CALIFORNIA ASSOCIATION OF CLERKS & ELECTION OFFICIALS

**EXHIBITOR CONFERENCE INFORMATION**

**Hyatt Regency San Francisco Airport, Burlingame**

***Please accept this as your invitation to attend the 111th Annual CACEO Conference***

**DATES TO NOTE:**

 **>>** Conference Dates July 23-26, 2019

 **>>** Registration and check due to ensure space **July 1, 2019**

 **>>** Hotel deadline for group rate July 1, 2019

 **>>** Last day to cancel for refund, minus $100 July 1, 2019

 **>>** $100 Late Fee added for Registration received after July 1, 2019

 **>>** Setup **12:00-2:00**  Tuesday, July 23rd

 **>>** Breakdown after 3:00 p.m. Break Thursday, July 25th

**EXHIBITOR INFORMATION:**

The conference theme is “Bridges to 2020 and Beyond”, co-hosted and planned by Contra Costa and San Francisco Counties. The conference will be attended by the principal County Clerks and Election Administrators from each County in California offering you a unique opportunity to display your products to the decision makers. After theTuesdayevening WelcomeReception**,** and Wednesday and Thursday lunch breaks are good times to consider a company function for conference attendees.

 Your registration fee includes Continental Breakfast, refreshment breaks and the Welcome Reception Tuesday evening for two company individuals. B*y separate registration and fee*, you are welcome to attend the Association President’s Banquet **Wednesday evening** at the San Francisco War Memorial, Veterans Building – Green Room in San Francisco (transportation included). Display space consists of one draped 6’ table with 2 chairs, no pipe and drape enclosures. As always, exhibit space is limited so get your registration forms in early. All spaces will be provided standard electric power. Any special requirements such as 220 power outlet, monitors, etc., can be requested via the enclosed Exhibitor Services form or PSAV Representative at 650-696-3040; psavsfo@psav.com..

**RESERVATIONS:** The conference will be held at the Hyatt Regency San Francisco Airport located at 1333 Bayshore Highway, Burlingame, CA 94010. Located in Burlingame, Hyatt Regency San Francisco Airport is conveniently situated between downtown San Francisco and near Silicon Valley. It is the perfect starting point for exploring the Bay Area.

Our group rate: Standard @ $179 Single/Double. Group rates are offered 3 days pre/post conference, based upon availability. Complimentary Guestroom wired or wireless internet. Reservations can be made online at:

[https://www.hyatt.com/en-US/group-booking/SFOBU/G-CACE](https://www.google.com/url?q=https%3A%2F%2Fwww.hyatt.com%2Fen-US%2Fgroup-booking%2FSFOBU%2FG-CACE&sa=D&sntz=1&usg=AFQjCNGaEb4RbvivIEjIX-HqZVcoU8mCmA).

If you need additional assistance, please contact Hyatt at 877-803-7534, **reference CACEO**.   If the group rate is no longer available, prevailing rates may be offered for some or all of your dates.

**OVERFLOW HOTEL**: Our rooming block at the Hyatt is limited so an overflow has been contracted with a group rate of $189. Please contact Crowne Plaza, San Francisco Airport, 1177 Airport Blvd., Burlingame, CA 94010; [https://www.ihg.com/crowneplaza/hotels/us/en/burlingame/urlca/hoteldetail](https://www.google.com/url?q=https%3A%2F%2Fwww.ihg.com%2Fcrowneplaza%2Fhotels%2Fus%2Fen%2Fburlingame%2Furlca%2Fhoteldetail&sa=D&sntz=1&usg=AFQjCNEWM8sZ1bAxOxwjaCcOOJUXgRczFg) :**Block Code: CAC.** (Mustenter CAC to generate group rate). Or the Reservations Call-In Option: 877-252-1558 reference CACEO Overflow.

Page 2

**SHIPPING:** Please arrange your shipments to arrive at the hotel no earlier than three (3) working days prior to the conference. **Ship to:** Hyatt Regency San Francisco Airport

 CACEO Annual

 1333 Bayshore Highway

 Burlingame, CA 94010

 Hold For: (your name & company name)

See Shipping Procedures enclosed for further details & instructions.

**SECURITY:** Security of the Exhibit area will be provided Tuesday and Wednesday nights.

**EXHIBITOR RECEPTIONS/LUNCHEONS/HOSPITALITY SUITES, ETC:** Please contact Rica Echano at ricafatima.echano@hyatt.com or 650-696-3051 directly to make these arrangements.

**DRAWINGS**: There will be an activity to encourage attendees to visit all displaying Exhibitors throughout the conference. It would be appreciated if **ALL** exhibitors participate and provide a token gift ($25 or less) for the give away drawing. This is not to replace any Exhibitor gift drawings that you may have planned. As usual, Exhibitor gift drawings will be during the Thursday afternoon break, just prior to tear down.

**PARKING**: Self-Parking available at $20/day at the Hyatt; $12/ day at the Crowne Plaza

**SHUTTLE SERVICE:**

Arrivals and departures are a breeze with the complimentary San Francisco airport shuttle.

The hotel’s complimentary shuttle runs every 10-15 minutes. From SFO, take your luggage to the Departures Level center island and look for the area marked "Hotel Shuttle." The shuttle bus is marked "Hyatt Regency and Marriott.” For arrivals and departures between 12:00 a.m. and 4:46 a.m., free shuttles pick up guests every 30 minutes.

*The shuttle runs 24 hours to and from San Francisco International Airport (SFO).*

**TROLLEY SERVICE:** To Downtown Burlingame: Daily free trolley service is available from the hotel to downtown Burlingame.

Chrissi Keller

Conference Coordinator

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