

UTC Region 7 Sponsor Giveaway Instructions

Thank you for your participation at the upcoming UTC Region 7 Meeting being held in San Antonio, October 22 – 24.

As a sponsor, you are welcome to provide literature or a promotional item as a giveaway at the registration desk. **If you are sending an item, please adhere to the following guidelines:**

- Please provide 60 pieces of your item
- Please schedule your shipment to arrive on Monday, October 20
- ***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.**

Thanks again for your support and we look forward to a great event in San Antonio. For additional information [please visit the event website at this link.](#)