



# 2022 PACIFIC DEFENSE CONTRACTING SUMMIT

**SEPTEMBER 27-29, 2022  
HONOLULU, HAWAII**

ARMAMENTS ★ SHIPS ★ FACILITIES ★ TECHNOLOGY ★ ENERGY

## IN-PERSON EXHIBIT INSTRUCTIONS

We look forward to your in-person participation in the **2022 Pacific Defense Contracting Summit**. In preparation for the event, please read the following document in its entirety.

(202) 552-0179

[Marketing@defenseleadershipforum.org](mailto:Marketing@defenseleadershipforum.org)

### AGENDA

#### Monday, September 26, 2022

3:00PM – 6:00PM: **Exhibit Move-In**

#### Tuesday, September 27, 2022

<<7:00AM – 5:30PM *Exhibit Areas Open*>>

7:00AM – 8:00AM: **Additional Exhibit Move-In**

7:30AM: On-Site Attendee Registration & Check-In

7:30AM: **Networking Breakfast in Exhibit Ballroom**

8:30AM – 10:30AM: General Sessions

10:30AM: **Networking Break with Exhibitors**

11:00AM – 12:30PM: General Sessions

12:30PM – 1:30PM: **Networking Lunch in Exhibit Ballroom**

1:30PM – 4:00PM: General Sessions

4:00PM – 4:30PM: **Networking with Exhibitors**

4:30PM – 6:30PM: **VIP Networking Reception**

The Reception is open to invited guests and those who purchased a ticket. **Please see Reception details on Page 3.**

#### Wednesday, September 28, 2022

<<7:30AM – 12:30PM *Exhibit Areas Open*>>

7:30AM: **Networking Breakfast with Exhibitors**

7:30AM – 8:30AM: In-Person Matchmaking Session Sign Up

8:30AM – 12:00PM: General Sessions

12:30PM – 1:30PM: In-Person Matchmaking Session

#### Thursday, September 29, 2022

<<7:30AM – 12:30PM *Exhibit Areas Open*>>

7:30AM: **Networking Breakfast with Exhibitors**

7:30AM – 8:30AM: In-Person Matchmaking Session Sign Up

8:30AM – 12:00PM: General Sessions

12:30PM – 1:30PM: In-Person Matchmaking Session

12:30PM: **Exhibit Move-Out**

\*Schedule subject to change.

### VENUE

#### Waikiki Beach Marriott Resort & Spa

2552 Kalakaua Avenue

Honolulu, Hawaii 96815

Phone: (808) 922-6611

### GENERAL INFORMATION

#### EXHIBIT SPACE DETAILS

**Standard Exhibit Package** - includes a 6ft Table and space up to **8ft wide** by 6 to 8ft deep for **table-top display items** and up to (two) 3ft wide freestanding banners. **Backdrops and banners must not be wider than 8ft with this package.**

**Large Exhibit Package** - includes a 6ft Table and space up to **10ft wide** by 6 to 8ft deep for freestanding banners or backdrop displays (**up to 10ft wide only**).

If you have any questions regarding items permitted, please contact the **Event Host** prior to arrival to make sure your items can be accommodated.

**Exhibit breakdown is scheduled on Thursday, Sept 29. Earlier breakdown is not permitted.** An early breakdown fee will be invoiced to those who depart early.

#### SET-UP & PLACEMENT DETAILS

- Exhibitors will be placed in the Exhibitor Ballroom and Foyer area.
- Exhibitors are assigned a space equipped with (1) six foot table and chairs.
- Advanced space selection is not available.
- **This is NOT booth/pipe and drape set up, no carpeting is needed.**

#### DLF (EVENT HOST) POINT OF CONTACTS:

**Brooke Rosicka**

[Brooke.Rosicka@usdlf.org](mailto:Brooke.Rosicka@usdlf.org)

(202)552-0179

**Annabel Hill**

[events@usdlf.org](mailto:events@usdlf.org)

(202)552-0179

#### VENUE POINT OF CONTACT:

**Alyssalyn Buyuan**, Event Manager

[alyssalyn.buyuan@marriott.com](mailto:alyssalyn.buyuan@marriott.com)

Office: 808-921-5187 | Fax: 808-921-5119

### LOCATIONS

**Registration & Check-In:** Kona Moku Lanai, Paoakalani Tower, 3rd floor

**Matchmaking Session Sign Up Area:** Kona Moku Lanai, Paoakalani Tower, 3rd floor

**General Sessions:** Kona Moku Ballroom, Paoakalani Tower, 3rd floor

**Exhibitor Ballroom:** Kona Moku Ballroom, Paoakalani Tower, 3rd floor

**Matchmaking Sessions:** Milo IV - V meeting room, Paoakalani Tower, 2nd floor

**VIP Reception:** Mohala Garden, Keolahilani Tower, 1st Floor

## EVENT VENUE & LODGING RECOMMENDATION

### Waikiki Beach Marriott Resort & Spa

2552 Kalakaua Avenue  
Honolulu, Hawaii 96815  
Phone: (808) 922-6611

**Lodging Details:** Our first room block has sold out. A second block rate is now available through August 29<sup>th</sup> or as soon as this block sells out. Only a few rooms are remaining at this special rate. Act now!

**Hotel Group Name:** Pacific Defense Contracting Summit

**Hotel Group Rate:** \$212 (plus tax)

**Hotel Booking Instructions:** Please call or email the hotel directly and mention the Group Name.

Call (800)367-5370 or (808)922-6611 Monday – Friday 4am-4pm (HST) or Email: [res.wbmr@marriott.com](mailto:res.wbmr@marriott.com)

---

## VIP RECEPTION

The VIP Reception will be held from 4:30-6:30PM on Tuesday, September 27. Most sponsorship and exhibit packages include (2) attendee passes and also include access for (2) to attend the VIP Reception. An RSVP is required to attend the Reception. Our team will be in touch soon to confirm your reception participation.

**Not sure if you have access to the VIP Reception?** Please email us for more information at [Events@usdlf.org](mailto:Events@usdlf.org).

---

## ATTENDEE INFORMATION

If you have not already done so or if there have been any changes to who will be representing your company, please submit the following information for your in-person attendees: **First & Last Name, Business Title, Company Name, Email Address & Phone Number**. Send details to [marketing@defenseleadershipforum.org](mailto:marketing@defenseleadershipforum.org) by **August 30, 2022**.

**Any late attendee information received after this date will not be guaranteed a professionally printed name badge and may incur an administrative and processing fee.**

**Need additional passes?** Additional Exhibitor or Sponsor passes are available for the special rate of **\$495 each**.

Register your additional attendees and purchase tickets to the VIP Reception through the online event registration system or email us at [marketing@defenseleadershipforum.org](mailto:marketing@defenseleadershipforum.org).

---

## REGISTRATION CHANGES, TRANSFERS & EVENT CREDIT REQUESTS:

Event credit requests must be submitted no less than (10) business days prior to Day 1 of the Summit. Event Credits Requests will not be approved after this date. Attendee transfer requests must be received by **September 2, 2022**. Email all requests to [events@usdlf.org](mailto:events@usdlf.org). **If you request to change info or switch your registered attendees after this date you will incur an administrative fee. Please note that if you registered as a sponsor or exhibitor prior to September 2 and did not submit your attendee's information then you must do so prior to September 2 to avoid the administrative fee.**

---

## ADVANCED SHIPPING DETAILS

### SHIPPING & STORAGE FEES

Due to the layout of the Hotel, available storage space is limited for display materials, show merchandise, packages and boxes. All incoming and outgoing parcels must be processed through the Hotel's business center. Receiving, storage and other fees will apply. Current price list and guidelines are listed below. All fees are subject to change. There are no charges associated with moving parcels to ballroom. Please note the name of the guest, name of the group <Pacific Summit>, and the group dates on the parcel.

Parcel Service (Shipping & Receiving Handling Fees)	
1 – 10 pounds:	\$5.00 per parcel
11 – 20 pounds:	\$10.00 per parcel
21 – 30 pounds:	\$15.00 per parcel
31 – 50 pounds:	\$20.00 per parcel
50 + pounds:	\$25.00 per parcel
Crate/Pallet	\$60/cwt

**Shipping Address:**  
Waikiki Beach Marriott Resort & Spa  
Attn <Recipient Name>  
Pacific Summit (Sept 27-29)  
2552 Kalakaua Avenue  
Honolulu, HI 96815

## ELECTRICAL / AV / EQUIPMENT ORDERS

Electrical Service and other ancillary items are not included in your exhibit registration fee and may be rented directly through the Hotel.

**Electrical Orders:** Reach out directly to the **Venue POC** to set up power drop, special circuits, etc. and make payment.

**Alyssalyn Buyuan**

[alyssalyn.buyuan@marriott.com](mailto:alyssalyn.buyuan@marriott.com)

Office: 808-921-5187

**A/V Orders:** Reach out directly to Encore reps to order and pay:

**Howard Hoddick**, Senior Sales Manager, Encore

808-478-5063

[howard.hoddick@encoreglobal.com](mailto:howard.hoddick@encoreglobal.com)

**Jeremy Brooks**, Director, Event Technology, Encore

314-623-7783

[jbrooks@encoreglobal.com](mailto:jbrooks@encoreglobal.com)

---

## EXHIBIT MOVE-IN & MOVE-OUT

**Move-In:** Monday, September 26: **3PM to 6PM** and Tuesday, September 27: **7AM to 8AM**

**Move-Out:** Thursday, September 29: **Starting at 12:30PM**

**Early breakdown is not permitted.** Exhibit breakdown is scheduled to start at 12:30 PM on Thursday, September 29. Early departure must be coordinated with the Event Host team prior to September 16. An early move-out fee will be invoiced immediately to those who depart early and did not coordinate early departure with the event host team.

---

## EVENT PARKING

**Hotel Guests:**

Overnight Self-Parking - \$25.00 per night plus tax (discounted per contract from regular rate of \$45.00 per night)

Overnight Valet Parking - \$50.00 plus tax per night

**Event Parking Rates** (no overnight parking):

Self-Parking - \$10.00

Valet Parking - \$15.00

---

## VIRTUAL EVENT PLATFORM - WHOVA

The 2022 Pacific Defense Contracting Summit is a hybrid event allowing for in-person and virtual attendance. All In-Person participants will have access to the virtual event platform (WhoVA) and will be able to view live stream of Summit proceedings and can set up their personal attendee profile. Through the App you will also have the opportunity to engage with other attendees via in-app messages, the community board, group chat, business card exchanging, Twitter outlet, etc. The app will be accessible one week before the event, during the live event, and up to 3 months following the Summit. Instructions on how to download the event app and how to set up your attendee profile will be emailed to all attendees via an **Attendee Update** email. Please be on the lookout for event updates from our team. Add [donotreply@usdf.org](mailto:donotreply@usdf.org) to your safe senders list to ensure you are receiving important updates.

---

## EVENT GUIDELINES AND PROTOCOLS

**Please keep in mind, current mandates are subject to change. The Hotel will operate under the most recent, up to date ordinances and guidelines in place.**

- There is no mask mandate or proof of Covid vaccination requirement at this time; however, face coverings are highly recommended on Oahu when traveling on public transportation. Businesses can also require employees and customers to wear face coverings at their discretion.
- By registering for this event as an In-Person participant, you agree that risk of exposure to viruses, including COVID-19, exists in any public place, therefore, you voluntarily assume any risks associated to exposure to COVID-19
- If you or someone in your household feels ill, please refrain from traveling to the event. Convert your registration to virtual.

---

For general inquiries, exhibit inquires, or last minute sponsorship upgrade opportunities please contact your event POC or email us at [marketing@defenseleadershipforum.org](mailto:marketing@defenseleadershipforum.org).

## ADDITIONAL VENUE INFORMATION

### HOTEL AMENITIES AND BEACH ACCESS:

Paoakalani Adult Pool & Hot Tub 3<sup>rd</sup> Floor  
Kealohilani Family Pool 3<sup>rd</sup> Floor  
Daily from 7:00 a.m. – 10:00 p.m.  
No outside food or beverage allowed  
Reserve pool cabanas at: [resortpass.com](https://resortpass.com)

### HOTEL RESTAURANTS:

#### Queensbreak Restaurant

Kealohilani Tower & Paoakalani Tower 3<sup>rd</sup> Floor  
Restaurant & Bar 11:00 a.m. - 10:00 p.m.  
Nightly Music 5:30 p.m. - 8:30 p.m.; Live Entertainment on Sundays 1:30 p.m. - 4:30 p.m.  
Book reservations for 5:00 p.m. - 9:30 p.m. at <https://www.opentable.com/r/queensbreak-restaurant-honolulu>

#### Kuhio Beach Grill

Kealohilani Tower 2<sup>nd</sup> Floor: Breakfast Buffet Daily 5:00 a.m. - 11:00 a.m.  
Call (808) 921-5171 for information

#### Arancino di Mare

Kealohilani Tower 1<sup>st</sup> Floor  
Artfully Plated Modern Italian  
Dinner Nightly 5:00 p.m. - 9:00 p.m.  
Call (808) 931-6273 for information

#### d.k Steak House

Kealohilani Tower 3<sup>rd</sup> Floor  
Local Hawaiian Regional Steakhouse  
Dinner Nightly 5:30 p.m. - 9:30 p.m.  
Call (808) 931-6280 for information

#### Sansei

Kealohilani Tower 3<sup>rd</sup> Floor  
Seafood Restaurant and Sushi Bar  
Dinner Nightly 5:30 p.m. - 9:30 p.m.  
Call (808) 931-6286 for information

#### Starbucks Coffee

Kealohilani Tower 1<sup>st</sup> floor near Waikiki Beach: Wed – 5:00 a.m. – 8:00 p.m. / Thu – Tue – 5:00 a.m. – 9:00 p.m.  
Paoakalani Tower 1<sup>st</sup> floor at Nanea Lobby: Daily 5:00 a.m. – 6:00 p.m.

#### Island Vintage Shave Ice

Kealohilani Tower 1<sup>st</sup> floor near Waikiki Beach: Daily 2:00 pm – 10:00 p.m.

### NEARBY RESTAURANTS:

#### Tiki's Bar & Grill

2570 Kalakaua Ave, Honolulu, HI 96815  
808-923-8454; [info@tikisgrill.com](mailto:info@tikisgrill.com)  
Open 12PM - 12 AM Daily

#### M.A.C. 24/7 Restaurant

Inside the Hilton Waikiki Beach  
2500 Kuhio Avenue, Honolulu, HI 96815  
(808) 921-5564  
Open 6:00 a.m. – 10:30 p.m.

#### deck

150 Kapahulu Ave, Honolulu, Hawaii 96815  
Open 6:00 a.m. – 10:30 p.m.

We look forward to welcoming you to the  
**2022 Pacific Defense Contracting Summit!**

(202)552-0179  
[marketing@defenseleadershipforum.org](mailto:marketing@defenseleadershipforum.org)  
[www.usdlf.org](http://www.usdlf.org)