



# 2016 CACTTC ANNUAL CONFERENCE

—◆ JUNE 14–17, 2016 ◆—

Resort at Squaw Creek ◆ Lake Tahoe, California

## CACTTC 2016 CONFERENCE REMINDERS/CHECKLIST

**SPONSORS AND VENDORS**

Register your attendee(s) for the conference on-line at: [www.cacttc.org](http://www.cacttc.org)

**HOTEL INFORMATION**

Make your hotel reservation by May 21, 2016 for a guaranteed rate of \$189.00

- Sponsors & Vendors are invited to all meal and social functions

**PRINTED MATERIALS**

To be included in the conference printed materials the deadline for submission is May 6, 2016

- Please provide via email to [sarah@shawyoderantwih.com](mailto:sarah@shawyoderantwih.com) the following information:
  - 1) Sponsors & Vendors: Company logo in JPEG or GIF format
  - 2) Sponsors only: Your advertisement per your sponsorship levelAdvertisement specs are listed on the CACTTC website: [www.cacttc.org](http://www.cacttc.org)

**TOTE BAG INSERT (No Paper)**

- 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: Sarah Wagerman  
1415 L Street, Ste. 1000  
Sacramento, CA 95814  
Must arrive to the CACTTC office by May 28, 2016

**PASSPORT DRAWING**

- All sponsors and vendors may donate an item for the Passport Drawing (must be \$49.99 or under, TTC's & staff will not have to report – FPPC ruling)
- Ideas: Gift Cards—Target, Starbucks, company logo wear, etc.
- Mail to: CACTTC Headquarters by May 28, 2016 or bring it with you  
CACTTC/Passport Drawing C/O: Sarah Wagerman  
1415 L Street, Ste. 1000, Sacramento, CA 95814