

Thank you for your participation in the UTC Region 5 Meeting at the Hyatt Regency Green Bay. Below is important information to ensure you have a successful event.

Tabletop Display Specifics:

- Exhibit tables will be in the Grand Ballroom in the Hyatt.
- Each display includes a table and two chairs.
- Electric and AV must be ordered via the form provided below.
- **Displays may not be more than 8' in height.**

Tentative Display Schedule:

Set-Up

- Tuesday, September 22 – 11am – 3pm

Show Hours

- Tuesday, September 22 – 4pm – 6pm – Exhibit Hall Happy Hour
- Wednesday, September 23 – 12:30pm – 2pm – Exclusive exhibit time

Tear down

- Wednesday, September 23 – 2pm – 6pm

Register attendees under your booth:

- [Please complete the form at this link](#) to register your attendees for the meeting. All attendees must be registered to participate.

Hotel Accommodations:

- UTC has secured a block of rooms at the Hyatt at discounted rate of \$164 plus taxes and fees.
- [Click here to book online at the UTC group rate.](#)
- If you would like to call in your reservation, please contact the hotel directly at 920.432.1234. Please make sure you mention you are with UTC when calling in your reservation.
- ***The rate is available until Monday, August 31 or until our room block is full. There are a limited number of rooms available so please book early.***

Audio Visual/Electricity/Internet Access:

- For any A/V, electric and/or dedicated/wired** internet needs, please complete the [Exhibitor AV Order Form at this link](#). The form should be submitted directly to the hotel to the email provided on the form.
- Basic WIFI is complimentary in the meeting space.
- ***Please confirm your orders as soon as possible.*** Onsite orders will be dependent on the hotel's availability.

Shipping:

- Please address shipments as follows:
 - Hyatt Regency
Attn: (Guest Name/Company)
333 Main Street
UTC Exhibit Materials – Grand Ballroom
Green Bay, WI 54301
- Packages will be available to pick up at the front desk of the Hyatt.
- Packages should not arrive prior to Monday, September 21.
- ***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 after setting up their space.
- Please provide your onsite team with tracking details and return labels, if applicable.
- Outbound shipments will be taken to the front desk
- Exhibitors will need to call in pickups to their carriers

Lead Retrieval:

- Lead retrieval service is available provided by Expo Logic.
- [Complete the order form at this link](#) and return it to the email provided on the form.

Questions? Please visit the [event website by clicking here](#) or email us at support@utc.org.