

2023 CTI EDUCATION WEEKS SPONSORSHIP AND EXHIBITOR PROGRAM



JOIN US THIS FALL!

CALBO Training Institute (CTI) will host its Education Weeks this August (Burlingame) and October (Costa Mesa) to provide continuing education for the building and safety community. The four-day programs will bring together everyone under one roof for code updates, professional development, and networking opportunities.

Participate in the 2023 CTI Education Weeks Exhibitor and Sponsorship Program:

- Engage face-to-face with building department leaders and staff.
- Recruit new employees from seasoned building department personnel.
- Free advertising in the CALBO News, CALBO's bi-monthly newsletter.
- Showcase your products and services.

Please keep in mind that space will be limited at these programs and has been determined by each venue based on corporate guidelines and local health requirements. Exhibiting opportunities are first-come, first-served with priority given to Gold and Silver Partners.

As you start to browse the exhibiting and sponsorship options on the following pages, we would like to take a moment and say thank you. We are grateful for your participation at our annual fall gatherings each year and hope you will join us again.

Burlingame

Hyatt Regency San Francisco Airport
August 28 - 31, 2023
1333 Old Bayshore Hwy
Burlingame, CA 94010

Costa Mesa

Hilton Orange County Costa Mesa
October 23 - 26, 2023
3050 Bristol St.
Costa Mesa, CA 92626

2023 CTI Education Weeks



Burlingame Registration Deadline: Wednesday, August 9, 2023

Costa Mesa Registration Deadline: Wednesday, October 11, 2023



Burlingame

Monday, August 28 - Thursday, August 31, 2023
Hyatt Regency San Francisco Airport
1333 Old Bayshore Hwy | Burlingame, CA 94010

Costa Mesa

Monday, October 23 - Thursday, October 26, 2023
Hilton Orange County Costa Mesa
23050 Bristol St. | Costa Mesa, CA 92626

Pricing

Option 1

One Full Education Week Venue
Monday - Thursday
\$1595

Option 2

Both Education Week Venues
Monday - Thursday
\$2995

Amenities

Six-foot draped table
Two chairs
Unlimited badges
Two lunches per day
For electricity requests, please contact CALBO

Booth Assignments

All table assignments are first-come, first served. Submission of the exhibitor program registration form does not guarantee table assignment. Table assignments are to be confirmed by CALBO staff upon submission of registration. Tabletop locations are subject to change based on local health and venue guidelines at the time of each event.

Lunches

Each exhibiting group receives two lunches per day. Additional lunches are available for \$55 per lunch.

Schedule

At each venue, the Exhibitor Program starts on Monday and ends on Thursday using the following sample schedule.

6:30am - 7:00am **Exhibitor Set-Up (Monday only)**
7:15am - 8:00am **CALBO Help Desk and Classrooms Open**
8:00am **Courses Begin**
9:00am - 9:15am **First Morning Break**
10:15am - 10:30am **Second Morning Break**
11:15am - 12:15pm **Lunch Break**
1:15pm - 1:30pm **First Afternoon Break**
2:30pm - 2:45pm **Second Afternoon Break**
3:30pm **Courses Conclude**

Cancellation Policy

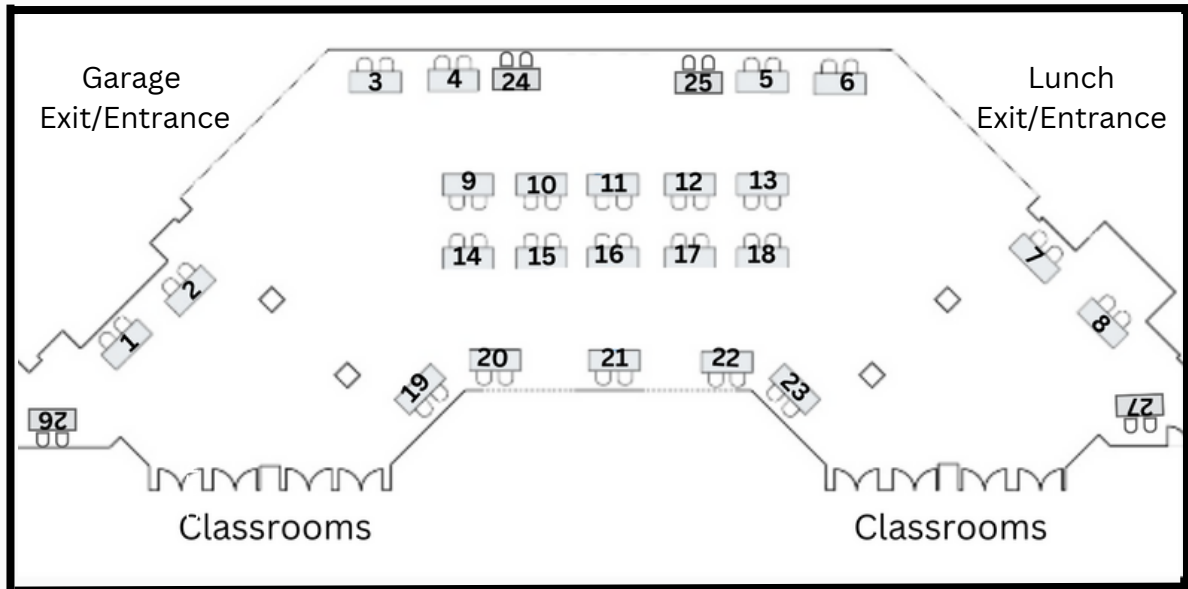
Written notification of cancellation must be received ten days prior to the start of the program for a 75% refund of the total exhibitor registration fee. All cancellations after this date are non-refundable. No-shows are non-refundable and are responsible for the full registration fee.



By registering for the 2023 Education Weeks Exhibitor Program, you agree to the policies listed above. Please direct all inquiries to info@calbo.org or 916.457.1103.

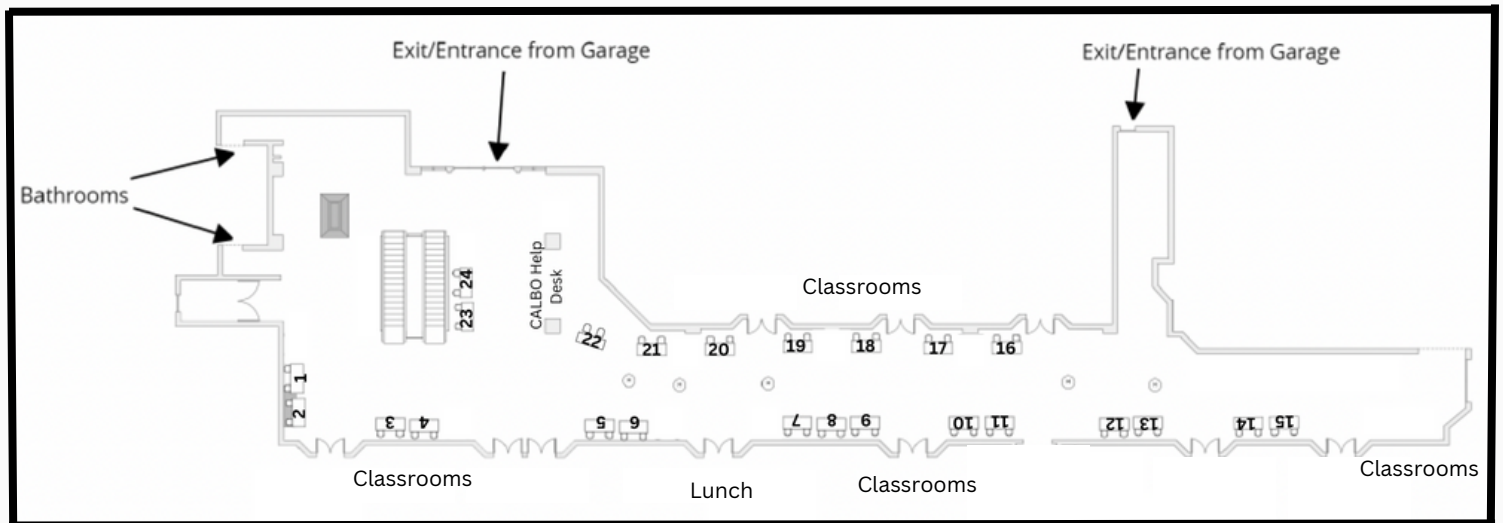
Burlingame Exhibitor Layout

Monday, August 28 - Thursday, August 31, 2023



Costa Mesa Exhibitor Layout

Monday, October 23 - Thursday, October 26, 2023



**Please note, booth assignments and tabletop locations are subjected to change based on local health and venue guidelines at the start of each event.*

2023 CTI Education Weeks



Become a CTI Education Weeks Sponsor! Much of our success is due to the support of our sponsors. The information below highlights the upcoming Education Weeks sponsorship opportunities. Each sponsorship is unique for each venue. By becoming a sponsor, you will show support for the building and safety community and gain recognition well beyond training attendees.

All sponsors will be recognized on event signage and in the CALBO News. Don't miss your opportunity to showcase your company during these events!

Priority registration is given to Gold and Silver Sponsors, after which it is first-come, first-served. Please direct all inquiries to info@calbo.org or 916.457.1103.



➤ Tier I

Education Weeks Registration Portal | \$6000

Want to reach attendees ahead of the Education Week? Be the featured sponsor of the Education Week online registration portal! This sponsorship will feature your company and personalized advertisement on the online Education Week registration portal showcasing your company to each registrant. As online registration is the only registration method, all CALBO members will see you as the sponsor of this useful tool!

Wi-Fi | \$4500 (Per week, per venue)

Gain recognition through signage and selecting your company name as the Wi-Fi code. Attendees will be grateful for the ability to follow along with the course material and keep up on their office emails while attending. With CALBO going paperless for this event, the internet will be in high demand by all attendees in Burlingame and Costa Mesa. CALBO will provide signage with the Wi-Fi information and company logo.

➤ Tier II

Lunch Flyer | \$2000 (Per day, per venue)

Reach all in-person attendees by providing an informational flyer for them to read while they enjoy their lunch. CALBO staff will place pre-printed flyer at each lunch table on the pre-selected day. **Additional Cost: Sponsor is responsible supplying pre-printed materials one day prior to lunch day selected.*

Attendee Hats | \$1500 (Per day, per venue)

Help conference attendees stay cool during lunch by providing hats with your company logo on them. CALBO staff will hand out to attendees during lunch on one pre-selected day. It's a perfect opportunity to provide attendees with a souvenir. CALBO will also provide signage recognizing the sponsor. **Additional Cost: Sponsor is responsible for the production and shipment costs of the hats.*

Attendee Sunglasses | \$1500 (Per day, per venue)

Help conference attendees enjoy their outdoor lunch by providing sunglasses with your company logo on them. CALBO staff will hand out to attendees during lunch on one pre-selected day. It's a perfect opportunity to provide attendees with a souvenir. CALBO will also provide signage recognizing the sponsor. **Additional Cost: Sponsor is responsible for the production and shipment costs of the sunglasses.*

2023 CTI Education Weeks

Sponsorship Opportunities



➤ Tier II Cont.

Attendee Water Bottles | \$1500 (Per day, per venue)

Help conference attendees stay hydrated throughout the day by providing a reusable water bottle for folks to use. CALBO will ensure that water bottles will be provided in each classroom at the start of a pre-selected day. CALBO will also provide signage recognizing the sponsor. **Additional Cost: Sponsor is responsible for the production and shipment costs of the water bottles.*

Daily Advertisement in Highlight Email Blast | \$1500 (Per day, per venue)

Imagine every attendee opening their daily highlight email and seeing your company advertisement featured on the email. This new sponsorship opportunity will feature a personalized advertisement and a link to your website, for all attendees to see. **NOTE: The sponsor is responsible for emailing CALBO the advertisement by two weeks before start of event.*

Morning Refreshments | \$1250 (Per day, per venue)

Help conference attendees start the day on the right foot with a full stomach by sponsoring delicious morning refreshments and coffee! CALBO will provide signage recognizing sponsor on the day(s) of their sponsorship.

Afternoon Refreshments | \$1250 (Per day, per venue)

Help us provide afternoon refreshments to building officials, building department personnel, and industry representatives who attend the Education Week. CALBO will provide signage recognizing the sponsor on the day(s) of their sponsorships.

Writing Pens or Pads | \$1000 (Per day, per venue)

Help attendees take notes throughout the day as they attend the courses! The sponsor provides pens or pads of their choice and CALBO will ensure that they are provided in each classroom. **Additional Sponsor Cost: The sponsor is responsible for the production and shipment costs of the writing pens or pads.*

Giveaway Item | \$1000 (Per day, per venue)

Help attendees become more familiar with your company! CALBO will distribute the item at each attendee's lunch table. Limited to one sponsor per day, per venue. **Additional Sponsor Cost: The sponsor is responsible for the production and shipment costs of the item.*

Advertisement on CALBO Education Week Webpage | \$850 (5 sponsors allowed per venue)

Want to reach upcoming attendees before the event starts, as well as thank them for attending? This new opportunity allows you to place an ad on the Education Week webpage and technical support CALBO webpages. This advertisement will be live for the duration of the event. **NOTE: Sponsor is responsible for emailing CALBO the advertisement by one week before the start of the event.*

Did you know when you sign up to become a CALBO Partner, it guarantees your access to ALL upcoming exhibiting events before the public? Join our exclusive program for this and many other benefits tailored to make your life easier!

Participate in our Partner Program!

- Guaranteed access to all exhibiting opportunities.
- One payment for entire year.
- Year-round listing on the CALBO Website.
- Priority registration to all exhibiting events!
- Use of the Partner Program level-specific logo.
- Complimentary Associate Membership (a \$495 value!)
- Recognition as a Partner on CALBO website, CALBO newsletters and in-person event signage.

Visit the CALBO Sponsorship Opportunities webpage for more information.



2023 CTI Education Weeks

Burlingame Registration Deadline: Wednesday, August 9, 2023

Costa Mesa Registration Deadline: Wednesday, October 11, 2023

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1 Complete general information.

Contact Name		Title
Organization		
Address	State	ZIP
Phone	Email (IMPORTANT: Confirmations will be sent by email)	

2 Select 2023 Education Weeks participation level.

Exhibitor:

- ☐ **Burlingame Booth ONLY** (\$1595)
☐ **Costa Mesa Booth ONLY** (\$1595)
☐ **Both Venues** (\$2995)

Indicate Quantity if Needed:

- ☐ Add'l Monday Lunch (\$55)
☐ Add'l Tuesday Lunch (\$55)
☐ Add'l Wednesday Lunch (\$55)
☐ Add'l Thursday Lunch (\$55)

Sponsorship Opportunities:

- ☐ **Education Weeks Portal Registration** (\$6000)
☐ **Wi-Fi** (\$4500)
 ☐ Burlingame ☐ Costa Mesa
☐ **Lunch Flyer** (\$2000)
 ☐ Burlingame ☐ Costa Mesa
☐ **Attendee Hats** (\$1500)
 ☐ Burlingame ☐ Costa Mesa
☐ **Attendee Sunglasses** (\$1500)
 ☐ Burlingame ☐ Costa Mesa
☐ **Attendee Water Bottles** (\$1500)
 ☐ Burlingame ☐ Costa Mesa
☐ **Daily Advertisement in Highlight**
 Email Blast (\$1500)
 ☐ Burlingame ☐ Costa Mesa

- ☐ **Morning Refershments** (\$1250)
 ☐ Burlingame ☐ Costa Mesa
☐ **Afternoon Refershments** (\$1250)
 ☐ Burlingame ☐ Costa Mesa
☐ **Writing Pens or Pads** (\$1000)
 ☐ Burlingame ☐ Costa Mesa
☐ **Giveaway Item** (\$1000)
 ☐ Burlingame ☐ Costa Mesa
☐ **Advertisement on Education**
 Week Webpage (\$850)
 ☐ Burlingame ☐ Costa Mesa

3 EXHIBITOR ONLY: Select Booth preferences. (Layouts are shown on page 3. Booths are assigned on availability - top choices are not guaranteed.)

Burlingame:

1st Choice _____ 2nd Choice _____ 3rd Choice _____ 4th Choice _____

Costa Mesa:

1st Choice _____ 2nd Choice _____ 3rd Choice _____ 4th Choice _____

4 Select method of payment.

☐ **Credit Card: (VISA, Mastercard & AMEX Accepted ONLY)**

Credit Card Number	Expiration Date	CVC Code
Billing Address	State	ZIP
Name on Card	Email Address	
Signature		

☐ **Invoice:** _____
 ☐ **Purchase Order:** _____

5 Indicate total pricing:

6 Send form:

Email: info@calbo.org



Written notification of cancellation must be received ten days prior to start of event for a 75% refund. Any cancellation after this date is non-refundable. No-shows are non-refundable and are responsible for the full registration fee.