

Thank you for your participation at the UTC Canadian Technology Conference being held April 13 – 15 at the Hyatt Regency Toronto. Below is some important information you will need to ensure you have a successful show.

Tabletop Display Specifics:

Exhibits will be in the King II Ballroom at the Hyatt Regency Toronto located at 370 King St West, Toronto, ON, M5V 1J9. Each display includes a 6' table and two chairs. **Displays may not be more than 8' in height.**

Tentative Exhibitor Schedule:

Tuesday, April 14

Set-Up – 11am – 4pm

Exhibitor Reception – 5:30pm – 7:00pm

Wednesday, April 15

Networking Lunch – 11:30am – 1:30pm

Break down – 1:30pm – 5pm

Hotel Accommodations:

The deadline to secure rooms at the UTC Group rate has passed. For assistance with hotel reservations please email support@utc.org.

Register your staff attending:

Each booth includes one Complimentary Full Registration. Sponsorships may include complimentary registrations depending on the level of participation. If you are unsure of the number of comps, please review your sponsorship agreement. Participating companies may also register two additional attendees at the discounted rate of \$200/each for members and \$350/each for non-members. [Please click here to complete the badge request form.](#) **Please register your team by Thursday, April 2, 2026, to ensure your team will be listed on the pre-registration list.**

AV/Electric Orders:

To secure electricity for your booth and/or order AV Services [click here to download the order form.](#) **Please return completed forms to Jamie.perry@encoreglobal.com and juli.linti@encoreglobal.com**

Shipping:

- **Please ensure all your shipments are properly labeled as shown here:**
Hyatt Regency Toronto
Attn: (Exhibiting Company/On-Site Contact)
370 King Street West
Toronto, ON, M5V 1J9, Canada
UTC Meeting – Exhibit Materials - Table #(insert table number)
- Shipments may not arrive prior to Friday, April 10.
- Exhibitors are responsible for their own shipping charges and will work directly with the hotel on those charges.
- Shipments will not be available for pick-up or delivered until payment has been made.
- **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 exhibits open.
- Please make sure your onsite team has tracking numbers for any shipments and outbound shipping labels if applicable.

Questions? Please reach out to Kelly Moran at kelly.moran@utc.org or by calling 202.833.6812 or [visit the event website at this link.](#)