



# 2023 PACIFIC DEFENSE CONTRACTING SUMMIT



We look forward to your in-person participation in the **2023 Pacific Defense Contracting Summit** at the **Waikiki Beach Marriott Resort & Spa**. In preparation for the event, please review the following document.

## AGENDA

All events will be held in Kona Moku Ballrooms, Paoakalani Tower, 3rd Floor unless noted below.

### Monday, October 16, 2023

3:00PM – 6:00PM: Exhibit Move-In

### Tuesday, October 17, 2023

**7:00AM – 5:30PM Exhibit Areas Open**

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

7:30AM: On-Site Attendee Registration & Check-In (Kona Moku Lanai, Paoakalani Tower, 3rd Floor)

7:30AM: Networking Breakfast with Exhibitors

8:30AM – 10:30AM: General Sessions

10:30AM: Networking Break with Exhibitors

10:45AM – 12:30PM: General Sessions

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

1:30PM – 4:30PM: General Sessions

4:30PM – 5:30PM: Networking with Exhibitors

5:30PM – 7:30PM: VIP Networking Reception (Mohala Garden, Keolahilani Tower, 1st Floor)

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

### Wednesday, October 18, 2023

**7:30AM – 12:30PM Exhibit Areas Open**

7:30AM: On-Site Attendee Registration & Check-In (Kona Moku Lanai, Paoakalani Tower, 3rd Floor)

7:30AM: Networking Breakfast with Exhibitors

7:30AM – 8:30AM: In-Person Matchmaking Session Sign Up (Kona Moku Lanai, Paoakalani Tower, 3rd Floor)

8:30AM – 12:30PM: General Sessions

12:45PM – 1:45PM: In-Person Matchmaking Session (Milo IV - V Meeting Room, Paoakalani Tower, 2nd Floor)

### Thursday, October 19, 2023

**7:30AM – 12:30PM Exhibit Areas Open**

7:30AM: Networking Breakfast with Exhibitors

7:30AM – 8:30AM: In-Person Matchmaking Session Sign Up (Kona Moku Lanai, Paoakalani Tower, 3rd Floor)

8:30AM – 12:00PM: General Sessions

12:30PM – 1:30PM: In-Person Matchmaking Session (Milo IV - V Meeting Room, Paoakalani Tower, 2nd Floor)

12:30PM: Exhibit Move-Out

*\*Schedule subject to change.*

## EVENT VENUE & LODGING

### Waikiki Beach Marriott Resort & Spa

2552 Kalakaua Avenue  
Honolulu, Hawaii 96815  
Phone: (808) 922-6611

#### Lodging Details:

Group Rate Name: Pacific Defense Summit  
Hotel Group Rate: \$221 USD/Night (plus tax)  
Rate Dates: October 13, 2023 through October 23, 2023  
Last Day to Book: **September 18, 2023**  
Booking Link: [Waikiki Beach Marriott Resort & Spa](#)  
For questions: Email [res.wbmr@marriott.com](mailto:res.wbmr@marriott.com)

## GENERAL INFORMATION

### EXHIBIT DETAILS:

**Standard Exhibit Space** - includes a 6ft skirted table and space up to **8ft wide** by **6 to 7ft deep** for table-top display items and up to (two) 3ft wide free-standing banners. Backdrops and displayed banners must not be wider than 8ft with this package. This is going to be a full event and we likely will not be able to accommodate any upgrades for additional space on site. Please plan your display items accordingly and make sure to only bring items that fit within your allotted space.

**Large Exhibit Space**- includes a 6ft skirted table and space up to **10ft wide** by **7 to 8ft** deep for freestanding banners or backdrop displays. Banners or backdrops may be up to 10ft wide.

Submit all questions or to request examples of what past exhibitors have displayed please email us at [events@usdlf.org](mailto:events@usdlf.org).

### SET-UP & PLACEMENT DETAILS:

- Exhibitors will be placed in the Exhibitor Ballroom and Foyer area.
- Exhibitors are assigned a space equipped with (1) six foot table and chairs.
- Advanced space selection is not available. You will not be assigned a table number.
- This is NOT booth/pipe and drape set up, no carpeting is needed.

### EXHIBIT MOVE-IN & MOVE-OUT

**Move-In:** Monday, October 16: 3PM to 6PM and Tuesday, October 17: 7AM to 8AM

**Move-Out:** Thursday, October 19: Starting at 12:30PM

Note: Early breakdown is not permitted. Exhibit breakdown is scheduled to start at 12:30 PM on Thursday, October 19. Early departure must be coordinated with the Event Host team prior to October 3rd. A fee will be invoiced to those who depart early and did not pre-coordinate early departure.

### 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](mailto:events@usdlf.org) by **September 22, 2023**. Any late attendee information received after this date will not be guaranteed a professionally printed name badge.

**Need additional passes?** Additional Exhibitor/Sponsor passes are available for the special rate of \$495 each.

**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. Attendee transfer requests must be received by **October 3, 2023**. Email all requests to [events@usdlf.org](mailto:events@usdlf.org).

**COMPANY LOGO:**

Upload your company’s logo [here](#) or submit via email to [events@usdlf.org](mailto:events@usdlf.org) by **September 27, 2023**.

**SHIPPING INFORMATION**

**SHIPPING DETAILS & STORAGE FEES:**

Please ensure the items arrive no sooner than 5-7 days prior to your arrival date due to limited storage space. Receiving, storage and other fees will apply. All fees are subject to change. Please pick up your shipment at the Parcel Office.

Parcel Service (Shipping & Receiving Handling Fees)	
1 – 10 pounds:	\$5.00 per parcel
11 – 20 pounds:	\$10.00 per parcel
21 – 30 pounds:	\$15.00 per parcel
31 – 50 pounds:	\$20.00 per parcel
50 + pounds:	\$25.00 per parcel
Crate/Pallet	\$60/cwt

**Shipping Address:**

**Waikiki Beach Marriott Resort & Spa  
**HOLD for Pacific Defense Summit**  
**NAME OF RECIPIENT**  
**2552 Kalakaua Avenue**  
**Honolulu, HI 96815****

**OUT-BOUND SHIPPING:**

Print your carrier’s shipping labels at the Business Center. Apply to your parcel and drop off at the hotel’s Parcel Office.

**ELECTRICAL / AV / EQUIPMENT ORDERS**

All AV, Internet, and Electrical requests should be directed to Encore Global. To order electrical access please submit the attached order form to [eric.ruggirello@encoreglobal.com](mailto:eric.ruggirello@encoreglobal.com). Access to electrical outlets will only be provided based on your order and payment in advance. Onsite orders will incur a higher fee.

**Send your completed order form and requests to:**

**Eric Ruggirello**  
Group Sales Manager, Encore Global  
eric.ruggirello@encoreglobal.com  
M +1 360-399-6043

## **ADDITIONAL INFORMATION**

### **EVENT PARKING**

To validate your parking and receive the discount price use the validation machine at Summit Registration desk.

#### **For Hotel Guests:**

Overnight Self-Parking: **\$25.00** per night plus tax (regular rate \$45.00).

Overnight Valet Parking: **\$50.00** plus tax per night

#### **For guests not staying in-house:**

Daily Event Self-Parking: **\$15.00** per day

Daily Event Valet Parking: **\$25.00** per day

**Directions from Parking Lot to Ballroom:** From the Guest Parking Lot go to the 1<sup>st</sup> Floor; Turn Right and head towards Nanea Lobby; Take the elevator to the 3<sup>rd</sup> Floor to Kona Moku Ballroom.

### **EVENT CONTACTS:**

#### **EVENT HOST POC:**

Brooke Rosicka, Defense Leadership Forum

Send inquiries to: [Brooke.Rosicka@usdlf.org](mailto:Brooke.Rosicka@usdlf.org) and [events@usdlf.org](mailto:events@usdlf.org)

Office: (202) 552-0179

#### **VENUE POC:**

Alyssalyn Buyuan, Event Manager

[alyssalyn.buyuan@marriott.com](mailto:alyssalyn.buyuan@marriott.com)

Office: 808-921-5187

Fax: 808-921-5119

### **VIRTUAL EVENT PLATFORM - WHOVA**

The 2023 Pacific 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). Through the App you will have the opportunity to engage with other attendees via in-app messages, the community board, group chat, contact exchanging, etc. The app will be accessible one week before the event, during the live event, and up to 3 months following the Summit. You can view the live stream of Summit General Sessions during the event or replay the sessions after the event. 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**

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. You may convert your registration to virtual participation.

## **Special Discount Offer: Exclusive for Summit Exhibitors & Sponsors**

As a participant in the **2023 Pacific Defense Contracting Summit**, we are offering you the opportunity to register now for our upcoming events. Register before September 22, 2023, to receive a special discount in addition to the current early-bird rates. The sooner you register the more you save, plus receive additional savings when you register for 2 events or more. Rates not available with online registration. You may register by contacting us directly. Valid on new registrations only. Not valid on special rates for Government Agencies and Non-Profit Organizations. Payment plans are available. Email [Brooke.Rosicka@usdlf.org](mailto:Brooke.Rosicka@usdlf.org) for more information. Must mention discount at time of registration.

- Receive **25% Off** Future Event Top Sponsorships through Sept 22, 2023.
- Receive **10% Off** Exhibit Packages and all other Sponsorship levels through Sept 22, 2023.

### **Interested in sponsoring and speaking at one of our upcoming events?**

Please contact us to request a sponsorship invitation and to set up a call with our senior leadership team to discuss how we can best position your team.

## **JOIN US FOR OTHER UPCOMING EVENTS!**

### ***Capitol Hill 2024 Defense Outlook Briefing***

December 11, 2023  
Washington D.C.  
*Capitol Hill Club*

### ***2024 Air Force Contracting Summit***

February 22-23, 2024  
Orlando, Florida  
*Rosen Centre Hotel Orlando*

### ***American Small Business Contracting Summit***

April 24-26, 2024  
Washington, D.C.

### ***2024 Navy Contracting Summit***

June 11-12, 2024  
Norfolk, Virginia  
*Hilton Norfolk The Main*

### ***2024 Pacific Defense Contracting Summit***

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

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

(202) 552-0179  
[events@usdlf.org](mailto:events@usdlf.org)  
[www.usdlf.org](http://www.usdlf.org)

