



2024 NAVY CONTRACTING SUMMIT

Dear Exhibitors & Sponsors,

We look forward to your participation in the **2024 Navy Contracting Summit** at the **Hilton Norfolk The Main**. In preparation for the event, please thoroughly review the following document.

EVENT VENUE

Hilton Norfolk The Main

100 East Main Street

Norfolk, Virginia 23510

Phone: (757) 763-6200

Website: [Hilton Norfolk The Main](#)

Parking: Available at Public Parking Garages; no garage is available at this hotel

Lodging Details:

Group Rate Name: Navy Contracting Summit

Special Group Rate: \$149 USD/Night + Tax

Rate Available: June 9, 2024 - June 13, 2024

Last Day to Book: May 24, 2024

Booking: Call Hotel Directly at (757) 763-6200

Reserve your Room: Click [Here](#)

AGENDA

All events will be held in **Granby Ballroom and Foyer** unless noted below.

Monday, June 10, 2024

3:00PM – 6:00PM: Exhibit Move-In

Tuesday, June 11, 2024

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

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

7:30 AM – 8:30 AM: In-Person Matchmaking Session Sign Up (Location: Foyer)

7:30 AM – 8:30 AM: Networking Breakfast with Exhibitors

8:30 AM – 10:15 AM: General Sessions

10:15 AM – 10:45 AM: Networking Break with Exhibitors & Sponsors

10:45 AM – 12:30 PM: General Sessions

12:30 PM – 1:30 PM: Networking Lunch with Exhibitors & Sponsors

1:30 PM – 4:15 PM: General Sessions

4:15 PM – 5:30 PM: Networking with Exhibitors & Sponsors

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

5:30 PM – 7:30 PM: VIP Networking Reception (Sponsors, Speakers, Exhibitors, VIP Attendees)

Wednesday, June 12, 2024

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

7:30 AM – 8:30 AM: Networking Breakfast with Exhibitors

7:30 AM – 8:30 AM: In-Person Matchmaking Session Sign Up (Location: Foyer)

8:30 AM – 10:15 AM: General Sessions

10:15 AM – 10:45 AM: Networking Break with Exhibitors & Sponsors

10:45 AM – 12:15 PM: General Sessions

12:30 PM: Exhibit Move-Out

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

**Schedule subject to change.*

GENERAL INFORMATION

EXHIBIT SPACE DETAILS:

A **Standard Exhibit Space** includes a 6ft skirted table and enough space to accommodate free-standing banners not to exceed 8ft wide. A **Large Exhibit Space** includes a 6ft skirted table and enough space to accommodate free-standing banners not to exceed 10ft wide. Retractable banners must be placed directly behind your table. Retractable banners can be up to 10 inches in depth, space is limited behind each table. We will not be able to accommodate additional items to be placed next to your table. Please plan your display items accordingly and make sure to only bring items that fit within your allotted space. If your items exceed the amount of space you purchased our team reserves the right to ask you to remove your items. If you have any questions about your display items please reach out to us at events@usdlf.org.

SET-UP & PLACEMENTS:

- All Exhibitors are assigned a space equipped with (1) six-foot table and chairs.
- **Space selection is not offered. You will not be pre-assigned a table number.**
- Exhibitors will be placed in the Exhibitor Ballroom or the Prefunction Foyer depending on the package selected.
- Top Sponsors will have the option to display their exhibit in the General Session Ballroom or the Foyer
- This is NOT a booth or pipe and drape set up, no carpeting is needed.

MOVE-IN & MOVE-OUT:

Move-In: Monday, June 10: **3PM to 6PM**; Tuesday, June 11: **7AM to 8AM**

Move-Out: Wednesday, June 12: **12:30PM**

Note: Earlier breakdown is not permitted. Exhibit breakdown is scheduled to start at 12:30PM on Wednesday, June 12, as soon as the General Sessions adjourn.

ATTENDEE INFORMATION:

You must submit the following information for each attendee: **First & Last Name, Business Title, Company Name, Email Address & Phone Number** to events@usdlf.org by **Tuesday, May 28, 2024**. Any late attendee information received after this date will not be guaranteed a professionally printed name badge. If you are unsure if you have submitted complete information please contact us at events@usdlf.org to inquire.

Need additional passes? Additional Exhibitor/Sponsor passes are available for the special rate of \$495 each through May 30, 2024 (\$595 after May 30). **Register online [HERE](#).**

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. Requests will not be approved after this date. Submit event credit requests on or before **May 28, 2024**. Attendee transfer requests must be received by **June 7, 2024**. Email all requests to events@usdlf.org.

COMPANY LOGO:

Upload your company's logo [here](#) or submit it via email to events@usdlf.org.

Deadline to submit logos: May 29, 2024

Make sure your file name includes your Company Name. (Example File Name: The_Boeing_Company_Logo.png)

SHIPPING INFORMATION:

Shipping/Receiving:

Hotel will not accept delivery of any items more than **three (3) business days** prior to the Summit. Exhibitor is responsible for the arrangements and all expenses of shipping materials, merchandise, or any other items to and from Hotel. The exhibitor is responsible for insuring its property for loss or damage.

Handling and storage charges for inbound and outbound items will be applied as follows:

- 1 to 20 lbs. \$3.00 per item
- 21 to 99 lbs. \$10.00 per item
- 100+ lbs. \$20.00 per item
- Palette \$50.00 per palette

Materials being sent to the Hotel must include the following:

- Hold For: *(Name of Exhibit Table and/or Guest **Claiming** packages on site)
- Must include Hotel's POC name on your package as shown in the sample below.
- Exhibit Company's Complete Return address
- Number of Packages (Example: Box 1 of 2, Box 2 of 2)
- Address package to the hotel as follows:

Hilton Norfolk The Main

100 East Main Street

Norfolk VA, 23510

ATTN: Kemi Mcrae / NCS24

Hold for: Name of Company and/or Guest Claiming packages on site

ELECTRICAL / AV / EQUIPMENT ORDERS:

AV and Electrical services are not included in your event registration fees.

ELECTRICAL:

Access to an electrical outlet must be ordered from the hotel directly. See the Electrical Order Form on **Page 5**. We have negotiated a discounted rate for you. Receive a one time fee of \$30 per table top for one standard 110-volt outlet. Bring your own extension cords/power strips if needed.

AV ORDERS: (Monitors, Equipment, Internet, Etc)

To place an order contact the Hotel's AV Manager **Bryan Pennill** at Bryan.Pennill@themainnorfolk.com

INTERNET ACCESS:

Complimentary WiFi is available to Summit attendees in the meeting space.

EVENT PARKING

Available at Public Parking Garages; no garage is available at this hotel

EVENT CONTACTS:

EVENT HOST:

Defense Leadership Forum (DLF); events@usdlf.org

DLF EXHIBITOR & SPONSOR POC:

Brooke Rosicka, Defense Leadership Forum
events@usdlf.org / (202) 552-0179

VENUE POC:

Kemi Mcrae, Hilton Norfolk The Main
Kemi.Mcrae@themainnorfolk.com

Join us for other upcoming DLF events:

2024 Capitol Hill AIGOVCON Briefing

July 30, 2024
Washington, D.C.
Capitol Hill Club

2024 Pacific Defense Contracting Summit

October 8-10, 2024
Honolulu, Hawaii
Waikiki Beach Marriott Resort & Spa

2025 Air Force Contracting Summit

January 23-24, 2025
Orlando, Florida
Rosen Centre Hotel

Interested in Exhibiting, Sponsoring, or Speaking at one of our upcoming events?

Please email Brooke.Rosicka@usdlf.org to request more information or to request an exploratory call with our senior leadership team to discuss how we can best position your team moving forward. Ask about our multi-event discount offers.

General Questions?

Email us at events@usdlf.org

We look forward to your participation in the **2024 Navy Contracting Summit!**



Exhibitor Information/Order Packet

Conference Name: Navy Contracting Summit

Dates: 2024-06-09- 2024-06-14

All requests for utility service must be received by the Catering Manager at **least 10 days prior to show date** and must be accompanied by credit card authorization to cover all charges. Any requests received outside of 10 days prior to the show date will incur a \$25.00 late request fee

Service for late requests cannot be guaranteed. **A charge of \$25.00 will be applied to all late requests in addition to normal charges. Onsite orders will incur additional fees.** The Hotel reserves the right to refuse any requests for service that is deemed unsafe or ill advised.

Electrical Services*	Cost Per Day
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	Cost	Company Name
25' AC Cord w/ Power Strip (10 Amp)	\$30.00++ Each	_____

***If you are unclear the Amp service needed, please consult the Hotel Audio Visual Department.**

Additional Amps available at an additional cost.

Audio-Visual Services	Cost Per Day			
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	# of Days	Cost	Total	Location
Wired Internet Line 5 up/5 down	_____	\$100.00++	_____	_____
Wired Internet Line 10 up/10 down	_____	\$200.00++	_____	_____
6' Tripod Screen w/ Bottom Black Skirt	_____	\$75.00++	_____	_____
Epson 4500 Lumen Projector	_____	\$300.00++	_____	_____
55" Monitor w/ Rolling Cart	_____	\$200.00++	_____	_____
Show Dell Laptop	_____	\$125.00++	_____	_____
Black Poster Easel	_____	\$25.00++	_____	_____

Telecommunication Services	Cost Per Day			
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	# of Days	Cost	Total	Location
Analog Phone Line	_____	\$100.00++	_____	_____

Catering Services

*****\$50 MINIMUM FOR ALL ORDERS*****

	Cost	Total	Location
PASTRIES*			
Assorted Mini Muffins	<u>\$24.00++</u>	_____	_____
Assorted Breakfast Pastries	<u>\$24.00++</u>	_____	_____
Toasted Bagels with Creamery Butter & Cream Cheese	<u>\$24.00++</u>	_____	_____
Coffee Cake: Banana, Blueberry, Strawberry	<u>\$24.00++</u>	_____	_____
SNACKS*			
Assorted French Macarons	<u>\$36.00++</u>	_____	_____
Brownies	<u>\$24.00++</u>	_____	_____
Assorted Cookies	<u>\$24.00++</u>	_____	_____
Chocolate Dipped Strawberries	<u>\$36.00++</u>	_____	_____
Soft Pretzels	<u>\$36.00++</u>	_____	_____
Whole Fresh Fruit	<u>\$18.00++</u>	_____	_____
Assorted Candy Bars	<u>\$36.00++</u>	_____	_____
Individual Bags of Route 11 Chips	<u>\$24.00++</u>	_____	_____
Assorted Nutra Grain Granola Bar	<u>\$24.00++</u>	_____	_____
Potato Chips, Pretzels or Mixed Nuts	<u>\$24.00++</u>	_____	_____
Individual Bags of Fresh Popped Popcorn	<u>\$24.00++</u>	_____	_____
BEVERAGES			
Coke Products	<u>\$3.50++</u>	_____	_____
Individual Bottled Assorted Juices	<u>\$4.00++</u>	_____	_____
Red Bull	<u>\$5.00++</u>	_____	_____
Sugar-Free Red Bull	<u>\$5.00++</u>	_____	_____
Logo Bottled Water	<u>\$3.50++</u>	_____	_____
Segafredo Regular Coffee**	<u>\$60.00++</u>	_____	_____
Segafredo Decaffeinated Coffee**	<u>\$60.00++</u>	_____	_____
Assorted Hot Teas**	<u>\$60.00++</u>	_____	_____
Lemonade**	<u>\$44.00++</u>	_____	_____
Iced Tea**	<u>\$40.00++</u>	_____	_____

***Priced per dozen**

****Priced per gallon**

Other items available upon request. Please contact Hotel directly

Food & Beverage Sampling Fee	Cost Per Day			
	# of Days	Cost	Total	Location
Food Product Samples (Max. 2 oz)	_____	\$50.00++	_____	_____
Non-Alcoholic Beverage Samples (Max. 4oz)	_____	\$50.00++	_____	_____
Food Product Samples (Full Size)	_____	\$150.00++	_____	_____
Non-Alcoholic Beverage Samples (Full Size)	_____	\$150.00++	_____	_____

****If interested in purchasing food & beverage from The Main, reference Catering Service section**

Cleaning Services	Cost Per Day			
	# of Days	Cost	Total	Location
Waste Removal	_____	\$20.00++	_____	_____
Booth Carpet Cleaning	_____	\$30.00++	_____	_____

Shipping & Receiving - The Hotel does NOT accept delivery of exhibitor booths/crates. Please contact the decorator or show management to coordinate.

Hotel will not accept delivery of any items more than three (3) business days prior to conference. Limited storage options may be available upon request. Please contact Catering Sales Manager for pricing and availability.

Exhibitor is responsible for the arrangements and all expenses of shipping materials, merchandise, or any other items to and from Hotel. Hotel must be notified in advance of shipping to ensure proper acceptance of items upon arrival at Hotel. Any alternate arrangements are to be approved by Hotel Representative. Hotel is not able to receive COD packages. The Hotel policies of safe handling are based on advice from the United States Postal Service (USPS) and the federal Center for Disease Control and Prevention (CDC).

Handling and storage charges for inbound and outbound items will be applied as follows:

- 1 to 20 lbs. \$3.00 per item
- 21 to 99 lbs. \$10.00 per item
- 100+ lbs. \$20.00 per item
- Palette \$50.00 per palette

The Hotel does not accept any liability for equipment, goods, displays or other materials that arrive unmarked or fail to arrive at the Hotel. The exhibitor is responsible for insuring its property for loss or damage. Palette items will not be accepted without **seven (7) days** advance notification. Please contact the Group's Hotel representative for details.

Cancellation Policy for Electrical Services:

If you wish to cancel, cancellation notice must be received by E-Mail, at least 5 business days in advance. If you cancel within 5 business days, you will be obliged to pay 50% of the fees. The cancellation policy shall not apply to any special or custom arrangements for conference room services that required Hotel to incur any expense or liability in advance. This will be billed at regular or quoted cost.

Payment: Total Charges _____ + \$25.00 Late Fee (See Above) = \$ _____

Note: There will be a 24% Service Charge and Applicable State Taxes on the on the total amount due. Some products/services may require additional labor fees.



Credit Card Authorization

Conference Name: Navy Contracting Summit

Dates: 2024-06-09- 2024-06-14

Date: _____

Dear Management:

I, the undersigned, authorize the Hilton Norfolk The Main, to charge the below amount to my credit card

_____ Expiration Date _____.

TOTAL AMOUNT DUE: \$ _____ *will be calculated by Hotel

Company Name: _____

***Please return this form completed*
*Your Credit Card will be processed at the time we receive the information.***

Card Holder's Signature: _____

Card Holder's Name: _____

Billing Address: _____

Daytime Telephone #: _____

E-Mail Address: _____

Please Return To:
Sales and Catering Offices
Attention: Kemi McRae
Hilton Norfolk The Main
100 East Main Street
Norfolk, VA 23510
Phone (757) 763-6269
Fax: (757) 763-6299
Email: info@themainnorfolk.com