



INFORMATION SHEET FOR EXHIBITORS

13th California Unified Program Annual (CUPA) Training Conference

“TEAM-Together Everyone Achieves More”

February 1, 2011 Set up 1:30-4:30pm or early morning February 2, 2011

February 1, 2011 Welcome Reception 5-6pm & CUPA CUP Bowling Tournament 6:30-9:30pm

February 2 & 3, 2011 Exhibitor Days Continental Breakfast available 7-8am with conference

January 31 – Feb 3, 2011 Conference Days M,T,W 8-5pm classes, Th 8-12 classes

with lunch included M,T,W & Th 12-1pm, Conference ends with Lunch & prize drawings

February 3, 2011 Tear down 1-3pm

- Hotel info:** Thank you for signing up to be an exhibitor at our Conference at the **Hyatt Regency, Garden Grove, Orange County 714-750-1234, 11999 Harbor Blvd., Garden Grove, CA 92840**. The block is under “CUPA” for \$129 plus tax. We have an overflow hotel across the street for \$84 per night under the “CUPA” block at the Crown Plaza 714-867-5555 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 your lunch tickets. Feel free to join us for any classes and networking Monday - Thursday. On Sunday January 30 we are having a Pre-conference Golf Tournament from 10:30am-5pm and Pre-registration at the Hyatt from 5-7pm for those that are there for the entire conference and want to check in early.
- Riverview Golf 1/30/11** We are hosting a golf tournament on Sunday January 30 10:30-5pm at Riverview Golf in Orange County. The cost is \$60 and includes a golf cart, 18 holes of golf and lunch. We are also looking for sponsors for this event.
- 2/1/11 Events:** Please join us for our Tuesday night Welcome Reception from 5pm-6pm in the Ballroom at the Hyatt. This is a great time to network. Tuesday night we are having Dinner and Bowling 5th Annual “CUPA CUP” event at 300 Anaheim at the new Garden Mall for \$35 each. This includes bowling, dinner and prizes to the winners. You can register for the CUPA CUP on the website at www.calcupa.org space is limited to the first 150 people to sign up. You can form a team of 4 or we will place you on a team, should be a fun event.
- 2/2/11 Events:** Thank you for sponsoring the Wednesday evening Vendor Reception from 5pm – 7pm with hors d’oeuvres and live music by the Flounders. If you have any prizes you would like to give away at the raffle, we can do it in-between songs.
- Meals** All continental breakfasts, lunches and receptions Tuesday and Wednesday will be held in the Ballroom with the booths. Exhibitor space will be in the Grand Ballroom and Ballroom foyer. We will be providing you forms each morning to fill out if you will be interested in having lunch at your booth and the Hyatt will deliver it to your booth if you want or you can eat with the conference participants. Your booth only covers 2 people for meals, so if you have more you will need to purchase a lunch ticket or purchase lunch at the Hyatt restaurants: California Grill or Networks.
- Reg Hotline:** The Registration desk has a direct line during the conference days of January 28, 2011 Sheryl Baldwin, conference manager (530)363-0027. The registration desk is in the Hyatt foyer Sunday 5-7pm and Monday thru Thursday open daily from 7am-5:00pm. We will have over 850 participants registered for the conference and may have many more. We are also expecting 160 speakers and 50 exhibitors.
- Booths:** Booths 1-38 are 8’x10’ and Table Tops TT1-TT21 are 8’x2’. Each booth is supplied with a sign, 6’ table with linen, 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, but this is only available in the hotel lobby, if you need internet at your booth, we can get a quote from the hotel for you as it is based on the number that is ordered. It cost approx \$250 per day through Swiss Com.

I would try the \$9.95 first and see if that works then we can call Swiss Com at the conference to add if you need it.

EXPO/Dryage: Our Convention Expo Service company is GES and their exhibitor packet is attached and posted to the website at www.calcupa.net 800-443-4113. They can handle all your freight and other needs.

Set-up: Set-up time will be available on Tuesday afternoon starting at 12:30pm – 5:00pm. If you are interested you can have your booth set up for the Welcome reception from 5:00- 6:00p.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 to join you. This is a great time to have appointments and coffee with participants.

Conference days:	January 31, 11 Monday 8am – 5:00pm (no booths, just classes)
Show Schedule overview:	February 1, 11 Tuesday 12:30pm – 5:00pm – Move in
Exhibitor hours	February 1, 11 Tuesday Welcome Reception 5-6pm in ballroom
	February 1, 11 CUPA CUP Bowling 300 Anaheim 6:30-9:30pm
	February 2, 11 Wed 7:00am – 8:00am - Continental Breakfast
	February 2, 11 8:00am – 7:00am - Show & Reception (lunch 12-1pm)
	February 3, 11 Thursday 7:00am – 8:00am - Continental Breakfast
	February 3, 11 Thursday 8:00am – 1:00am – Show (lunch 12-1pm)

Exhibitor Move-out February 3, 11 Thursday 1:00pm – 3:30pm – Move out

Table/Booth: Your table or booth will be identified by a sign with your company name. Tables are 6'. Tables will be skirted and draped and the area is carpeted. Electrical needs will be provided based on your order form requests, please inform Sheryl Baldwin if your needs change at 530-676-0815. 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 Thursday, February 3, after lunch and should be completed by 3:30 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 power point slide** to Sheryl Baldwin conferencemanager@calcupa.org January 21st. We will also be handing out an exhibitor list with your contact information to each conference participant. The final will be printed on January 21st and the information on your exhibitor order form will be the contact information we use.

Sponsors: **Thank you for helping us out and Sponsoring some of the events, we could not do these things without your Sponsorship. If anyone is interested in Sponsoring anything at the conference we welcome your ideas (like name badges, bags, pads of paper, golf or CUPA CUP Tournament and conference breaks. We will be printing sponsorships into the final program:**

Gold Sponsors

AllTech Services Inc. (CUPA CUP 300 Anaheim facility event fees for bowling, we could not have done this event without this sponsorship)

Network Environmental Systems, Inc. (Name Badges and technical sessions)

CCDEH – California Conference of Directors of Environmental Health (Tuesday Welcome Reception)

Bronze Sponsors – Wednesday Afternoon 3pm - Break Sponsors

REBRAC – Bay Area ETC/Mission College

Tanknology – Riverview golf tournament Hole Sponsor

Golf Tournament

We truly appreciate your extra sponsorship. If anyone else is interested please let us know before we print the final program January 21st. Thank you very much!!!!

Lead Retrieval Orangetree Internet Services can provide a blue tooth scanner which will be configured to read the conference badge barcodes. The barcode data is displayed after a scan on the device and also is sent wirelessly to our servers where the data is collected for you. With your username and password, you can login and view/export your leads to Excel for further manipulation. The information currently in the barcode

consists of Member_ID, First_Name, Last_name, Agency, Phone, Email_Address. If there is anything else you would like to capture them know. The devices can be setup with pre-configured yes/no questions as well that can be selected after a scan. The cost for each device is \$250. The contact is Phil Scimone 831-212-1884.

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.