

Thank you for your participation at the Region 1, 2 & 4 Combined Meeting in Chicago. Below is important information to ensure you have a successful event.

Tabletop Display Specifics:

Exhibit Tables will be in the O'Hare III ballroom at the Crowne Plaza Chicago O'Hare located at 5440 North River Road, Rosemont, IL 60018. Each display includes a table and two chairs. **Displays may not be more than 8' in height.**

Tentative Exhibitor Schedule:

Tuesday, September 30

Set-Up – 12pm – 4pm

Exhibitor Reception – 5pm – 7pm

Wednesday, October 1

Networking Lunch – 11:30am – 1:30pm

Break down – 1:30pm – 5pm

[Click here for a copy of the complete event agenda.](#)

Exhibitor Registrations:

Each tabletop space comes complete with **one** Complimentary registration. Two additional registrations may be purchased at the discounted rate of \$175/each for members and \$350/each for non-members. [Click here to download the Name Badge Request form](#) to register your attendees for the meeting.

Hotel Accommodations:

Exhibitors are responsible for their own hotel accommodation. Reservations at the Crowne Plaza at the UTC rate of \$149 per night plus taxes and fees can be [made online by clicking here](#). You may also make reservations by calling (847) 671-6350. When calling in your reservation please be sure to mention you are with UTC to receive the group rate. The group **rate is available until Monday, September 15 pending availability. There are a limited number of rooms so please reserve early!**

Electric/Audio Visual Needs:

Electric and AV for your booth may be ordered through the hotel's provider. [Click here to download the form to order these services](#). Please submit the form directly to jskita@audiovisualone.com.

Lead Retrieval:

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

Shipping:

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

Crowne Plaza Chicago O'Hare
Attn: (Exhibiting Company Contact)
5440 North River Road
Rosemont, IL 60018
UTC Exhibits - (Exhibiting Company & Table Number)

Shipping Guidelines:

- [Click here to download the hotel shipping guidelines.](#)
- *Shipments may not arrive prior to Friday, September 26.*
- Exhibitors are responsible for their own shipping charges. Hotel guests may have the charges billed to their room. Exhibitors not staying at the hotel will have to provide payment to the hotel prior to receiving their shipments. Please complete the form at this link to provide payment for your shipments.
- This is a tabletop show. Please do not ship displays of excess size. If oversized shipments are shipped, they may be refused by the hotel.
- All empty containers must fit in your display area. The hotel will not be storing these items. It is the exhibitors' responsibility to remove all empties before the start of the reception on Tuesday.
- ***Please make sure your onsite staff have tracking details for all shipments***
- Please make sure your onsite team has labels for any outbound shipments

Contact support@utc.org with questions or [visit the event site at this link](#).