

Thank you for participating at the UTC Region 3 Meeting & EXPO being held March 11-13 at the [Omni Richmond](#). Below is important information to ensure you have a successful event.

Hotel Accommodations:

The deadline to reserve at the UTC 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 Friday, February 27, 2026, to ensure your team will be listed on the pre-registration list.**

Tabletop Display Specifics:

Exhibit tables will be in the James River Ballroom at the Omni. Each display includes a 6' table and two chairs. **Displays may not be in excess of 8' in height.**

Exhibitor Schedule:**Tuesday, March 10:**

Exhibitor Set-Up – 1pm – 9pm

Wednesday, March 11:

Exhibitor Set-Up – 7am – 11am

Lunch with Exhibitors – 11:30am – 1:00pm

Exhibitor Reception – 3:30pm – 6:00pm

Break down – 6:00pm – 8:00pm

Thursday, March 12:

Break down - 7am - 11am

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

Omni Richmond
Attn: (Onsite Contact)
100 South 12th Street
Richmond, VA 23219
UTC Exhibit Materials – James River Ballroom
Exhibiting Company & Table Number

Please note:

- Exhibitors are responsible for their own shipping charges. Prices per box/case are:
- *Shipments may not arrive prior to Monday, March 9*
- This is a tabletop show. Please do not ship displays of excess size. If oversized shipments are shipped, they may be refused by the facility
- All empty containers must fit in your display area. The facility will not be storing these items. It is the exhibitors' responsibility to remove all empties before the opening of the show
- Please have tracking numbers onsite and labels for any outbound shipments

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 Amzi Jackson at amzi.jackson@pinnaclelive.com**

Lead Retrieval:

Lead retrieval services will be available to exhibitors. The service will be provided by Expo Logic and the ordering form will be [posted to the event website](#) under the 'Already an Exhibitor' tab.

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](#).

