The rate is available until Monday, February 10th 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 please reserve now.**

Electricity/Internet Access/Audio Visual Needs

For AV and electric orders please [complete the form at this link](#). If you have any trouble with the link

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:

Hyatt Regency Jacksonville Riverfront
Attn: (On-site contact)
225 East Coastline Drive
Hotel Contact: Stacey J. Grismore
Jacksonville, Florida 32202
UTC Exhibit Materials – Conference Center B
Exhibiting Company & Table Number

Please note:

- Exhibitors are responsible for their own shipping charges. Prices per box/case are:

- Small box (10 lbs or less) - \$12
- Medium box (11 – 25 lbs) - \$16
- Large box (26 – 50 lbs) - \$18
- Extra Large box (over 50 lbs) - \$40
- Display Cases/Hard Cases - \$65
- *Shipments may not arrive prior to Monday, March 3*
- 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 tracking numbers onsite and labels for any outbound shipments

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