



INFORMATION SHEET FOR EXHIBITORS

8th California Unified Program Annual (CUPA) Training Conference

Exhibitor Days February 8 & 9, 2006

Conference Days February 6 – 9, 2006

- Hotel info:** Thank you for signing up to be an exhibitor at our Conference at the **Hyatt Regency, San Francisco Airport 650-347-1234, 1333 Bay Shore Hwy, Burlingame, CA 94010**. We have an overflow hotel if you still need a room for \$100 per night under the "CUPA" block two blocks away at the Crown Plaza 800-411-7275 or 650-342-9200 in Burlingame. This is confirmation that you are registered as an exhibitor.
- Registration** With your paid exhibitor booth you receive 2 full conference registration's. When you arrive please come by the registration desk to pick up your badge and you will have lunch tickets for Monday – Thursday lunches. Feel free to join us for classes and network. On Sunday we are having a SuperBowl Sunday Pre-registration Party starting at 2:30pm if you are interested in watching the game on a 10' x 14' screen with participants.
- Events:** Please join us for our Tuesday night Welcome Reception from 5pm-6:30pm in the Atrium at the Hyatt. This is a great time to network. Thank you for sponsoring the Wednesday evening Vendor Reception from 5pm – 8pm with live soft jazz music. If you have any prizes you would like to give away we can do it in-between songs. All lunches will be held in the Ballroom. Exhibitor space will be in the Ballroom and Ballroom foyer on Wednesday and Thursday February 8 & 9, 2006. Tuesday night we have a buffet dinner and pool tournament planned at Steelhead Brewery. Pre-registration is required and the cost is \$28. You can register for this on the website at www.calcupa.net.
- Reg Hotline:** The Registration desk has a direct line during the conference days of February 4 – 9, 2006 (530)363-0027. The registration desk is in the Ballroom foyer and open daily from 7am-5:30pm. Please check in at the registration desk for your conference packet, name badges and lunch tickets. We have over 800 participants registered for the conference at this time and expect many more. We are also expecting 150 speakers and many exhibitors.
- Booths:** Booths 1-12 are 6'x8' and Booths 13-68 are 8'x10'. Each booth is supplied with a 6' table, 2 chairs and a trash can. If you ordered an extra table it will be there for you. If you need internet you can purchase a wireless connection for \$9.95 at the Hyatt front desk and they will give you an access code.
- Shipping:** If you are shipping you will need to contact Curtin Convention, our Convention & Expo Service at 415-883-7818, dianna@curtinconvention.com or www.curtinconvention.com They can handle all freight and other needs.
- Set-up:** Set-up time will be available on Tuesday afternoon starting at 2:00pm. Plan to take a break and come to the reception from 5:00- 6:30p.m. Additional set up time is Wednesday morning starting at 6am. Continental breakfast will be available for you on Wednesday and Thursday morning in the Ballroom starting at 7:00am for all conference attendees. This is a great time to have coffee with participants.
- Table/Booth:** Your table or booth will be identified by a sign your company name. Tables are 6'. Tables will be skirted in Royal blue and white drapes. Electrical needs will be provided based on your order form requests, please inform Sheryl Baldwin if your needs change. Your exhibitor fee includes continental breakfast both days and lunch for 2 people. If you have more than two people the cost for an additional person is \$125.00 per day.
- Tear Down:** The Exhibitor Show closes at 3:15 p.m. Thursday, February 9th, tear down should be completed by 5:00 pm.
- Advertising:** We are accepting a one page power point display of advertising that will be displaying in a slide show loop during lunch Monday - Thursday. Please email your one page adv to sheryl@ccdeh.com by January 31st. We will also be handing out an exhibitor list with your contact information to each conference participant. The final will be printed on January 26th.

Sponsors: Thank you to AllTech Services (Tuesday Welcome Reception), CALCLEAN Inc. (SuperBowl Sunday, Calculator Clipboards and coffee break), Decade Software LLC (coffee break), Network Environmental Systems, Inc. (name badges & Steelhead Brewery pool tournament), and Tanknology (coffee break) for being Gold, Silver or Bronze sponsors to help sponsor the cost of the conference. We truly appreciate your extra sponsorship. If anyone else is interested please let us know. Thank you very much!!!!

Questions: Please contact Sheryl Baldwin for any other questions you have at 530-676-0815 or cell phone during the conference 530-363-0027 or go to the website for more conference info and program at www.calcupa.net See you at the conference.