



## Exhibitor Pre-Event Information

### CONFERENCE VENUE

#### Hyatt Regency Sacramento

1209 L Street  
 Sacramento, California 95814  
 Phone: 916.443.1234  
 FAX: 916.321.3779  
[www.hyatt.com](http://www.hyatt.com)

#### Exhibit Hall

Regency Ball Room (ground floor)  
 Open to the General Session area this year!

### EXHIBITOR HALL HOURS & CONFERENCE SCHEDULE

#### Exhibitor Hours

Thursday, October 14, 8:00am – 4:30pm  
 Friday, October 15, 8:00am – 6:00pm  
 Saturday, October 16, 8:00am – 4:30pm

#### Set-up Hours

Wednesday, Oct. 13<sup>th</sup>, 8:00pm – 10:00pm  
 Thursday, October 14<sup>th</sup>, 6:30am – 8:00am  
 \*\* The hours above have changed. We apologize for any inconvenience.

#### Exhibitor Spotlight Sessions

Thursday, October 14, 1:00pm-2:00pm & 3:30pm-4:30pm  
 Friday, October 15, 1:00pm-2:00pm & 5:30pm-6:00pm  
 Saturday, October 17, 9:00am-10:00am & 3:00pm-4:30pm

#### Take-down Hours

Saturday, Oct. 16<sup>th</sup>, 4:00pm – 5:30pm  
 Note: Exhibitors may take-down after 1pm, if needed.

Exhibitor Spotlight Sessions during lunch will begin with a raffle and will immediately follow the general session to increase traffic to the Exhibitor Hall. Exhibitors are welcome to attend workshop sessions as these will be slow traffic times. The exhibitor hall will be locked over night. CalSAC is not responsible for any lost or stolen items.

#### Full Schedule Overview

##### Thursday, October 14th

8:00 AM Check-in/Registration (*breakfast*)  
 9:00 AM General Session Welcome  
 10:00 AM Workshop Session  
 12:00 PM General Session (*lunch*)  
 1:00 PM Exhibitor Spotlight & Raffle  
 2:00 PM Workshop Session  
 3:30 PM Exhibitor Spotlight

##### Friday, October 15th (*continued*)

1:00 PM Exhibitor Spotlight & Raffle  
 2:00 PM Workshop Session / Program Site Visits  
 4:00 PM Workshop Session / Program Site Visits  
 5:30 PM Exhibitor Spotlight  
 6:00 PM Spotlight on Fitness: Zumba Party!  
 7:00 PM CalSAC Chapter Social

##### Friday, October 15th

8:00 AM Check-in/Registration (*breakfast*)  
 9:00 AM General Session  
 10:00 AM Workshop Session  
 12:00 PM Awards of Excellence Reception (*lunch*)

##### Saturday, October 16th

8:00 AM Check-in/Registration  
 9:00 AM Exhibitor Spotlight (*breakfast*)  
 10:00 AM Workshop Session  
 12:00 PM General Session Closing (*lunch*)  
 1:30 PM Workshop Session  
 3:00 PM Make & Take Session/Exhibitor Spotlight

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## EXHIBITOR LOGISTICS

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### Table Top Exhibits

You may bring signage, giveaways, items for sell, snacks to giveaway, and literature for your area. Each exhibitor will have 6 ft table(s). See the Exhibitor Hall floor plan for table locations and assignments.

### Meals

- A continental breakfast buffet will be provided on Thursday, Friday, and Saturday in the Exhibitor Hall.
- Box lunches will be provided on Thursday and Saturday in the Exhibitor Hall.
- Plated lunches will be provided on Friday. *Please note: Exhibitors will be invited to have lunch in the general session area. Plated lunches are not delivered.*

### Hotel Reservations

To reserve rooms at the Sacramento Hyatt at the discounted rate of \$149.00 per night, call 1-800-233-1234, provide the agent with CalSAC or Spotlight on Afterschool Conference. Additional information can be found on our conference website. Parking will be available at the discounted rate of \$17.00 per day.

*The group rate is available until the block is filled. After September 20<sup>th</sup> the rate will not be guaranteed.*

### Shipping Materials

If you are planning to ship supplies or promotional materials, please follow instructions below. Anticipate aprx. 400 attendees.

#### *Address:*

Hyatt Regency Sacramento  
1209 L Street  
Sacramento CA 95814

#### *Ship Date:*

Ship for arrival **between October 11-13 only**.  
Hotel will not accept earlier or later shipments.

#### *Mark boxes:*

Hold for CalSAC Conference, October 14-16  
Your company name with table assignment

#### *Hotel Contact:*

Julie Neberman, Director of Catering & Convention Services  
Tel: 916.321.3525 | Email: [julie.neberman@hyatt.com](mailto:julie.neberman@hyatt.com)

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## EXHIBITOR RECOGNITION & INCENTIVES

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You'll have several opportunities to meet and talk with participants and to promote the benefits of your products and services to aprx. 400 professionals during the three-day Conference. Below are a few ways we will highlight exhibitors:

- All exhibitors will be acknowledged during general sessions
- Signs and flyers will highlight the exhibitor hall and exhibitors
- Exhibitors will be highlighted in the conference brochure
- Participants will be given a raffle card to get stamped by exhibitors to be entered in the grand prize raffle
- Exhibitors will be given raffle tickets to distribute to participants that visit your table

In addition, exhibitors have the opportunity to **donate raffle items** and **promote products during general sessions**. To donate a raffle item, see details below.

### Make & Take Sessions

Exhibitors are also invited to participate in our **Saturday Make & Take Session from 3:15pm – 4:30pm**. Participants will gather in the general session area and exhibitor hall for informal sessions to make activities that they can then take back with them to replicate. This is another **great opportunity to highlight your products and there is NO additional fee!**

Activities must be a 20-30 min hands-on, take away session. Participants will be able to rotate to 2 tables during the session. You'll need supplies for aprx. 60 participants. **If you're interested in this opportunity, please send 1) a 100 word description of the activity AND 2) a logo for the flyer to [ruthoj@calsac.org](mailto:ruthoj@calsac.org) by Wednesday, October 6<sup>th</sup>.**

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## EXHIBITOR SPOTLIGHT RAFFLE

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Raffle items donated by exhibitors will be drawn during the general sessions. Participants will be entered into the raffle each time they visit an exhibitor table. Exhibitors will be provided raffle tickets to distribute to participants.

A grand prize up to \$300 in value will be raffled off during the general session closing on Saturday. Participants must visit at least 15 exhibitors to be entered into the raffle. Exhibitors will be provided special stickers/stamps to provide to each participant that visits their table.

Exhibitors that donate raffle items will have the following opportunities to be highlighted during the raffle selection and giveaway. All exhibitors will be acknowledged during general sessions.

- Donate a raffle prize **over \$200 in value** and get up to 60 seconds to talk about your products during the general session. In addition, your logo, organization and raffle items will be listed on a flyer and on signs.
- Donate a raffle prize **over \$100 in value** be invited to the raffle stage to hand out the prize products AND have your organization and raffle item listed on a flyer and on signs.
- Donate **any raffle prize** AND have your organization and raffle item listed on a flyer and on signs.

**If you would like to donate a raffle prize, please send the following information to [ruthoj@calsac.org](mailto:ruthoj@calsac.org) by Wednesday, October 6<sup>th</sup>.**

1. Organization Name
2. Organization Logo (jpeg or tif files only)
3. Name of raffle item
4. A brief description of the raffle item (no more that 20 words)
5. Value of item in dollars
6. Sample of item (provide photo or link to website)

Please bring the raffle item with you to the event. Raffle items should be dropped off at registration.