

**Thank you for your participation at the UTC Canadian Technology Conference being held at the Radisson Blu in Toronto. Below is important information to ensure you have a successful event.**

### **Tabletop Display Specifics:**

Exhibits will be set in the Atrium at the Radisson Blu located at 249 Queens Quay West, Toronto, Ontario M5J 2N5. Each display includes a 6' table and two chairs. **Displays may not be more than 8' in height.**

### **Tentative Exhibitor Schedule:**

#### **Tuesday, April 15**

Set-Up – 11am – 3pm

Exhibitor Reception – 4:30pm – 6:30pm

#### **Wednesday, April 16**

Networking Lunch – 11:30am – 1:30pm

Break down – 1:30pm – 5pm

[Click here to download the full meeting agenda.](#)

### **Exhibitor Registrations:**

Each tabletop space comes complete with **one** Complimentary registration. Two additional registrations may be purchased at the discounted rate of \$175/each. [Click here to download the \*Badge Request form\*](#) to register your attendees for the meeting.

### **Hotel Accommodations:**

Exhibitors are responsible for their own hotel accommodation. Reservations at the Radisson Blu at UTC's group rate of \$285 CAD per night plus taxes and fees can be made online by [clicking here](#). You may also make reservations by calling (437) 886-9667. When calling in your reservation please be sure to mention you are with UTC to receive the group rate. The group ***rate is available until Monday, March 24 pending availability. There are a limited number of rooms so please reserve early!***

### **Electric/Audio Visual Needs**

For AV and electric orders please [complete the form at this link](#). If you have any trouble with the link, please reach out to Encore directly at [whcsales@encoreglobal.com](mailto:whcsales@encoreglobal.com). WIFI is complimentary in the meeting space.

### **Shipping**

**Please insure all your shipments are properly labeled as shown here:**

Radisson Blu  
Attn: (Exhibiting Company Contact)  
249 Queens Quay West  
Toronto, Ontario M5J 2N5  
UTC Meeting – Exhibit Materials – Atrium  
(Exhibiting Company & Table Number)

### **Shipping Guidelines:**

Questions? Please email us at [support@utc.org](mailto:support@utc.org) or [visit the event website at this link](#).

- *Shipments may not arrive prior to Friday, April 11.*
- Please make sure your onsite staff have the tracking information for their shipment with them onsite.
- Exhibitors are responsible for their own shipping charges. Hotel guests may have the charges billed to their room. Exhibitors not staying at the hotel will have to provide payment to the hotel prior to receiving their shipments.
- 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 before the start of the reception on Tuesday.
- Please make sure you have labels for any outbound shipments when shipping out of the hotel when the show concludes.

**Hotel Parking:**

- Guests of the hotel can register their plate number at check in, and parking will be charge to their room.
- Payment directly at the parking meter machine is also an option.

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