



**Region 7 Meeting
San Antonio, TX
Event Dates – October 27 - 29
Exhibit Date – Wednesday, Oct 28
Sponsor Quick Facts**

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:**



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- For Electric and AV orders [click here to place your order online](#).
 - For questions or assistance contact Kaleb Guzman at 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 refer to 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.