

Thank you for your participation in the UTC Region 5 Meeting at the Hyatt Regency Green Bay. Below is important information to ensure you have a successful event.

Tabletop Display Specifics:

- Exhibit tables will be in the Grand Ballroom in 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.**
- [Click here to view the floorplan with booth assignments.](#)

Display Schedule:

Set-Up

- Tuesday, September 22 – 11am – 3pm

Show Hours

- Tuesday, September 22 – 5pm – 7pm – Exhibit Hall Happy Hour
- Wednesday, September 23 – 12:30pm – 2pm – Dessert & Coffee with Exhibitors

Tear down

- Wednesday, September 23 – 2pm – 5pm

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.

Audio Visual/Electricity/Internet Access:

- For any A/V, electric and/or dedicated/wired** internet needs, please complete the [Exhibitor AV/Electric order form at this link](#).
 - The form should be submitted directly to kathleen.henderson@encoreglobal.com
- Basic WIFI is complimentary in the meeting space.
- ***Please confirm your orders as soon as possible.*** Onsite orders will be dependent on the hotel's availability.

Shipping:

- Please address shipments as follows:
 - Hyatt Regency
Attn: (Guest Name/Company)
333 Main Street
UTC Exhibit Materials – Grand Ballroom
Green Bay, WI 54301
- Packages will be available to pick up at the front desk of the Hyatt.
- Packages should not arrive prior to Monday, September 21.
- ***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***
- All empty containers must fit in your display area. The hotel will not be storing these items. It is the exhibitors' responsibility to remove all empties after setting up their space.
- Please provide your onsite team with tracking details and return labels, if applicable.
- Outbound shipments will be taken to the front desk
- Exhibitors will need to call in pickups to their carriers



Region 5 2026 Meeting
Green Bay, WI
Event Dates – September 21 - 23
Exhibit Dates – Tuesday, Sept 22 & Wednesday, Sept 23
Exhibitor Quick Facts

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.