

CALBO TRAINING INSTITUTE  
2023 MINI EDUCATION WEEK  
March 27 - March 29, 2023



# Exhibitor & Sponsorship Program

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Are you joining us  
this March?

Participate in this 3 day program!

- ▶ Showcase your products and services.
- ▶ Engage face-to-face with department staff.
- ▶ Recruit new employees from seasoned staff.
- ▶ Free advertising in CALBO News & event emails.

BUILDING  
A STRONGER  
CALIFORNIA

Learn More



# 2023 Mini Education Week: Orange County

Monday, March 27 - Wednesday, March 29, 2023

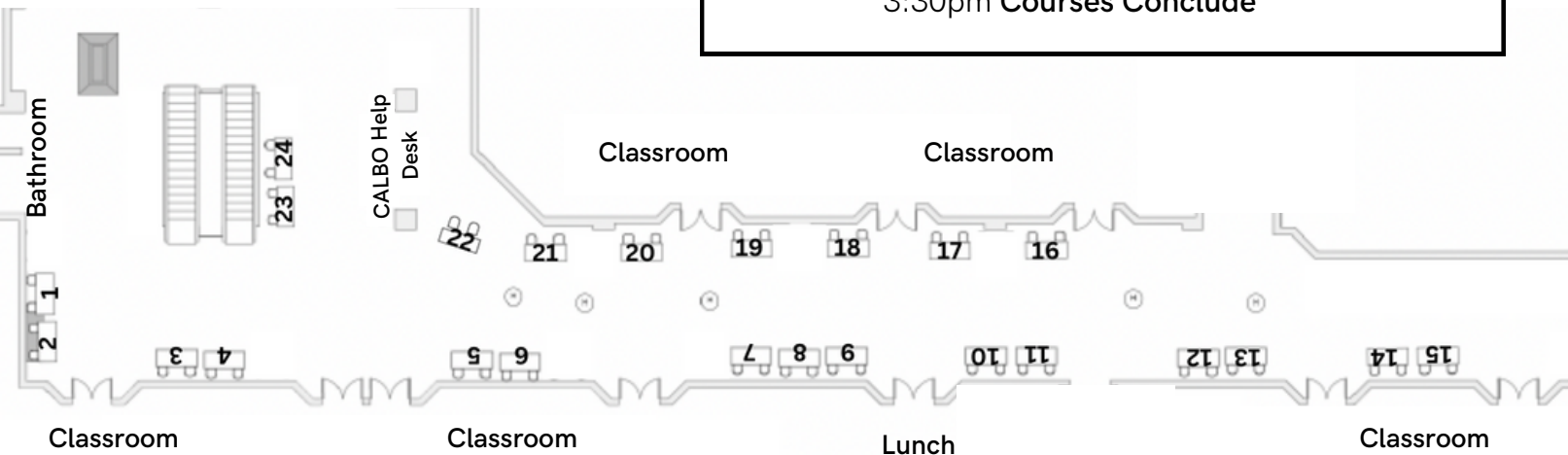
Registration Deadline: Friday, March 10, 2023

<b>Location</b>	◆ Hilton Orange County/Costa Mesa 3050 Bristol Street Costa Mesa, CA 92626	<b>Meals</b>	◆ Each exhibiting group receives two lunches per day. Additional lunches are available for \$45 per lunch.
<b>Pricing</b>	◆ \$1100	<b>Booth Assignments</b>	◆ 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. Booth and tabletop locations are subject to change based on local health and venue guidelines at the time of the event.
<b>Amenities</b>	◆ Six-foot draped table Two chairs Unlimited badges Two lunches per day For electricity requests, please contact CALBO	<b>Cancellation Policy</b>	◆ 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.
<b>Target Audience</b>	◆ 175-300 daily registrants of building department staff including building officials, plan reviewers, inspectors, permit technicians, engineers, & support staff		

## Daily Schedule

- 6:30am - 7:15am **Exhibitor Set-Up**
- 7:15am - 8:00am **Help Desk and Classrooms Open**
- 8:00am **Courses Begin**
- 9:00am - 9:10am **First Morning Break**
- 10:15am - 10:25am **Second Morning Break**
- 11:15am - 12:15pm **Lunch Break**
- 1:15pm - 1:25pm **First Afternoon Break**
- 2:30pm - 2:40pm **Second Afternoon Break**
- 3:30pm **Courses Conclude**

## Exhibitor Layout



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

# 2023 Mini Education Week Sponsorship Program



*Become a CALBO Mini Education Week Sponsor! Much of CALBO's success is due to the support of our sponsors. By becoming a sponsor, you will show support for the building and safety community and gain recognition well beyond training attendees. 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](mailto:info@calbo.org) or 916.457.1103.*

*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! Please read below for sponsorship opportunities.*



## **Education Week Registration Portal | \$5000**

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 | \$3500**

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. As this event is paperless, the internet will be in high demand by all attendees in Costa Mesa. CALBO will provide signage with the Wi-Fi information and company logo.

## **Lunch Flyer | \$2000 (Per day)**

Reach all attendees by providing an informational flyer 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.*

## **Daily Advertisement in Highlight Email Blast | \$1500 (Per day)**

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 two weeks before start of event.*

## **Morning Refreshments | \$1250 (Per day)**

Help 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)**

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)**

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)**

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. *\*Additional Sponsor Cost: The sponsor is responsible for the production and shipment costs of the item.*

# 2023 Mini Education Week: Orange County

Registration Deadline: Friday, March 10, 2023



## 1 Complete general information.

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

## 2 Select 2023 Mini Education Week participation level.

### Exhibitor:

- Booth** (\$1100)
- Indicate Quantity if Needed:
- Add'l Monday Lunch (\$45)
- Add'l Tuesday Lunch (\$45)
- Add'l Wednesday Lunch (\$45)

### Sponsorship Opportunities:

- Education Week Portal Registration** (\$5000)
- Wi-Fi** (\$3500)
- Lunch Flyer** (\$2000 per day)
- Daily Advertisement in Highlight Email Blast** (\$1500 per day)

- Morning Refreshments** (\$1250 per day)
- Afternoon Refreshments** (\$1250 per day)
- Writing Pens or Pads** (\$1000 per day)
- Giveaway Item** (\$1000 per day)

## 3 EXHIBITOR ONLY: Select Booth preferences. (Layout is shown on page 2. Booth is assigned on availability - top choices are not guaranteed.)

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:** \_\_\_\_\_

**Check: Please mail to indicated address.**

## 5 Indicate total pricing:

**6 Send form and payment to:**  
**Mail:**  
**California Building Officials**  
**1111 16th Street | Sacramento, CA 95814**  
**Email: [info@calbo.org](mailto: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.*