

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 submit the [name badge request form at this link](#) to register your attendees.

Hotel reservations:

- The reservation deadline for rooms at the group rate has passed. Please contact support@utc.org for assistance with hotel reservations at the Embassy Suites.

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: 12:15pm – 1:30pm (Networking Lunch)
3pm – 3:30pm (Networking Break)
5pm – 7pm (Networking Reception)
Tear-down: 6:30pm – 8pm

[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.

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