



CACTTC | JUNE 8–11, 2021 VIRTUAL EVENT ANNUAL JUNE CONFERENCE & VENDOR SHOW

CACTTC 2021 CONFERENCE REMINDERS/CHECKLIST

○ SPONSORS

Register your attendee(s) for the conference online at: [CACTTC.org](https://www.cacttc.org) by **May 14, 2021** to be included on the attendee list

○ CONFERENCE MATERIALS

To be included in the conference materials the deadline for submission is **May 14, 2021**

- Please provide via email to maria@syaslpntr.com the following information:
 - 1) Company logo in JPEG or GIF format
 - 2) Your advertisement per your sponsorship level
Advertisement specs are listed on the CACTTC website: [CACTTC.org](https://www.cacttc.org)
 - 3) Your promo video per your sponsorship level
Video specs are listed on the CACTTC website: [CACTTC.org](https://www.cacttc.org)
 - 4) Your company information and supporting materials to include in the “meet your sponsors” page

○ WELCOME BOX INSERT

Must arrive to the address indicated below by **May 19, 2021**

- All sponsors may contribute items (200)
- Ideas/Suggestions: flash drive, cell phone micro fiber cleaning cloth, pen styles, first aid kit, chap stick, monitor & keyboard cleaner, letter opener, USB wall charge, journals, tote bags, socks, reusable masks. Don't include items that are breakable like a ceramic mug or anything glass.
- Ship to:
CACTTC/Welcome Box Items
LMS Brandz
Attn: Melanie Mitchell
211 Cardinal Way
Hercules, CA 94547

○ PASSPORT DRAWING

- All sponsors 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, non-contact tool, phone cleaner, etc.