

# CACTTC Annual June Conference & Vendor Show JUNE 9-12, 2020

Portola Hotel & Spa at Monterey Bay | Monterey, CA



## CACTTC 2020 CONFERENCE REMINDERS/CHECKLIST

### ☐ SPONSORS AND VENDORS

Register your attendee(s) for the conference on-line at: [CACTTC.org](http://CACTTC.org) by May 1, 2020 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 15, 2020 for a guaranteed rate of \$239 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 1, 2020

- Please provide via email to [maria@syaslparkers.com](mailto:maria@syaslparkers.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](http://CACTTC.org)

### ☐ TOTE BAG INSERT (NO PAPER)

Must arrive to the CACTTC office by May 1, 2020

- 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: Maria Barajas  
1415 L Street, Suite 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 1, 2020 or bring it with you  
CACTTC/Passport Drawing  
C/O: Maria Barajas  
1415 L Street, Suite 1000  
Sacramento, CA 95814