# CACTTE JUNE 7-10, 2022





## CACTTC 2022 CONFERENCE REMINDERS/CHECKLIST

#### SPONSORS AND VENDORS

Register your attendee(s) for the conference on-line at: CACTTC.org by May 1, 2022 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 17, 2022 for a guaranteed rate of \$249 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, 2022

- Please provide via email to maria@syaslpartners.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 1, 2022

- 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 Office by May 1, 2022 or bring it with you CACTTC/Passport Drawing C/O: Maria Barajas 1415 L Street, Suite 1000 Sacramento. CA 95814