

APRIL 20 - 21, 2022
SAN ANTONIO, TEXAS



2022 SOUTHWEST DEFENSE CONTRACTING SUMMIT

IN-PERSON EXHIBIT INSTRUCTIONS

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

(202) 552-0179

Marketing@defenseleadershipforum.org

www.usdlf.org

LOCATION

The Westin Riverwalk
420 W Market Street
San Antonio, TX

AGENDA

Tuesday, April 19, 2022

3:00PM – 6:00PM: **Exhibit Move-In**

Wednesday, April 20, 2022

<<7:00AM – 7:00PM **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**

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

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 – 5:00PM: **Networking with Exhibitors**

4:00PM – 5:30PM: In-Person Matchmaking Session

5:00PM – 7:00PM: **VIP Networking Reception in Exhibit Ballroom**

The Reception is open to Exhibitors, Sponsors, Speakers, VIP Attendees, and invited guests only.

Thursday, April 21, 2022

<<7:30AM – 12:00PM **Exhibit Areas Open**>>

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

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

8:30AM – 10:30AM: General Sessions

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

11:00AM – 12:30PM: General Sessions

12:30PM: Virtual Matchmaking Session

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

*Schedule subject to change.

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 only** and up to (two) 3ft wide pop-up banners. **Large backdrop displays and other items not permitted with the Standard Exhibit Package.**

Large Exhibit Package - includes a 6ft Table and space up to **10ft wide** by 6 to 8ft deep for pull-up banners, backdrop displays (10ft wide or less), or additional display items.

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

SET-UP & PLACEMENT DETAILS

- Exhibitors will be placed in the Exhibitor Ballroom and Foyer area.
- Upon arrival, each Exhibitor will be assigned a space equipped with one (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.**

EVENT HOST / EVENT POINT OF CONTACT:

Defense Leadership Forum

(202)552-0179 events@usdlf.org

VENUE POINT OF CONTACT:

Yojainna Otero

Director of Catering & Convention Services

THE WESTIN RIVERWALK, SAN ANTONIO

(210)444-6002

Yojainna.Otero@westinriverwalk.com

EVENT VENUE & LODGING RECOMMENDATION

The Westin Riverwalk, San Antonio

westinriverwalk.com

420 West Market Street

San Antonio, Texas 78205

Phone: (210) 224-6500

Group Rate Lodging Details:

Group Rate Dates: April 17-23, 2022

Last Day to Book: April 1, 2022

Group Rate Lodging Link: <https://www.marriott.com/event-reservations/reservation-link.mi?id=1643212829154&key=GRP&app=resvlink>

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 by **April 1, 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 VIP Exhibitor or Sponsor passes are available for the special rate of **\$395 each** (\$495 after March 23). Register your additional attendees through the online event registration system or email us at marketing@defenseleadershipforum.org.

REGISTRATION CHANGES, TRANSFERS & EVENT CREDIT REQUESTS:

Event credit requests or attendee transfers must be received and confirmed no less than (10) business days prior to Day 1 of the Summit. Email requests to events@usdlf.org by **April 6, 2022**. Event Credits Requests will not be approved after this date. **Please note that late submission of attendee information or any changes to your registered attendees after this date may incur an administrative and processing fee.**

ADVANCED SHIPPING

For detailed shipping instructions and service charges refer to **Page 4 - Shipping and Storage**.

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. Refer to Page 5 for the order form and instructions. Equipment orders are recommended to be placed 21 days in advance in order to guarantee equipment availability. Email completed forms to:

Julio.Cisneros@avms.com

EXHIBIT MOVE-IN & MOVE-OUT

Move-In: Tuesday, April 19: 3PM to 6PM and Wednesday, April 20: 7AM to 8AM

Move-Out: Thursday April 21: 12:30PM

EVENT PARKING

Event parking for SWDCS22 attendees is valet only at a discounted \$25 plus tax for the day, no hotel garage is available. There is a city parking garage directly across from the hotel that charges by the hour or daily rate.

For general inquiries, exhibit inquiries, or last minute sponsorship upgrade opportunities please contact your event POC or email us at marketing@defenseleadershipforum.org.

VIRTUAL EVENT PLATFORM - WHOVA

The 2022 Southwest 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 to your safe senders list to ensure you are receiving important updates.

EVENT GUIDELINES AND PROTOCOLS

We welcome you and are eager to offer you real-life shared experiences and human connection in a modified environment with safety protocols in place.

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.

- Wearing masks and face coverings is encouraged in the meeting space and all public places of the hotel.
 - Food/Beverages at the Summit will be served by an attendant or as individually packaged/portioned items.
 - 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 and convert your registration to virtual-only.
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ADDITIONAL VENUE INFORMATION

Hotel Housekeeping service will only be offered every other night of your stay.

Zocca Cuisine D'Italia Restaurant:

Breakfast Hours: Mon to Fri 6:30AM-11AM and Sat-Sun 7AM-12PM

Lunch Hours: Saturday 11AM-4PM

Dinner Hours: Sun to Thurs 5PM-10PM and Friday-Sat 4PM-11PM

Zocca Bar: Open 3PM-12AM Midnight; Limited Menu 3PM-5PM

Cafacito Cafe and Coffee Shop: Open Mon-Fri from 6AM to 3PM Noon; Sat-Sun 7AM to 12PM

Pool: Open from 8AM-9:30PM

The Westin Riverwalk - Safety and Cleanliness Protocols: <https://whattoexpect.marriott.com/satvw>

All you need to know about a safe visit to San Antonio: <https://www.visitsanantonio.com/safersa/>

For more information on hotel accommodations and nearby attractions: westinriverwalk.com

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

Defense Leadership Forum
(202)552-0179
marketing@defenseleadershipforum.org

THE WESTIN

RIVERWALK
SAN ANTONIO

Shipping and Storage

The Westin is committed to providing you with an outstanding experience during your stay. All guest and event packages being shipped to the hotel must follow the address label standards (illustrated below) to prevent package routing delays. Please schedule your shipment(s) to arrive 2-3 days prior to the event start date. Use the name of the recipient who will be on-site to receive and sign for the package(s). Please do not ship any items to the attention of the Hospitality Manager or Event Manager, unless the items are specifically for their use (i.e., hotel specifications, rooming lists, signed documents)

SHIPPING LABEL TO READ AS FOLLOWS:

*Guest Name and/or Group Name
420 W. Market St, San Antonio, TX 78205*

**Same Day Pickup for most carriers
must be labeled and ready by 3pm, CST**

SERVICE CHARGES FOR INBOUND SHIPPING:

Package Weight	Charge	UOM	Delivery Handling Fee	UOM
0 - 5lbs	\$5.00	Per box	\$2.00	Per box
6 - 20lbs	\$10.00	Per box	\$2.00	Per box
21 - 50lbs	\$15.00	Per box	\$2.00	Per box
50lbs <	\$25.00	Per box	\$2.00	Per box
Crate or Pallet	\$75.00	Per crate/pallet		
250 <	<i>Must Use Freight Company to Handle at Client's Expense</i>			

TERMS AND CONDITIONS: *The Hotel nor the employees, will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt at the Hotel, in which case such liability shall be limited to the lesser of \$100 or the liability of the carrier indicated above. By sending your package to the Hotel, you agree to be bound by any additional terms and conditions that the Hotel may establish from time to time for receiving and delivering of packages.*

NAME OF CONFERENCE	START DATE	END DATE	NO. OF EVENT DAYS
ORGANIZATION NAME	ON-SITE CONTACT NAME		ROOM/EXHIBIT BOOTH NUMBER
STREET ADDRESS	CITY	STATE/ZIP	DELIVERY DATE
TELEPHONE NUMBER	DELIVERY TIME	PICKUP DATE	PICKUP TIME
EMAIL ADDRESS	ORDERED BY		

ORDERING INSTRUCTIONS: To guarantee equipment availability, please place orders at least 21 days in advance. All orders placed onsite will receive a 25% markup. Operator Labor, if requested, is subject to prevailing hourly rates with a five-hour minimum. We will reach out to you to confirm payment and an electronic receipt will be emailed to you. Sales tax and facility technology fee will be applied to all orders.

AVMS CHARGES WILL BE INVOICED AND COLLECTED BY THE HOTEL

Tax Exempt Status – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

Cancellations – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax.

Cancellations received on the day of scheduled delivery or “no shows” are subject to the full amount of the order, including installation, drayage and tax. **25% Facility technology fees will be applied to all orders.** Labor charges may apply.

Email completed forms to: Julio.Cisneros@avms.com

MONITORS	PRICE	QTY	#DAY	TOTAL
55" LCD monitor	\$750	___	___	\$_____
<input type="checkbox"/> Dual-post stand <input type="checkbox"/> Speakers				
70" LCD monitor	\$1800	___	___	\$_____
<input type="checkbox"/> Dual-post stand <input type="checkbox"/> Speakers				
80" LCD monitor	\$3600	___	___	\$_____
<input type="checkbox"/> Dual-post stand <input type="checkbox"/> Speakers				

AUDIO EQUIPMENT	PRICE	QTY	#DAY	TOTAL
Wireless microphone	\$690	___	___	\$_____
<input type="checkbox"/> Hand-held <input type="checkbox"/> Lavalier				
Wireless headset microphone	\$285	___	___	\$_____
Sound system	\$1268	___	___	\$_____
<i>Two speakers, two stands, mixer, wired microphone (up to 20 people)</i>				

ACCESSORIES	PRICE	QTY	#DAY	TOTAL
Laptop	\$450	___	___	\$_____

LIGHTING	PRICE	QTY	#DAY	TOTAL
LED uplight	\$300	___	___	\$_____

INTERNET (Connections per device)	PRICE	QTY	#DAY	TOTAL
Wired Internet connection	\$580	___	___	\$_____
Wireless Internet connection	\$160	___	___	\$_____
Dedicated bandwidth				<i>Please contact AVMS for a quote</i>

BANNER HANGING/RIGGING

All rigging requests should be placed using the Rigging Request Form.

SPECIAL REQUESTS

Please add any items not listed above that you require.

AVMS will not load or allow a service to be loaded beyond 80% of the rated capacity of the service. All power distribution AVMS uses will be UL/ETL listed and will meet or exceed state and local requirements for safe electrical distribution. Ask your representative for full details regarding labor rates, which can vary based on complexity and time of service.

POWER DISTRIBUTION SERVICES

Exhibitor Power — Ensure your event receives sufficient power to bring your vision to life. Our professional power setup provides all your electrical needs. Our on-site technical specialists will monitor your power use throughout the entire event.

Power — Advanced pricing available 21 days prior to the first day of the show. Prices include labor for in-line booths with power installed at the back of the booth. Prices do not include labor for booth electrical layout. Sales tax and facility technology fees will be applied to all orders.

Please circle power drop required and list quantity. Pricing is per day.

SINGLE-PHASE

VOLTAGE	CIRCUIT AMPS	ADVANCE PRICE	STANDARD PRICE	FLOOR 25%	QTY	#DAY	TOTAL
120	5	\$140	\$170	\$212			
120	10	\$205	\$260	\$325			
120	20	\$260	\$345	\$431			
208	20	\$440	\$565	\$706			
208	30	\$540	\$710	\$887			<i>Please call</i>
208	60	\$740	\$950	\$1187			<i>Please call</i>

THREE-PHASE

VOLTAGE	CIRCUIT AMPS	ADVANCE PRICE	STANDARD PRICE	FLOOR 25%	QTY	#DAY	TOTAL
208	100	\$1295	\$1785	\$2231			<i>Please call</i>
208	200	\$1910	\$2320	\$2900			<i>Please call</i>

MISCELLANEOUS

	PRICE	QTY	#DAY	TOTAL
Extension cord & power strip	\$42	___	___	\$_____
Belkin power charging station	\$60	___	___	\$_____

Electrician Rates — Labor is included in pricing above, but additional labor rates will apply for additional support.