



CACTTC 2025 CONFERENCE REMINDERS/CHECKLIST

SPONSORS AND VENDORS

Register your attendee(s) for the conference on-line at: CACTTC.org by May 1, 2025 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 19, 2025 for a guaranteed rate of \$289 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, 2025

- Please provide via email to maria@syaslpntrns.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, 2025

- 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, 2025 or bring it with you
CACTTC/Passport Drawing
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