

Thank you for your participation at the UTC Region 7 Meeting, October 22 - 24 at the Embassy Suites Riverwalk Downtown in San Antonio, TX. Below is important information regarding your sponsorship.

**Register your staff attending:**

- Sponsorships may include complimentary registrations depending on your level of participation. If you are unsure of the number of comps, [please click here to reference the sponsorship agreement](#).
- For sponsors at the silver level or above, 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 reservations:**

- Sponsors are responsible for their own hotel reservations. The event will be held at the Embassy Suites Riverwalk Downtown. [Click here to reserve online](#) at the group rate beginning at \$244 plus taxes per night. You may also call your reservations in to 210.226.9000. When calling in your reservation please make sure you mention you are with UTC to receive the group rate. ***There are a limited number of rooms available in the UTC block at the reduced rate so reserve now. The rate is available until Tuesday, September 30 or until we have run out of rooms whichever happens first.***

**Attendee Giveaway:**

As a sponsor, you are welcome to provide literature or a promotional item as a giveaway provided to all attendees. **If you will be sending an item, please adhere to the following guidelines:**

- Please provide 60 items.
- Please schedule your shipment to arrive on Tuesday, October 21
- Please address your shipment exactly as follows:
  - Embassy Suites San Antonio Riverwalk Downtown  
Attn: Kelly Moran - GUEST  
125 E. Houston Street  
San Antonio, TX 78205  
UTC Office – Aztec Room
- Please provide tracking numbers as soon as your shipment has been scheduled
- Please respond to this email to confirm or decline participation and/or for additional assistance

**Display Specs – *please note not all sponsorships include an exhibit table. Please make sure your sponsorship includes a table prior to shipment of any display materials.***

The hotel will provide a 6' skirted table and 2 chairs for your display. The tabletop displays will be in the Majestic A room at the Embassy Suites. Please note the space does not allow for exhibits of excess size.

**Tentative Schedule for Thursday, October 23**

**Set-Up:** 9am – 11am  
**Display Hours:** 11:45am – 1:30pm (Networking Lunch)  
5pm – 7pm (Networking Reception)  
**Tear-down:** 7pm – 9pm

[Click here for a full event agenda.](#)

**Shipping Guidelines:**

- ***For all shipments, please have your tracking numbers available on site***
- Sponsors are responsible for any handling charges incurred through the hotel.
- Please do not schedule your shipment to arrive before Tuesday, October 21 to avoid additional storage fees.
- Please make sure your team has shipping labels for any outbound shipments being sent from the hotel at the conclusion of the event.
- **Materials for your tabletop should be addressed as follows:**
  - Embassy Suites San Antonio Riverwalk Downtown
  - Attn: (Company Name/Onsite Contact – Table #)
  - 125 E. Houston Street
  - San Antonio, TX 78205
  - UTC Exhibit Materials – Majestic A
- For additional shipping details and related charges please reference the [shipping guidelines from the Embassy Suites at this link](#).

**Electricity and AV Requests:**

- For Electric and AV orders [click here to place your order online](#). Search for the show name UTC Region 7.
- For questions or assistance contact Kaleb Guzman at [kaleb.guzman@encoreglobal.com](mailto:kaleb.guzman@encoreglobal.com).

**Questions? Please contact [support@utc.org](mailto:support@utc.org) or visit the [event website at this link](#).**