



# **California Building Officials**

2015 Education Weeks

Exhibitor Registration Packet

San Ramon • Ontario

CALBO's Education Weeks are an exceptional opportunity for industry representatives to share their products and services with California building department personnel and other individuals in the building department community.

The 2015 CALBO Education Week North will be held from **September 14-17, 2015** at the San Ramon Marriott, and the 2015 CALBO Education Week South will be held from **October 26-29, 2015** at the DoubleTree by Hilton Hotel Ontario Airport. In 2014, more than 2,000 building department personnel and industry representatives attended these two events.

The cost of a standard booth space (booths 1-16) is **\$325 per day, with a 2 consecutive day minimum**. For full week (4 days) standard booth registrations, the cost is **\$1,150** (a \$150 discount). For premium booths (booths labeled "P"), a full week registration (4 days) is required at **\$1,500**.

**Registration fee includes: 6' draped table, two chairs, wastebasket, & two lunches per day.**

#### Standard Booth Rates

Two Days: \$650  
Three Days: \$975  
Four Days: \$1,150

#### Premium Booth Rate

Four Days: \$1,500

**Contact Lauren Herman**  
for additional information



916-457-1103 x 101

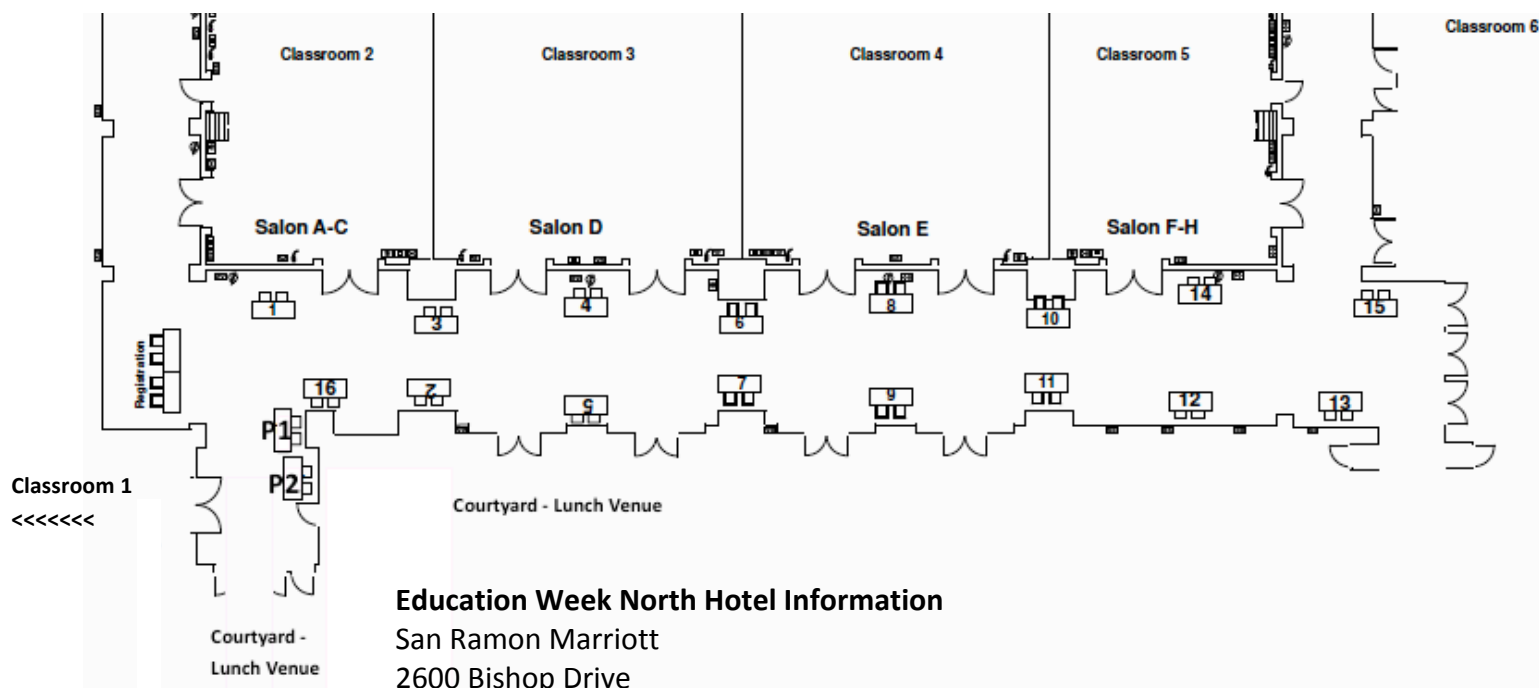
916-442-3616 (fax)

lherman@calbo.org

#### Event Schedule

6:30 am – 7:00 am – Exhibitor Setup  
7:00 am – 8:00 am – Registration  
8:00 am – Courses Begin  
9:30 am – 9:45 am – Morning Break  
11:15 am – 12:15 pm – Lunch Break  
1:30 pm – 1:45 pm – Afternoon Break  
3:30 pm – Courses Conclude

### San Ramon Marriott Hotel - Exhibit Layout



#### Education Week North Hotel Information

San Ramon Marriott

2600 Bishop Drive

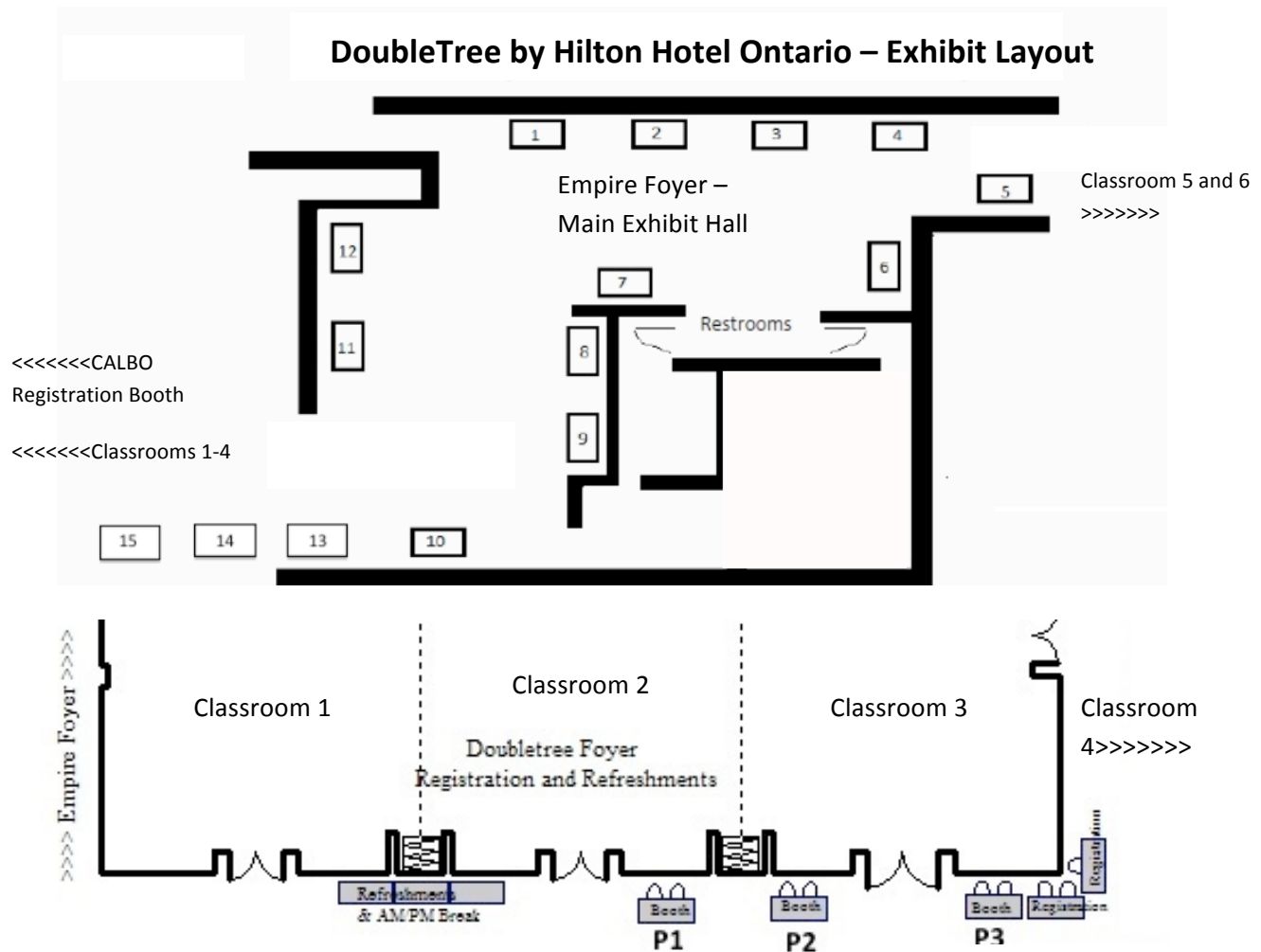
San Ramon, CA 94583

Reservation Number: 800-228-9290

CALBO Room Rate: \$149.00 + tax

Reservation Cut-Off Date: August 21, 2015

Parking: Free Day Parking is provided to all CALBO event attendees



### Education Week South Hotel Information

DoubleTree by Hilton Hotel Ontario Airport  
222 North Vineyard Ave  
Ontario, CA 91764

Reservation Number: 909-418-4873

CALBO Room Rate: \$90.00 + tax (CALBO Group Code: CBO)

Reservation Cut-Off Date: October 12, 2015

Parking: Free Parking is provided to all CALBO event attendees

### Reserve your space now!

To reserve a booth space for your organization at an upcoming Education Week, please return the completed form to [lherman@calbo.org](mailto:lherman@calbo.org). If needed, mail payment to: the CALBO office at 1022 G Street Sacramento, CA 95814.

Confirmations will be emailed after booths are assigned on a first come, first served basis. Registration and payment must be received within two weeks prior to the event.

**Refund Policy:** Written notification of cancellation must be received **two weeks prior to the first day of the event** for a 75% refund of the total exhibit fees. Any cancellations after this date are nonrefundable. No-shows are responsible for the registration fee.

### Sponsorship Opportunities available as well!

To learn more about CALBO Education Week sponsorship opportunities, please email Lauren Herman [lherman@calbo.org](mailto:lherman@calbo.org).

## **2015 CALBO Education Weeks Exhibitor Registration**

Contact Person: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Representative(s) Attending for Badge Purposes – please provide complete list:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please check location(s) and days you would like to exhibit along with booth preferences:**

☐ **San Ramon – September 14-17, 2015**

(Booths 1-16: Minimum 2 **Consecutive** Days Required)

(P1 and P2 Booths: 4 Days Required)

☐ Monday    ☐ Tuesday    ☐ Wednesday    ☐ Thursday

☐ **Ontario – October 26-29, 2015**

(Booths 1-15: Minimum 2 **Consecutive** Days Required)

(P1, P2 and P3 Booths: 4 Days Required)

☐ Monday    ☐ Tuesday    ☐ Wednesday    ☐ Thursday

**San Ramon booth preferences:** 1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_ 3<sup>rd</sup> Choice \_\_\_\_\_

**Ontario booth preferences:** 1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_ 3<sup>rd</sup> Choice \_\_\_\_\_

### **Additional Lunch Purchases:**

Two lunches are provided each day to each exhibitor. For additional lunch purchases, please complete the information below.

Additional lunches per day: \_\_\_\_\_ Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday

Education Week Location: \_\_\_\_\_

\$45.00 per lunch/per day X \_\_\_\_\_ = Total \_\_\_\_\_

### **Payment Information:**

Total Amount (including booth and additional lunches): \_\_\_\_\_

☐ Check    ☐ Invoice – P.O. # \_\_\_\_\_    ☐ Credit Card: \*American Express & Discover Not Accepted\*

Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name as it Appears on Card: \_\_\_\_\_

Signature: \_\_\_\_\_

Billing Address (if different): \_\_\_\_\_

Return completed form to: 916-442-3616 (fax) or [lhernan@calbo.org](mailto:lhernan@calbo.org) (email)

If needed, mail payment to: 1022 G Street Sacramento, CA 95814