



# CACTTC Annual June Conference & Vendor Show JUNE 13-16, 2023

PORTOLA HOTEL & SPA • MONTEREY, CA

## CACTTC 2023 CONFERENCE REMINDERS/CHECKLIST

### SPONSORS AND VENDORS

Register your attendee(s) for the conference on-line at: [CACTTC.org](http://CACTTC.org) by May 1, 2023 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 12, 2023 for a guaranteed rate of \$259 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, 2023

- Please provide via email to [maria@syaslpntr.com](mailto:maria@syaslpntr.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, 2023

- 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 under \$50 to comply with FPPC regulations)
- Ideas: Gift Cards—Target, Starbucks, company logo wear, etc.
- Mail to: CACTTC Office by May 1, 2023 or bring it with you  
CACTTC/Passport Drawing  
C/O: Maria Barajas  
1415 L Street, Suite 1000  
Sacramento, CA 95814