



As the UTC Region 3 Vendor Liaison and on behalf of the Utilities Telecom Council, Phillips Communications would like to invite you to participate in the UTC Region 3 2012 Spring Vendor Expo. The Expo will take place on Wednesday February 29, 2012 from 4:30pm – 8:00pm at the Hilton Head Marriott, Hilton Head, South Carolina and will be hosted by Santee Cooper.

The Vendor Expo is a tabletop show consisting of approximately 45 participating vendors and members of the UTC Region 3. As a participating vendor, you will have full access to the Vendor Expo featuring complimentary heavy hors d'oeuvres and drinks, the UTC Technical meetings on Thursday March 1, 2012 and the cocktail reception that evening. ***Tables are reserved on a first come first served basis and will not be assigned until the completed registration form and the payment in full is received. Space is limited and we ask that all vendors respect the UTC Region 3 guidelines that tables be shared only in the case of an exhibiting distributor and a single partner.***

Vendor Registration:

To register for this event, please submit your payment, Vendor Contract and Registration Form to:

Mailing Address:

Phillips Communications
P.O. Box 6160
Charlottesville, VA 22906
Attn: Jan Mirra

Physical Address:

Phillips Communications
31 Commerce Drive
Ruckersville, VA 22968
Attn: Jan Mirra

Hotel Reservations:

As a UTC participating vendor you will receive the UTC discounted room rate of \$129.00 (based on a single room Island View. Other room selections are available at discounted rates, including Ocean View, Ocean Front and Vice Presidential). To receive this special rate, contact Hilton Head Resort & Spa at 1-843-686-8400 by ***Monday, January 30, 2012*** to make your reservation. Please make sure to notify the hotel that you are with the UTC Region 3 2012 Spring Show.

Please feel free to contact me with any questions or concerns.

Looking forward to seeing you at the show!

Jan Mirra

Email me at jmirra@pc-e.net or call 434-985-3600 ext 216

Vendor Attendee Guidelines

The members of UTC Region value the participation of all vendors: it is vital to the continued success of the meeting. The purpose of these guidelines is to ensure that the meetings continue to be productive, efficient, informal, and FUN for all involved. The meetings have come to be known as a place to develop friendships as well as obtain technical information. The officers feel that is a key aspect of the meetings that must be continued.

Guidelines:

1. Exhibitor slots are initially limited to 45 tables, but are frequently expanded to 50 tables if space allows.
2. Slots are reserved on a first come, first served basis. **A slot is reserved only upon receipt of full payment.** The meeting typically sells out. Do not wait to submit payment.
3. Even if the meeting has not sold out, registration will be closed no later than 15 days prior to the event to provide time to complete registration and site planning.
4. **Exhibitors may not share tables**, except that a distributor may choose **one** manufacturer representative at their table.
5. Hospitality suites are not permitted during or one day before or after the meeting.
6. Associate Members of UTC may still attend the technical sessions and the open meeting Wednesday afternoon if they are not registered as exhibitors. They may not attend the Wednesday evening expo or the Thursday evening reception and may not market their services during the meetings or at breaks.
7. The vendor liaison cannot waive any of these guidelines. Bring any concerns to the attention of the Region 3 chairperson.
8. If you have constructive suggestions for ways to improve the show, we encourage you to bring them to the attention of one of the Region 3 officers.
9. The UTC Region 3 officers reserve the right to exclude from the meeting, for an appropriate period of time, anyone who violates the letter or spirit of these guidelines.



Vendor Expo Contract and Registration Form

Vendor Introductions – The vendor introductions will be held at 1:00pm on Wednesday, February 29, 2012. All participating vendors are encouraged to attend and take advantage of this opportunity to introduce yourself and the company you represent.

Vendor Set-Up – The Expo hall will open for set-up from 1:30 pm - 4:00 pm on Wednesday February 29, 2012. Set-up must be completed by 4:00 pm on February 29, 2012.

All vendors are required to dismantle their displays and prepare all items for removal at the end of the show. *Please do not begin this process before 8:00 pm.*

Vendor Expo Hours – The Expo will be held from 4:30 pm – 8:00 pm on February 29, 2012.

Vendor Table – This event is tabletop only. Each vendor will have a 6' skirted table. Please be considerate of all vendors and only utilize the space allotted. Any display exceeding 8' in height or blocking or intruding on another vendor's area or space will not be permitted.

AC Power – AC Power is available; however, it must be requested and paid for at time of registration.

Sponsorships – Two sponsorship opportunities are available: a coffee break (unlimited number of sponsorships) and a cocktail reception (limited to four sponsorships). Both sponsorships must be requested and paid for at time of registration. All sponsorship participants will be listed in the show agenda and included on the signage for their sponsored event. In addition, along with the host and sponsor companies, the coffee break participants will be given the opportunity to contribute an item for the welcome bags and the cocktail reception participants will be included on a gift to be given to the reception attendees.

Attendee Fee – All vendors/participants are required to pay the UTC attendee fee *in addition* to the vendor fee.

Exhibitors may not share tables, except that a distributor may choose **one** manufacturer representative at their table.

Vendor Expo Registration Form

UTC Region 3 2012 Spring Vendor Expo
Hilton Head Marriott
Hilton Head, South Carolina

To assist with booth placement, please check the company type that applies.

- | | |
|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Consultant | <input type="checkbox"/> Distributor |
| <input type="checkbox"/> Integrator | <input type="checkbox"/> Manufacturer |
| <input type="checkbox"/> Other _____ | |

Company Name: _____

Street Address: _____

City/State/Zip: _____

Contact Name: _____

Phone: _____ Fax: _____

Email: _____

Attendee Name: _____ Email: _____

Vendor Expo fee and 1 attendee \$ 585.00

Attendee fee for 2nd attendee, if needed - \$30.00 \$ _____

Attendee fee for 3rd attendee and each additional attendee - \$50 per attendee \$ _____

AC Power fee, if needed (\$35) \$ _____

Coffee Break Sponsorship, if applicable (\$150) \$ _____

Cocktail Reception Sponsorship, if applicable (\$ 500) \$ _____

To add additional attendee's, please include their payment with this registration and email or fax the attendee's name and email address to Jan Mirra at jmirra@pc-e.net. Total Due \$ _____

Additional attendees:

Name: _____ Email: _____

Name: _____ Email: _____

Name: _____ Email: _____

Payments are due on or before February 6, 2012. (A late fee of \$100 will be charged to any payment postmarked after February 6, 2012.) Vendors will not be allowed to participate in the expo until payment in full is received including any late fees. Cancellations received prior to February 6, 2012, will be refunded at ½ of the exhibit fee. Cancellations received after February 6, 2012, will not be refunded.

Check, cashier's check or money order payments should be made payable to Phillips Communications. For credit card payments – **Visa or MasterCard only** - please complete the attached form.

Please send your completed forms and payment to Jan Mirra, Phillips Communications, P.O. Box 6160, Charlottesville, VA 22906 (physical address: 31 Commerce Drive, Ruckersville, VA 22968) or fax to (434)985-2006 or email to jmirra@pc-e.net.

PLEASE NOTE: Space reservations are on a first come basis. **Your space is not reserved until full payment is received.**

Exhibitors may not share tables, except that a distributor may choose **one** manufacturer representative at their table.

I have read and fully understand this Vendor Expo Contract and Registration form.

Signature: _____ Date: _____



Credit Card Charge Form

CHARGE FOR: ***UTC Region 3 2012 Spring Show (Hilton Head, SC)***

TODAY'S DATE: _____

COMPANY NAME: _____

NAME ON CREDIT CARD: _____

TELEPHONE #: _____

BILL TO ADDRESS: _____

CREDIT CARD TYPE: (Please check one) MASTERCARD _____ OR VISA _____
(WE DO NOT ACCEPT AMERICAN EXPRESS)

CREDIT CARD NUMBER: _____

CREDIT CARD EXPIRATION DATE: _____

TOTAL CHARGE AMOUNT: \$ _____

PLEASE FAX COMPLETED FORM TO JAN MIRRA AT (434) 985-2006.