

TABLETOP EXHIBITORS GUIDE

◆ September 29, 2026 ◆

DoubleTree by Hilton Sacramento

2001 Point West Way
Sacramento, CA 95815



EXHIBITOR INFORMATION

Tabletops: Exhibitors are provided with one six-foot-skirted table and two (2) chairs. Tabletop space will not permit exhibitors to have traditional pop-up displays unless they are six feet in length or smaller. Also, nothing is permitted in front of the table. Your display and/or information must be confined to the top of the six-foot table.

Note: We will not be assigning companies a specific tabletop number, as set-up will be on a first-come, first-served basis.

Hotel Information: To make your room reservation, please call 1.800.686.3775 by August 28, 2026, and let the Front Desk Agent know you would like to make a reservation under the [CalCom Annual Conference](#) discounted rate, or visit www.hilton.com and make a reservation using the group/convention code: **94X**.



DoubleTree by Hilton Sacramento
2001 Point West Way
Sacramento, CA 95815

Check in→ **4:00pm**

Check out→ **11:00am**

Shipping & Material Handling: When shipping items to the hotel, the following information must be included on all packages to ensure proper delivery.

1. Name of Organization/Event..... (**CalCom Conference & Expo**)
2. Date of Event/Function.....(**September 28-30, 2026**)
3. Guest Name and confirmation#.....(**your name and confirmation#**)

For any items that need to be shipped back, vendors are responsible for providing the shipping label and arranging the pickup with their preferred shipping company. Once the shipment is ready, please have the items dropped off at the front desk. If you have a large shipment that needs to be sent back, please check with Ron in Guest Services or the front desk first as the items may need to be left in the meeting space until pickup.

At no time is the hotel responsible for lost, stolen, or damaged packages.

● See next page for DoubleTree Shipping and Receiving Pricing → → →



Shipping and Receiving Pricing

Package Size	Delivery Fee	Shipping Fee	Storage Fee*
1 - 25#	\$0.00	\$0.00	\$0.00
26 - 50#	\$15.00	\$10.00	\$10.00 starting day 2
51# and over	\$25.00	\$15.00	\$15.00 starting day 2
Golf Clubs / Display Cases	\$35.00	\$20.00	\$20.00 starting day 2
Pallets ½ under 36"	\$100.00	\$75.00	\$75.00 starting day 2
Pallets Full	\$150.00	\$100.00	\$100.00 starting day 2
Crates Under 150#	\$100.00	\$75.00	\$75.00 starting day 2
Crates Over 150#	\$150.00	\$100.00	\$100.00 starting day 2

- Storage for all Group Packages is Complimentary for up to 24 hrs. Storage Charges Apply Following the 24 hrs.
- **Loading Dock Hours: 6:00am until 3:30pm Daily**

Loading dock height – 32"

Hotel has a pallet jack for use by delivery company.

No forklift is available.

2026 CalCom Conference & Expo – September 28-30, 2026

Schedule:

- Monday, September 28, 2026

10:00am-6:00pm Conference Registration & Exhibitor Set-up
6:00pm-10:00pm Broadband, Boots and BBQ

- Tuesday, September 29, 2026

7:30am-8:00am Exhibitor Set-up
8:00am-4:45pm **EXPO HALL OPEN**

11:45am-12:45pm [Networking Luncheon](#)

2:30pm-3:00pm Afternoon Break and RRSF Silent Auction in the Expo Hall
4:45pm-5:45pm Associates Cocktail Hour
5:45pm Exhibitor Tear-Down



- Exhibitor Name Badge Form:

Please fill out and return the [Badge Form](#) included in this packet no later than Monday, September 21st. All badges will be in the packet listed under your company's name available upon check-in at the CalCom registration desk.

Thank you for joining us. We look forward to seeing you in 2027!!

Exhibitor Name Badges:

PLEASE PROVIDE THE NAMES OF YOUR TWO (2) COMPLIMENTARY TABLETOP STAFF:

1. Name: _____ Company: _____

2. Name: _____ Company: _____

ADDITIONAL TABLETOP STAFF: There will be a **\$100 charge per person** for additional tabletop staff above and beyond the two (2) listed above. Please list the names of any additional staff.

1. Name: _____ Company: _____

2. Name: _____ Company: _____

3. Name: _____ Company: _____

PAYMENT INFORMATION: Total amount due for additional staff: \$ _____

☐ Please charge the following credit card for the above amount:

Credit Card Number: _____

Exp. Date (month/year): _____ 3- or 4-digit Authorization Code: _____

Billing Zip Code: _____

☐ Invoice me for the amount listed above.

→Please return this form to CalCom via mail/email by Monday, September 21, 2026←

California Communications Association
3626 Fair Oaks Blvd., #100
Sacramento, CA 95864

Email: info@calcomassn.org