

2023 SOUTHWEST DEFENSE CONTRACTING SUMMIT APRIL 24 - 25, 2023 TUCSON, ARIZONA

IN-PERSON EXHIBIT INSTRUCTIONS

We look forward to your in-person participation in the **2023 Southwest Defense Contracting Summit**.

EVENT VENUE

Conference Center at Casino Del Sol Resort, Spa, Golf
5655 West Valencia Road
Tucson, Arizona 85757
Phone: (855) 765-7829

AGENDA

Sunday, April 23, 2023

3:00PM – 6:00PM: [Exhibit Move-In](#)

Monday, April 24, 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 in Grand Ballroom

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

1:30PM – 4:00PM: General Sessions in Grand Ballroom

4:00PM – 5:00PM: **Networking with Exhibitors**

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

5:30PM – 7:30PM: **VIP Networking Reception in Exhibit Ballroom**

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

Tuesday, April 25, 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 – 12:30 PM: General Sessions in Grand Ballroom

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

12:00PM: [Exhibit Move-Out](#)

*Schedule subject to change.

GENERAL INFORMATION

EXHIBIT SPACE DETAILS

Standard Exhibit Package - includes a 6' x 30" skirted table and space up to **8ft wide** by 6 to 8 ft deep for **table-top display items** 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 6' x 30" skirted 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. You may 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.**
- Waste baskets not provided at each table. Large waste containers will be available in the conference space.
- Extension cords and power strips are not provided - please bring your own.

EVENT POINT OF CONTACT:

Brooke Rosicka, Defense Leadership Forum (DLF)
brooke.rosicka@usdlf.org; or [events@usdlf.org](https://www.usdlf.org)
DLF Office: (202) 552-0179

HOTEL'S EVENT POINT OF CONTACT:

Michael Corrales, Event Manager, Casino Del Sol
Email: michael.corrales@casinodelsol.com
Phone: 520-324-9403

EVENT VENUE & LODGING RECOMMENDATION

Conference Center at Casino Del Sol Resort, Spa, Golf

5655 West Valencia Road

Tucson, Arizona 85757

Phone: (855) 765-7829

Self-Parking: Complimentary

Website: [Casino Del Sol Resort, Spa & Golf](#)

Lodging Reservation Details:

Hotel Group Name: Southwest Defense Contracting Summit

Rate Available: April 22, 2023 through April 28, 2023

Special Group Rate Code: 6541

Last Day to Book: Friday, Apr 7, 2023

Hotel Group Rate: \$104.00/per night (plus tax)

Hotel Booking Link: <https://www.casinodelsol.com/tower-selection/>

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. This spectacular venue is located in the mesquites of the high Sonoran Desert and only a 15-minute ride from the Tucson International Airport and Downtown Tucson. Owned and Operated by the Pascua Yaqui Tribe, the Casino Del Sol Resort, Spa, Golf and Conference Center is a five-time recipient of a AAA Four-Diamond Rating.

Additional Details: Resort Fees Waived, Wi-Fi, Valet and Self-Parking are Complimentary, 10% Discount and Priority Golf Rates at the Sewailo Golf Club, 20% Discount on Spa Services, and 2 Outdoor Swimming Pools. There are 6 Restaurants on the Property, including Award Winning PY Steakhouse.

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 **March 31, 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.

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 10, 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

Inbound Shipping

Ship items to: **Casino Del Sol, 5655 W. Valencia Road Tucson, Arizona 85757**

Directions: Clearly note conference name: SWDCS23 or SW Defense Summit and the name of the Company and people who are the recipient of the shipment.

Outbound Shipping

Shipment must be packed and ready to go with your carrier's package slip filled out and attached to the box in the afternoon of the Move Out day (April 25). The Venue's warehouse personnel will pick it up.

EXHIBIT MOVE-IN & MOVE-OUT

Move-In: Sunday, April 23rd: 3PM to 6PM

Move-Out: Tuesday, April 25th: Starting at 12:30PM

ELECTRICAL / AV EQUIPMENT ORDERS

Electrical Service and other ancillary items are not included in your exhibit registration fee. **Bring your own extension cords and power strip.** The venue does not have these items in their inventory. Free of charge power outlets are available from the ballroom floors and walls. In case you need to purchase items upon arrival - there is a Walmart about 10-15 minutes away from the venue.

INTERNET

Complimentary Wi-Fi is available in the Conference Center.

BUSINESS SERVICES

There is an unattended Business Center available on-site which may be accessed by hotel key card. A printer and two computers are available for personal use. **Not intended for bulk printing.**

EVENT PARKING

Pull through the front drive for check in, then park in the multilevel Parking Garage immediately adjacent to the Conference Center for complimentary parking on Floors Two through Four and handicap spaces close to the elevators. That is the quickest route to the conference center and Hotel. **See attached map.** Guests can also valet complimentary with voluntary gratuity.

VIRTUAL EVENT PLATFORM - WHOVA

The 2023 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 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 to your safe senders list to ensure you are receiving important updates.

EVENT GUIDELINES AND PROTOCOLS

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 with exposure to COVID-19. If you or someone in your household feels ill, please refrain from traveling to the event and submit a request to convert your registration to virtual attendance.

We look forward to welcoming you to the
2023 Southwest Defense Contracting Summit!

RESTAURANT HOURS OF OPERATION



TUE/WED/THUR 4P-10P
FRI/SAT 4P-11P
 CLOSED ON SUN & MON
 520-324-9350



SUN/MON/THUR 12P-9P
FRI/SAT 12P-11P
 CLOSED ON TUE & WED
 520-838-6626



SUN-THUR 11A-10P
FRI/SAT 11A-11P
 520-838-7177



SUN-THUR 7A-11P
FRI/SAT 24/7
 520-838-6549



MON/WED/THUR/FRI 11A-7P
TUE 1P-7P • SUN/SAT 9A-7P
 520-838-6626



SUN-THUR 11A-12A
FRI/SAT 11A-2:30A
 520-838-6626



DAILY 11A-2A
 520-324-9355



DAILY 4P-10P



DAILY 7A-11P
 520-838-6430



DAILY 11A-9P
 520-838-6668



DAILY 7A-10P
 520-324-9380



DAILY 7A-11P
 520-324-9391

IN-ROOM DINING • DAILY 6A-10P

CASINO DEL SOL • CASINO OF THE SUN • RESORT • SPA • CONFERENCE CENTER
 AVA AMPHITHEATER • SEWAILO GOLF CLUB • RV PARK • ESTRELLA

