

Thank you for your participation in the UTC Regions 1/2/4 Meeting at the Hyatt Regency Crystal City. Below is important information to ensure you have a successful event.

Tabletop Display Specifics:

- Exhibit tables will be in the Independence A ballroom on the Independence level of the Hyatt.
- Each display includes a table and two chairs.
- Electric and AV must be ordered via the form provided below.
- **Displays may not be more than 8' in height.**

Tentative Display Schedule:

Set-Up

- Tuesday, October 6 – 10am – 2pm

Show Hours

- Tuesday, October 6 – 5pm – 7pm – Networking Reception
- Wednesday, October 7 – 12:30pm – 2pm – Dessert & Coffee with Exhibitors

Tear down

- Wednesday, October 7 – 2pm – 6pm

Register attendees under your booth:

- [Please complete the form at this link](#) to register your attendees for the meeting. All attendees must be registered to participate.

Hotel Accommodations:

- For assistance with hotel reservations [click here](#).

Audio Visual/Electricity/Internet Access:

- For any A/V, electric and/or dedicated/wired** internet needs, [please click here to order services](#) through Encore.
- Basic WIFI is complimentary in the meeting space
- For questions or assistance with your order please contact Shruthi Venkatachari at shruthi.venkatachari@encoreglobal.com

Shipping:

- Please address shipments **exactly** as follows:
 - Hyatt Regency Crystal City
Attn: (Contact name/Company)
2799 Richmond Hwy
UTC Exhibit Materials – (Table #)
Arlington, VA 22202
Hotel Contact - Dalton Farel
- Packages should not arrive prior to Monday, October 5
- ***This is a tabletop show. Please do not ship displays of excess size. If oversized shipments are shipped, they may be refused by the hotel.***



Regions 1/2/4 Meeting

Arlington, VA

Event Dates – October 5 - 7

Exhibit Dates – Tuesday, Oct 6 & Wednesday, Oct 7

Exhibitor Quick Facts

- All empty containers must fit in your display area. The hotel will not store these items. It is the exhibitors' responsibility to remove all empties after setting up their space.
- Exhibitors are responsible for all shipping and handling fees. ***Current rates are \$7 per box and \$150 per pallet.***
- Please provide your onsite team with tracking details and return labels, if applicable.
- Exhibitors will need to call in pickups to their carriers for outbound shipments

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.