

2022 MILCON

CONTRACTING SUMMIT

DECEMBER 6-7, 2022
ARLINGTON, VIRGINIA

FACILITIES ★ TECHNOLOGY ★ ENERGY ★ DEFENSE ★ CONSTRUCTION

IN-PERSON EXHIBIT INSTRUCTIONS

We look forward to your in-person participation in the annual 2022 MILCON 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

Sheraton Pentagon City Hotel
Address: 900 South Orme St
Arlington, VA 22204

AGENDA

Monday, December 5, 2022

3:00PM – 6:00PM: **Exhibit Move-In**

Tuesday, December 6, 2022

<<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, December 7, 2022

<<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 – 12:00PM: General Sessions

12:00PM – 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 8ft deep for **table-top display items only** and up to (two) 3ft wide freestanding 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, freestanding 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.

Exhibit breakdown is scheduled to start at 12:00PM on Wednesday, December 7. Early breakdown is not permitted. An early breakdown fee will be invoiced to those that require an early departure.

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:

Defense Leadership Forum

(202)552-0179 events@usdlf.org

HOTEL POINT OF CONTACT:

Megan Williams

megan.williams@sheratonpentagoncity.com

EVENT VENUE & LODGING RECOMMENDATION

Sheraton Pentagon City Hotel

900 South Orme Street
Arlington, Virginia 22204

Phone: (703) 521-1900

Hotel Group Name: MILCON Summit

Hotel Group Rate: \$179.00 (plus tax)

Hotel Booking Link: [Book your room with the group rate for the MILCON Contracting Summit](#)

Please note group rates are available 12/05/22 to 12/08/22, subject to availability. Please 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 by **November 18, 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 November 11). 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 **November 22, 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 4-5 for Shipping and Storage** information. Submit Shipping Form to Hotel POC Megan Williams, megan.williams@sheratonpentagoncity.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. For ordering information please reach out to Lance Richard lrichard@avms.com

EXHIBIT MOVE-IN & MOVE-OUT

Move-In: Monday, December 5th: 3PM to 6PM

Move-Out: Wednesday December 7th: 12:00PM

EVENT PARKING

On Site Parking for Hotel Guests: \$32 per day

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

VIRTUAL EVENT PLATFORM - WHOVA

The 2022 MILCON 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@usdfi.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.

- 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.
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ADDITIONAL VENUE INFORMATION

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

Hotel Shuttle Service (please check with hotel on any schedule changes):

First Shuttle runs to DCA starting at 6AM every top and bottom of the hour; second shuttle goes to the Pentagon City Metro/Pentagon City Mall starting at 9:30 am and runs once every hour.

Platonic Restaurant and Lounge:

Breakfast Hours: 6AM-12PM

Lunch Hours: 12AM-3PM

Dinner Hours: 5PM-10PM

Bar: Open Monday-Thursday 3PM-10PM and Friday-Sunday 3PM-11PM

Coffee Shop: Available 6AM-10PM

Marriott Safety and Cleanliness Protocols: <https://clean.marriott.com/>

For more information on hotel accommodations and nearby attractions: [Marriott.com](https://www.marriott.com)

We look forward to welcoming you to the
2022 Military Construction Contracting Summit!

Defense Leadership Forum
(202)552-0179

marketing@defenseleadershipforum.org

SHERATON PENTAGON CITY

Exhibitor Shipping/Receiving Form

The Sheraton Pentagon City welcomes your participation as an exhibitor in a conference to be hosted at the hotel. Please take a moment to provide us with necessary details in anticipation of the program. Should you have any questions please do not hesitate to contact the hotel conference services department at 703-521-1900

Conference (program name)				
Program dates				
Delivery/set up time				
Strike/ break down time				
Describe the nature of your exhibit (IT, interactive, collateral, etc.)				
Company (your company name)				
Contact name				
On-site representative				
Address				
Phone				
Fax				
Email address				
Shipping and special orders	<u>Item</u>	<u>Quantity</u>	<u>Cost</u>	<u>Total</u>
Shipping	Boxes under 25 pounds		\$5.00/each	
	Boxes 26 – 50 pounds		\$10.00/each	
	Pallets		\$75.00/day	
Payment of all services required before the event date. Completed credit card authorization form is required *All special requirements subject to 24% service charge and 6 % Virginia Sales tax.				

NOTES:

The exhibitor is solely responsible for arrangements and all expenses incurred for any shipping of materials, merchandise, exhibits, or any other items shipped to and from the Hotel to a Group representative and/or attendee.

The hotel charges a package handling fee of \$5.00 per small box (less than 25lbs) and \$10.00 per large box (greater than 26lbs). **Maximum large box size 50 pounds.**

All boxes/packages for hotel guests and meeting groups are asked to be shipped to the following address.

Sheraton Pentagon City

900 S Orme Street

Arlington VA 22204

Onsite Contact Name:

Conference Services Manager:

Group Name:

Meeting Room:

of Boxes: ex. 1 of 3

Pallet

Large pallet guidelines are as follows:

- \$75 receipt/storage fee **per day/per pallet**
- Exhibitor is responsible for disassembling pallet and moving all material from storage location to ballroom/meeting space
- Exhibitor is responsible for removal of pallet
- Exhibitor is responsible for providing all necessary equipment – dollies, lifts, box cutters, etc.

Restaurants Near Sheraton Pentagon City Hotel (2020 – 2021)

900 S Orme St., Arlington VA 22204-4520

Bob & Edith's Diner

2310 Columbia Pike

0.6 miles from Sheraton Pentagon City Hotel

703-920-2700

Cuisines: American, Diner

Busboys & Poets

4251 Campbell Ave

2.8 miles from Sheraton Pentagon City Hotel

703-379-9757

Cuisines: American

Green Pig Bistro

1025 N. Fillmore Street

2.0 miles from Sheraton Pentagon City Hotel

703-888-1920

Cuisines: American

The Liberty Tavern

3195 Wilson Blvd.

2.1 miles from Sheraton Pentagon City Hotel

703-465-9360

Cuisines: American

Matchbox

1100 S. Hayes Street

0.7 miles from Sheraton Pentagon City Hotel

703-340-3884

Cuisines: American, Pizza

The Lost Dog Café

2920 Columbia Pike

0.9 miles from Sheraton Pentagon City Hotel

703-553-7770

Cuisines: American, Pizza, Bar, Pub

Ted's Montana Grill

2200 Crystal Drive (Suite A)

2.4 miles from Sheraton Pentagon City Hotel

703-416-8337

Cuisines: American

Bangkok 54

2919 Columbia Pike

0.9 miles from Sheraton Pentagon City Hotel

703-521-4070

Cuisines: Asian, Thai

Saigon Saigon

1101 S. Joyce Street (Suite B16)

0.5 miles from Sheraton Pentagon City Hotel

703-412-0822

Cuisines: Asian, Vietnamese

Thaiphoon

1301 S. Joyce Street

0.6 miles from Sheraton Pentagon City Hotel

703-413-8200

Cuisines: Asian, Thai

Dama Pastry & Café

1505 Columbia Pike

0.2 miles from Sheraton Pentagon City Hotel

703-920-5620

Cuisines: Ethiopian, African, Bakery

The Celtic House Irish Pub & Restaurant

2500 Columbia Pike

0.8 miles from Sheraton Pentagon City Hotel

703-746-9644

Cuisines: Irish, Pub, American

Sine

1301 S. Joyce Street

0.6 miles from Sheraton Pentagon City Hotel

703-415-4420

Cuisines: Irish, American, Bar, Pub

Federico Ristorante Italiano

519 23rd Street South

2.3 miles from Sheraton Pentagon City Hotel

703-486-0519

Cuisines: Italian

The Portofino Restaurant

526 23rd Street South

2.3 miles from Sheraton Pentagon City Hotel

703-979-8200

Cuisines: Italian

* Troy's Italian Kitchen

2710-B Washington Blvd.

1.9 miles from Sheraton Pentagon City Hotel

703-528-2828

Cuisines: Italian

Don Tito

3165 Wilson Blvd.
3.1 miles from Sheraton Pentagon City Hotel
703-566-3113

Cuisines: Mexican

Guapo's

4028 Campbell Ave.
2.6 miles from Sheraton Pentagon City Hotel
703-671-1701

Cuisines: Mexican

Tortas Y Tacos La Chiquita

2911 Columbia Pike
1 mile from Sheraton Pentagon City Hotel
571-970-2824

Cuisines: Mexican

Bonefish Grill

1101 S. Joyce Street
1 mile from Sheraton Pentagon City Hotel
703-412-2837

Cuisines: Seafood, American

RT's Restaurant

3804 Mt. Vernon Ave.
2.3 miles from Sheraton Pentagon City Hotel
703-684-6010

Cuisines: Seafood, Creole Flare

Quarterdeck

1200 Fort Myer Drive
2.3 miles from Sheraton Pentagon City Hotel
703-528-2722

Cuisines: Seafood

Courthaus Social

2300 Clarendon Blvd.
2.3 miles from Sheraton Pentagon City Hotel
703-243-4900

Cuisines: Sports Bar

Crystal City Sports Pub

529 23rd Street South
2.3 miles from Sheraton Pentagon City Hotel
703-521-8215

Cuisines: Sports Bar

Dudley's Sports & Ale

2766 South Arlington Mill Drive
2.6 miles from Sheraton Pentagon City Hotel
571-312-2304

Cuisines: Sports Bar

Copperwood Tavern

4021 Campbell Ave.
2.5 miles from Sheraton Pentagon City Hotel
703-552-8010

Cuisines: Steak

Epic Smokehouse

1330 South Fern Street
1.6 miles from Sheraton Pentagon City Hotel
571-319-4001

Cuisines: Steak

Medium Rare

3601 Fairfax Drive
2.5 miles from Sheraton Pentagon City Hotel
703-243-2020

Cuisines: Steak

Ruth's Chris Steak House

2231 Crystal Drive (11th FL)
2.4 miles from Sheraton Pentagon City Hotel
703-979-7275

Cuisines: Steak

Zen Bistro & Wine Bar

1301 S. Joyce Street
0.6 miles from Sheraton Pentagon City Hotel
703-413-2002

Cuisines: Sushi, Asian, Wine Bar

(* Dine-In option **NOT** Available)