

California Association of Public Procurement Officials, Inc.



Procurement: Integrity in Action!  
Supplier Expo - January 14

SUPPLIER PARTNER GUIDE  
SACRAMENTO CONVENTION CENTER  
JANUARY 14, 2025



## Expo Show Hours:

Tuesday, January 14, 2025, 11:15 a.m. – 4:30 p.m.

\*Tentative (lunch in the Expo Hall)

## Exhibitor Booth Space Rates:

- Standard Booth 10X10 \$1,495
- Double Booth 20X10 \$2,495
- Four Plex Booth 20X20 \$4,495
- Six Plex Booth 30X20 \$6,495

*Premium and Corner Booths are available for an additional \$250 per booth. Booths and Partnerships purchased after October 31<sup>st</sup>, 2024, will be assessed an additional \$200 processing fee.*

## Exhibitor Booth Selection

Suppliers can select their booth online from the [CAPPO Expo Website](#) once exhibitor registration is open. *CAPPO Partnership provides early booth selection – Starting in 2025, we will open booth sales at the 2024 conference!*

## Exhibit Hall Location:

SAFE Credit Union Convention Center is located at 1401 K Street, Sacramento, CA 95814

## Contacts:

*For all booth questions, please get in touch with Shiela Locatelli Wallace at the CAPPO Office via email: [cappoffice@gmail.com](mailto:cappoffice@gmail.com)*

*For partnership questions, please get in touch with Michael Derr, 2025 Partnership Chair, via email: [cappoexpo@gmail.com](mailto:cappoexpo@gmail.com)*

## Exhibitor Schedule: \*Tentative

### Sunday, 1/12/25

AM Golf (Additional Cost)

1:00 p.m. – 4:00 p.m. Exhibitor Registration

4:30 p.m. – 6:00 p.m. Welcome Reception

### Monday, 1/13/25

10:00 a.m.–4:00 p.m. Exhibitor Registration/Set Up

6:00 p.m. – 10:00 p.m. Member/Supplier Networking Event (all suppliers invited)

### Tuesday, 1/14/25

8:00 a.m. – 11:00 a.m. Exhibitor Registration

\*8:00 a.m. – 9:45 a.m. Joint Partner/Member Breakfast/Roundtable Discussion. (Open to Silver, Gold, Gold+, and Platinum Partners only.)

12:30 p.m. – 4:30 p.m. Expo Show (Lunch-Snacks)

4:30 p.m. – 7:30 p.m. Exhibitor Move-Out

**\*\*Please note that other training sessions not listed on the Exhibitor Schedule are limited to government attendees only.**

**Recorded Supplier Training Webinar for 2025, date to be announced.**

**\*\*Please note that other training sessions not listed on the Exhibitor Schedule are limited to government attendees only**

## Booth Space Details

Booth sizes for the CAPPO Expo include 10' x 10', 10' x 20', 20' x 20' & 20' x 30'. Applications for booth space must be completed. All booths include a 10' back drape, 3' draped side rails, (1) 8' skirted table, (2) side chairs, (1) wastebasket, and (1) ID sign. The convention center is **NOT** carpeted.

*Electrical and internet are not provided as part of the basic contract.*

## Premium and Corner Booth Details

Premium booths provide locations near the food, the entrance, and high-traffic areas throughout the exhibit hall. The additional fee for these booths is \$250.

## Tradeshaw Management

TriCord will provide all exhibitors with Exhibitor Service Kits containing the order forms for equipment and services. Exhibitors will receive instructions on how to access the online Exhibitor Service Kit. Available Exhibitor Services include standard furnishings, specialty furnishings, booth carpet, freight handling, display labor, audio/visual, signage, internet, electrical service, display exhibits, posterboards, and cleaning.

## Badges

Exhibitors receive two (2) complimentary exhibitor badges for each standard 10' x 10' booth. Exhibitor badges provide access to the exhibit hall during set up and breakdown and during the trade show. Badges are required for admittance to the welcome reception, expo, training, and member/supplier networking event. Additional exhibitor badges may be purchased at \$99 each.

## Booth Contact

To ensure your company receives all important information, CAPPO requests that you designate one booth contact person in the online system. That person will receive all relevant event information and be responsible for disseminating it to the correct people within your company.

## CAPPO PARTNERSHIP PROGRAM BENEFITS – 2025

2025 CONFERENCE BENEFITS	Booth \$1,495	Silver \$3,000	Gold \$5,000	Gold+ \$7,500	Platinum \$10,000
Standard 10' x 10' high draped booth	✓	✓	✓	✓	✓
On-site Expo Badges – includes networking with delegates at Networking Reception and access to Exhibit Hall with lunch in the expo hall.) (Additional tickets are \$99 each)	2	2	4	4	4
Electronic list of conference attendees after the event	✓	✓	✓	✓	✓
Early booth selection based on partnership level	-	✓	✓	✓	✓
Prominent display of the Partner logo during the 2025 Conference	-	✓	✓	✓	✓
Electronic list of conference attendees before the event (Week of December 18 <sup>th</sup> )	-	✓	✓	✓	✓
Joint CAPPO Partner/Member moderated. roundtable discussion	-	✓	✓	✓	✓
Partner promotional video or slides on looped digital display in the registration area and during general sessions	-	logo only	15 sec.	30 sec.	30 sec.
Invitation to attend the Conference Opening General Session	-	-	4	4	4
Invitation to attend the Partner Recognition Lunch	-	-	4	4	4
Prime booth location (Gold & Gold+ Aisle) at Expo	-	-	✓	✓	✓
Opportunity to provide promotional items in the conference welcome packets (limited availability subject to approval)	-	-	✓	✓	✓
Educational speaking opportunity ( <b>Speaking Opp - SOLD OUT</b> ) OR a dedicated demo room (3 ½ hours) the Conference on a <b>first-come, first-served basis</b>	-	-	-	✓	✓
Invitation to VIP dinner with CAPPO Board, committee members, and procurement leaders from other associations	-	-	-	2	2
Complete CAPPO Conference Delegate Registration - includes education sessions and meals. **Not to be used for marketing purposes**	-	-	-	-	2
Cooperative Pavilion in the Expo Hall	-	-	-	-	✓
Complimentary golf green fees*	-	-	-	-	2
ANNUAL BENEFITS	Booth	Silver	Gold	Gold+	Platinum
Supplier Training Pre-Expo Webinar	✓	✓	✓	✓	✓
The digital edition of the monthly CAPPO E-News	-	✓	✓	✓	✓
Supplier Partner logo with hyperlink on CAPPO's website	-	✓	✓	✓	✓
Permission to utilize CAPPO medallion identifying partnership level for marketing	-	✓	✓	✓	✓
Opportunity to submit educational articles in CAPPO E-News throughout the year	-	-	✓	✓	✓
Participation on the CAPPO Partnership Advisory Committee	-	-	✓	✓	✓
Opportunity to conduct or collaborate with a procurement professional in an educational webinar for the membership.	-	-	-	✓	✓

\*Contingent if a golf tournament is scheduled. **Note:** Benefits are subject to change without notice

# 2024 CAPPO Partners

## PLATINUM



## GOLD +



## GOLD



## SILVER

