



CACTTC

Annual June Conference & Vendor Show



JUNE 11-14, 2019

Hyatt Regency Long Beach



CACTTC 2019 CONFERENCE REMINDERS/CHECKLIST

SPONSORS AND VENDORS

Register your attendee(s) for the conference on-line at: CACTTC.org by May 3, 2019 to be included on the printed attendee list

- Sponsors & Vendors are invited to all meal and social functions

HOTEL INFORMATION

Make your hotel reservation by May 20, 2019 for a guaranteed rate of \$229 per night (not including tax and fees and is subject to availability)

- Must cancel hotel reservations 72 hours prior to arrival to avoid fees

PRINTED MATERIALS

To be included in the conference printed materials the deadline for submission is May 3, 2019

- Please provide via email to sarah@shawyoderantwih.com the following information:

- 1) Sponsors & Vendors: Company logo in JPEG or GIF format
- 2) Sponsors only: Your advertisement per your sponsorship level

Advertisement specs are listed on the CACTTC website: CACTTC.org

TOTE BAG INSERT (NO PAPER)

Must arrive to the CACTTC office by May 3, 2019

- All sponsors and vendors may contribute items (300)
- Ideas/Suggestions: flash drive, cell phone micro fiber cleaning cloth, pen styles, first aid kit, chap stick, monitor & keyboard cleaner, letter opener, USB wall charger

- Ship to:

CACTTC/Tote Bag Items

C/O: Sarah Wagerman

1415 L Street, Ste. 1000

Sacramento, CA 95814

PASSPORT DRAWING

- All sponsors and vendors may contribute an item for the Passport Drawing (prizes must be \$49.99 or under to comply with FPPC regulations)

- Ideas: Gift Cards—Target, Starbucks, company logo wear, etc.

- Mail to: CACTTC Headquarters by May 3, 2019 or bring it with you

CACTTC/Passport Drawing

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