

Thank you for your participation at the UTC Region 7 Meeting, October 27-29 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.](#)
- Please submit the [name badge request form at this link](#) to register your attendees.

**Hotel Accommodations:**

- The meeting will be held at the Embassy Suites Riverwalk Downtown. [Click here to reserve online](#) at the group rate beginning at \$229 plus taxes per night.
- You may also call your reservations 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, October 6 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 Monday, October 26
- 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

**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/B room at the Embassy Suites. Please note the space does not allow for exhibits of excess size.
- **Tentative Schedule for Wednesday, October 28**
  - **Set-Up:** 9am – 11am
  - **Display Hours:**
    - 12:15pm – 2pm (Networking Lunch)
    - 3:30 – 4pm (Networking Break)
    - 5 – 6:30pm (Networking Reception)
  - **Tear-down:** 6:30pm – 8pm
- **Electricity and AV Requests:**

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

**Shipping Guidelines:**

- ***For all shipments, please have your tracking numbers available on site***
- Sponsors are responsible for any handling charges incurred through the hotel.
- Shipments should arrive as close to Monday, October 26 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](#).

**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](mailto:support@utc.org).