

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.

Exhibitor Schedule – Revised as of 1/15/25

Tuesday, March 4

Exhibitor Set-Up – 7pm – 9pm

Wednesday, March 5:

Exhibitor Set-Up – 8am – 2pm

Lunch w/ Exhibitors – 11:30am – 1pm**

Exhibitor Reception – 3:30pm – 6:00pm

Break down – 6:00pm – 8:00pm

****Lunch hours are optional as they were added after the initial schedule was released**

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. **When calling in your reservation please make sure you mention you are a UTC attendee.** The rate is available through 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, please reach out to Encore directly [at this 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 or visit the [event website by clicking here](#).