

2023



FALL
CONFERENCE & EXPO



TABLETOP EXHIBITORS GUIDE

**Embassy Suites by Hilton
Sacramento Riverfront Promenade**

November 6-8, 2023

California Communications Association
www.calcomassn.com

California Communications Association would like to thank you for participating in the 2023 Fall Conference & Expo! We look forward to seeing you in November!!!

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 6 feet in length or smaller. Nothing will be permitted in front of the table. Your display and/or information must be confined to the top of the six-foot table.

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

Hotel Information: The 2023 Expo will take place at the Embassy Suites by Hilton Sacramento Riverfront Promenade, 100 Capitol Mall, Sacramento, CA 95814. To make your room reservation, please call 916.326.5000 and let the Front Desk Agent know you would like to make a reservation under the CalCom Annual Conference discounted rate or visit www.sacramento.embassysuites.com and use the group/convention code: **CAL**. As a reminder, guests have 48 hours prior to arrival to cancel a reservation without penalty. Any no-shows will be billed for one night's room and tax.



Check in→ **4:00pm**

Check-out→ **11:45am**

Shipping & Material Handling: Deliveries should be sent to the hotel no more than three (3) days before the event. Address your shipments to:

Embassy Suites Sacramento

Attn: Michelle Connolly (Hold for CalCom guest: _____)

100 Capitol Mall

Sacramento, CA 95814

2023 Fall Conference & Expo – November 6-8, 2023

Exhibitor Information

Schedule:

- **Monday, November 6, 2023**

10:00am-6:00pm - Conference Registration & Exhibitor Set-up

6:30pm-9:30pm - CalCom Board Pre-Party @ Topsy Putt

- **Tuesday, November 7, 2023**

7:30am-8:00am – Exhibitor Set-up

8:00am-5:45pm – EXPO HALL OPEN

8:30am-9:30am - Vendor Training (*OFS*)

10:30am-11:30am - Vendor Training (*Vertiv*)

12:00pm-1:00pm – LUNCH

1:30pm-2:30pm - Vendor Training (*Rep Com International*)

4:45pm-5:45 - Associates Cocktail Hour in Exhibit Hall

5:45pm - Exhibitor Tear-Down

6:00pm-9:00pm – Association Dinner @ Punch Bowl Social

- **Exhibitor Name Badge Form:** Please send in the **Badge Form** included in this packet by November 1st. All badges will be included in the packet listed under your company's name available upon check-in at the CalCom registration desk.
- **EXPO Attendee Registration Form:**
The enclosed **EXPO Attendee Registration Form** is for you to send to your customers or anyone you would like to invite to the Expo. It's **FREE** to attend, however, we request that folks pre-register for the event so that we can have their nametags ready when they arrive.



Thank you for joining us. We'll see you in 2024!!

Exhibitor Name Badges:

Please print legibly. List names of those who will be working your tabletop as you want them to appear on the badges.

Do **not** include names of attendees. **This page is for Exhibitors only.** If you want to register customers to attend the show, use a separate attendee registration form and provide name, company, phone number and address.

PLEASE LIST THE NAMES OF YOUR TWO 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: _____

Please invoice me for the amount listed above.

Please return this form to CalCom via email or fax by Wednesday, Nov. 1, 2023
California Communications Association • 3626 Fair Oaks Blvd., #100 • Sacramento, CA 95864
info@calcomassn.org • Fax: (916) 922-3648

2023



FALL CONFERENCE & EXPO

EXPO ATTENDEE REGISTRATION

Nov 7th • 9:00AM • Embassy Suites by Hilton Sacramento Riverfront Promenade

It's **FREE** to attend the **Expo**; however, we do request that you **pre-register** prior to the event.

Return completed form to: 3626 Fair Oaks Blvd., #100, Sacramento, CA, 95864 • Fax: (916) 922-3648 • info@calcomassn.org

CONTACT INFORMATION:

Company: _____ Contact Name: _____

Address: _____ City, St. Zip: _____

Email: _____ Phone: _____

Attendee Name

Email

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TRAININGS OFFERED DURING THE EXPO

Have you been wanting to learn about connection options for **FTTx**, **DC Power** or **Underground Locating**?
You can attend each of these courses for **FREE**. Just check each course you plan to attend and include your name.

OFS:

Will demonstrate the (3) connection options for FTTx
(splice, splice on connector and MSOC)

Vertiv:

DC Power 101

Rep Com International:

Underground Locating

Attendee Name
