

# 2023 AIR FORCE CONTRACTING SUMMIT

FEBRUARY 7-8, 2023  
DESTIN-MIRAMAR BEACH, FLORIDA

AIRCRAFT ★ WEAPONS ★ FACILITIES ★ TECHNOLOGY ★ ENERGY

## IN-PERSON EXHIBIT INSTRUCTIONS

We look forward to your in-person participation in the annual 2023 Air Force Contracting Summit.

### EVENT VENUE

Hilton Sandestin Beach Golf Resort & Spa  
Address: 4000 Sandestin Boulevard South  
Destin-Miramar, FL

### AGENDA

#### Monday, February 6, 2023

3:00PM – 6:00PM: [Exhibit Move-In](#)

#### Tuesday, February 7, 2023

<<7:30AM – 7:00PM [Exhibit Areas Open](#)>>

7:00AM – 7:30AM: [Additional Exhibit Move-In](#)

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

7:30AM: [Networking Breakfast in Exhibit Ballroom](#)

7:30AM – 8:45AM: In-Person Matchmaking Session Sign Up

8:45AM – 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](#)

4:15PM – 5:15PM: In-Person Matchmaking Session I

5:00PM – 7:00PM: [VIP Networking Reception in Exhibit Ballroom](#)

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

#### Wednesday, February 8, 2023

<<7:30AM – 12:00PM [Exhibit Areas Open](#)>>

7:30AM: [Networking Breakfast with Exhibitors](#)

8:00AM – 8:45AM: In-Person Matchmaking Session Sign Up

8:45AM – 12:00 PM: General Sessions

12:00 PM – 1:00PM: In-Person Matchmaking Session II

12:00PM: [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 8 ft deep for **table-top display items only** and up to (two) 3ft wide freestanding retractable banners. **Large backdrop displays and other items not permitted with the Standard Exhibit Package.**

If you have additional items you would like to display we may be able to accommodate your request for a larger space for an additional fee. Inquire for availability. If you have any questions regarding items permitted, please contact DLF prior to arrival to make sure your request can be accommodated.

**Large Exhibit Package** - includes a 6ft Table and space up to **10ft wide** by 6 to 8 ft deep for retractable banners, freestanding backdrop displays (10ft wide max), or additional display items. Purchase additional space for an additional fee. Inquire for availability.

#### SET-UP & PLACEMENT DETAILS

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

#### EVENT POINT OF CONTACT:

Brooke Rosicka  
Defense Leadership Forum (DLF)  
[brooke.rosicka@usdlf.org](mailto:brooke.rosicka@usdlf.org)  
(202) 552-0179

#### HOTEL'S EVENT POINT OF CONTACT:

Jon Creinin, Event Manager  
Hilton Sandestin Beach Golf Resort & Spa  
[jcreinin@hiltonsandestinbeach.com](mailto:jcreinin@hiltonsandestinbeach.com)  
o: (850) 267-9500 ext.3118 d: (850) 622-3967

## EVENT VENUE & LODGING RECOMMENDATION

**Hilton Sandestin Beach Resort & Spa**  
**4000 Sandestin Boulevard South**  
**Destin-Miramar Beach, Florida 32550**  
**Phone:** +1 (850) 267-9500

Hotel Group Name: Air Force Contracting Summit

Hotel Group Code: AFO

Hotel Group Rate: \$109.00 (plus tax)

Hotel Booking Link: <https://www.hilton.com/en/attend-my-event/deshihf-afo-a4680df4-e970-4535-9527-a2182f03dfd8/>

The deadline to book the group rate is 01/20/23. Please note group rates are available 02/03/23 to 02/11/23, subject to availability. Make sure to select your check in date and check out date according to your preference. If you have any difficulties with your reservation, please reach out to the hotel directly.

## 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 **January 18, 2023**. **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 \$495 per pass. Register your additional attendees through the online event registration system or email [Brooke.Rosicka@usdlf.org](mailto:Brooke.Rosicka@usdlf.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](mailto:events@usdlf.org) by **January 24, 2023**. 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** for **Shipping and Storage** information. Submit Shipping Form to Hotel Point of Contact **Michael KausHagen** [mkaushagen@hiltonsandestinbeach.com](mailto:mkaushagen@hiltonsandestinbeach.com)

## 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. See **Page 5** for more information. For A/V, electrical and **hardwired internet for your exhibit** please reach out to **Tom Jorissen**, Director, Event Production. Email: [tjorissen@five-starav.com](mailto:tjorissen@five-starav.com) or Phone: +1 (912) 771 9708

## EXHIBIT MOVE-IN & MOVE-OUT

**Move-In:** Monday, February 6<sup>th</sup>: 3PM to 6PM

**Move-Out:** Wednesday, February 8<sup>th</sup> starting at 12:00PM

## EVENT PARKING

On Site Parking for Hotel Guests: \$30 per day

Self Parking: \$15 per day

## VIRTUAL EVENT PLATFORM - WHOVA

The 2023 Air Force 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 streams 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.**

- 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.

## ADDITIONAL VENUE INFORMATION

**Free Wi-Fi will be available in the meeting space for all attendees and exhibitors.**

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

**Hotel dining options:**

### **Sandcastles Restaurant and Lounge:**

**Breakfast Buffet:** Daily 7AM-11 AM

**Lounge:** Monday-Thursday 11 AM-11PM  
Friday-Sunday 11 AM-12PM

**All-Day Menu:** Daily 11AM-11PM

### **Seagar's Prime Steak & Seafood:**

**Dinner Hours:** Tuesday-Thursday 5:30 PM-9PM

Friday - Saturday 5:30 PM- 10 PM

Monday & Sunday closed

**Hadashi Sushi Bar:** **Dinner hours:** Monday-Sunday 4 PM- 9PM

**Starbucks Coffee Shop:** Available 6:30AM-12PM

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**Hilton Safety and Cleanliness Protocols:** [Hilton.com/what-to-expect](https://www.hilton.com/what-to-expect)

**For more information on hotel accommodations and nearby attractions:** [Hiltonsandestinbeach.com](https://www.hiltonsandestinbeach.com)

We look forward to welcoming you to the

**2023 Air Force Contracting Summit!**

Defense Leadership Forum  
(202)552-0179  
[events@usdlf.org](mailto:events@usdlf.org)



Event Planning Department

4000 Sandestin Boulevard South  
Miramar Beach, FL 32550

DIRECT: 850-267-9600  
FAX: 850-267-1816

## EXHIBITOR FACT SHEET

The Hilton Sandestin Beach Golf Resort & Spa is looking forward to having you with us. As an exhibitor, a number of guidelines are in place regarding Hotel Services as follows:

### Electrical & Ancillary Services

- Electrical service and other ancillary items such as internet connections, easels, etc. may not be included in your conference's exhibitor fees and may be rented through the Hotel on-site.
  - **NOTE: The Hilton Sandestin Beach does not accept prepaid forms.**
- Attached is an Exhibitor/Vendor Pricing guide. The Hotel will endeavor to honor any request made day of Show but service may be limited. All charges will be applied the day of the Show and may be paid by credit card or room charge. All payments by credit card must be made with the card present at the hotel during the event. Receipts for charges are available upon request
- **For on-site requests, please contact Conference Services at Extension 3115.**

### Outside Food & Beverage

- Hilton Sandestin Beach Golf Resort & Spa's policy strictly prohibits alcoholic beverages to be brought onto the property from outside sources for any conference, event or function.
- Hilton Sandestin Beach enforces this policy for all functions on property including exhibit halls, hospitality suites, as well as beach tents and poolside cabanas.
- Any food and beverage needs are to be fulfilled only through Hilton Sandestin Beach's banquet services.
- **Please contact your Event Manager at 850-267-9600 for details and menus.**

### Package Shipping, Receiving, Storage and Delivery

- Please make sure any packages or materials shipped to the hotel are properly labeled to ensure prompt delivery. The name of the guest receiving the shipment should be clearly marked:

**HILTON SANDESTIN BEACH GOLF RESORT & SPA**  
**4000 Sandestin Boulevard South**  
**Miramar Beach, FL 32550**  
**ATTN: Name of Person the package(s) should be directed**  
**Conference/Group Name**  
**Arrival Date**

- Guest must be present to receive and sign for all deliveries.
- \$15.00 per box receiving/handling charge will apply to all boxes delivered to or picked up from meeting rooms.
- \$150.00 per pallet per move will apply to all pallets delivered to or picked up from meeting rooms.
- Due to limited storage space at the Hotel, there is a \$5.00 per package per day storage fee for items received more than three days prior to arrival.
- All materials will be delivered directly to the exhibit hall on the conference exhibit set-up date and cannot be left in the loading dock or service hall areas. If storage is required please contact the Bellstand at Extension 40.
- Additional labor charges will be incurred up to \$25.00 for shrink wrapping per pallet, packaging, taping, addressing, and/or providing boxes to be shipped. (NOTE: Federal Express and UPS shipping labels are available upon request.)
- In case of missing shipments, please be prepared to provide tracking numbers.
- The Hilton Sandestin Beach Golf Resort & Spa is not responsible for any materials left in in function rooms. All items must be cleared from the meeting space at the conclusion of the event.
- For advance receiving/handling arrangements, please contact Guest Services at 850-267-9500 or Michael KausHagen [mkaushagen@hiltonsandestinbeach.com](mailto:mkaushagen@hiltonsandestinbeach.com)
- **For on-site assistance with all packages and box deliveries, please contact the Bellstand at Extension 40.**

NOTE: If applicable, all exhibit/trade show shipments should be referred to the Conference's contracted exhibit/drayage company.

## **Electrical & Ancillary Rental Services**

Electrical service and other ancillary items such as extension cords, power strips, easels, etc. may not be included in your conference's exhibitor fees and may be rented through the hotel on-site.

The hotel will endeavor to honor any request made day of show, but service may be limited. All charges will be applied the day of the show and may be paid by credit card or room charge.

Receipts for charges are available upon request.

**NOTE: The Hilton Sandestin Beach does not accept prepaid forms.**

**110V Electrical \$82.24**

**Easel \$15.00**

**Extension Cord \$10.00**

**Power Strip \$10.00**

All pricing subject to 25% service charge and 7% sales tax.

**For on-site requests, please contact Conference Services at extension 3115 or 850-585-8955**