

FEBRUARY 8-9, 2021
DESTIN-MIRAMAR BEACH, FLORIDA

2021 AIR FORCE CONTRACTING SUMMIT

EXHIBITOR INSTRUCTIONS

WELCOME NOTE

Welcome to the **2021 Air Force Contracting Summit**.

In preparation for the event, please read the following document in its entirety.

(202)552-0179

www.usdlf.org

marketing@defenseleadershipforum.org

VENUE

**Hilton Sandestin Beach Golf
Resort & Spa**

4000 Sandestin Blvd South
Miramar Beach, Florida 32550
(850) 267-9500

AGENDA

February 7, 2021

3:00PM – 6:00PM: Exhibit Move-In

February 8, 2021

8:00AM – 5:00PM Exhibit Areas Open

7:00AM – 8:00AM: Exhibit Move-In

8:00AM: On-Site Registration

8:00AM: Networking Breakfast

8:30AM – 12:00PM: General Sessions

12:00PM – 1:00PM: Networking Lunch with Exhibitors

1:00PM – 3:30PM: General Sessions

3:30PM – 5:00PM: Virtual Matchmaking in Whova App

3:30PM – 5:00PM: Networking with Exhibitors

5:00PM – 7:00PM: VIP Networking Reception

Reception is invitation-only: Exhibitors, Sponsors,
Speakers, VIP Attendees, and Special Guests

February 9, 2021

8:00AM – 12:00PM Exhibit Areas Open

8:00AM: Networking Breakfast

8:30AM – 12:00PM: General Sessions

12:00PM – 1:00PM: Virtual Matchmaking in Whova App

12:00PM: Exhibit Move-Out

GENERAL INFORMATION

ROOM SET-UP & ASSIGNMENTS

- Exhibit tables will be located in the ballroom and prefunction area.
- Upon arrival each Exhibitor will be assigned a table equipped with one (1) six foot table and chairs.
- Standard Exhibit includes space up to **8ft wide** by 6ft to 8ft deep for table-top display items and up to **(2) 3ft wide** pull-up banners. Large Exhibit includes a **10ft wide** space. No additional space is available.
- **This is not booth/pipe and drape set up, no carpeting needed.**

IMPORTANT DETAILS

- **Hotel Event POC:** Lynn Pardeshi (850) 267-9607
lpardeshi@hiltonsandestinbeach.com
- Daily Resort Charge of \$30 is reduce to \$10 for Summit attendees and covers self-parking, upgraded room Wi-Fi, access to Fitness Center and Resort Tram Service
- **Electrical service and other ancillary** items such as internet connections, easels, etc. are not included in your exhibit registration fee and may be rented directly through the hotel. See **Exhibitor Fact Sheet** attached.
- **Shipping, Receiving, Storage:** See **Exhibitor Fact Sheet** attached.

ATTENDEE INFORMATION

Please submit the following information for your in-person attendees: *First & Last Name, Business Title, Email Address & Phone Number*. Send to marketing@defenseleadershipforum.org.

- Add additional VIP passes to your package for the special rate of **\$395** each.

COMPANY LOGO

Your Sponsorship or Exhibit Package includes your company logo to be displayed in the Summit materials. Send your company's logo ASAP in high-resolution to 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. In-Person registrations may be converted to virtual-only registration prior to January 25. To coordinate changes, please contact Lindsey Farmer at (202)552-0179 x410 or send an email to Lindsey.Farmer@usdlf.org.

- EVENT CREDIT REQUEST DEADLINE: January 25, 2021
- ATTENDEE TRANSFER or INFO CHANGE REQUEST DEADLINE: January 25 , 2021

POST-SUMMIT MATERIALS:

You are encouraged to share information and digital marketing materials regarding your organization's resources, capabilities, products and services. Please email digital material (one single PDF file – can include multiple pages) to marketing@defenseleadershipforum.org by Wednesday, February 10 , 2021. This information will be included in the "Post-Summit" file share system which will be accessible to attendees by February 17, 2021.

VIRTUAL PLATFORM INSTRUCTIONS:

The 2021 Air Force Contracting Summit is a hybrid event allowing for in-person and virtual attendance. As an extra bonus, all in-person exhibitors have access to the virtual platform to set up their virtual exhibitor profiles. If you are a Sponsor you will also be able to set up a Sponsor profile. **Be ready to go live with your virtual profile by February 3.**

To maximize your ROI, we invite you to edit your exhibitor booth profile on our official digital event platform, Whova. By setting up the booth profile, you can better showcase your company and your products/services to attract both, in-person and virtual visitors to your virtual booth.

We highly recommend that you:

- Upload your organization/company logo
- Upload video or capability statements about your products and services
- Schedule live info sessions or demos
- Provide coupons, giveaways, raffles to generate more leads
- Engage attendees with in-app messages, posting on community board, group chat, business card exchanging, Twitter outlet, etc., before, during and extra 3 months following the Summit

NOTE: You will receive an email with your personal link to edit your exhibitor information. If you have not received an email from DLF by January 8th please email us at marketing@defenseleadershipforum.org. If you need additional guidance on how to set up your booth profile, please visit [Whova Exhibitor Guide](#).

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 new safety protocols in place. Most up to date cleanliness/safety protocols can be found on the website here: <https://www.hiltonsandestinbeach.com/covid-19>. **** 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. ****

- Hilton Hotels & Resorts **require face coverings** in all indoor public areas. Complimentary facemasks are available at the front desk. Hand sanitizing stations will be placed at all entrances to the Ballroom.
- The hotel is currently operating at **75% capacity** for guest rooms and meeting space, which results in limited number of in-person passes available for the Summit.
- Physical distancing protocols for attendee and exhibitor seating are in place. Registration area is covered with plexiglass shields.
- Food/Beverages at the Summit will be served by an attendant and as individually packaged/portioned items. No open buffet service will be provided.
- By registering for this in-person event, you agree that risk of exposure to viruses, including COVID-19, exists in any public place, therefore, you voluntarily assume any risks related to exposure to COVID-19.
- If you or someone in your household feels sick, please refrain from traveling to the event and convert your registration to virtual-only.

Additional Venue Information:

The hotel room block is open through Monday, January 25, 2021 or until rooms are sold out. Please make your reservations now.

Group Name: 2021 Air Force Contracting Summit

Group Rate: \$100 USD/Night

Discount Valid on stays from 2/6/21 through 2/10/21

Reservation Link: [Group Rates](#) or call (850) 267-9500

Resort Tram is currently running from 8:30 a.m. – 10 p.m. daily. It can take you to the Silver Sands Premium Outlets and Grand Boulevard. The tram is limited to 9 people and picks up by the entrance to the Spa Tower.

Housekeeping Services and In-Room Dining

As part of the CleanStay program, the hotel's team will be sealing off rooms that are ready to welcome new guests in an effort to keep everything sanitized prior to arrival. All guest rooms are cleaned and disinfected using commercial-grade cleaning solutions and products between guest stays. This includes all frequently touched objects and surfaces such as door handles, remote controls, telephones, and more. All requests for amenities will be placed in sealed single-use bags placed outside the door of an individual's guest room.

- In-Room Dining is being served from 6:00 am until 11:00 pm. The cart will be left outside of the room, the attendant will not enter the room.

Onsite Dining

Seagar's Prime Steaks & Seafood is open Tuesdays through Thursdays from 5:30pm – 9pm; Fridays and Saturdays from 5:30pm – 10pm. Reservations are recommended: [850-622-1500](tel:850-622-1500).

Sandcastles Restaurant serves Breakfast only (no Lunch or Dinner) from 7am-11am daily

Sandcastles Lounge; Hadashi Sushi Bar; and The Coffee Shop - all open daily, hours of operation can be found on our website

Barefoot's Beachside Bar & Grill, Picnix Poolside Market and Sand Bar are closed for the season



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 rbailer@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.



Event Planning Department

4000 Sandestin Boulevard South
Destin, FL 32550

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

ELEVATOR AND LOAD-IN FACT SHEET

All vendors must load-in at designated doorways and services elevators indicated below:

SERVICE ELEVATORS

Loading Dock (Behind Coral Ballroom)

Doors – 48" wide x 83" high x 96" deep.

Weight – Approved up to 4,000 lbs

Banquets (Behind Emerald Ballroom)

Doors – 47" wide x 84" high x 98" deep

Weight – Approved up to 5,000 lbs

LOAD-IN DOORWAYS

Loading Dock

Overhead tunnel doors – 17' wide x 13' high

Max Truck length – 45'

Swinging Doors – 61" wide x 81" high

Banquets (Service Hall Corridor)

Parking lot Doors – 70" wide x 79" high

Coastal "A"

Fork lift rental required and advance approval to use. Weight – Approved up to 4,500 lbs

Exterior Load in Doors – 94" wide – 94" high

FORK LIFT RATE: \$225.00 – flat rate up to 3 consecutive hours usage

For advance arrangements, please contact your Event Manager at 850-267-9600.

PARKING

All oversize vehicles including trailers, box trucks and motorcoaches must obtain advance approval to park on Hilton Sandestin property. If approved, all vehicles must park in the Hotel North Lot. Otherwise, alternate off-property parking must be secured.

Please contact Security at Extension 3060 for advance arrangements.

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 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 \$75.98

Easel \$15.00

Extension Cord \$10.00

Power strip \$10.00

All pricing subject to 23% service charge and 7% sales tax.

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

GUEST SERVICES PRICING LIST

SERVICE	CHARGE
Luggage Assistance	Check-In: \$5.00 per guest Check-Out: \$5.00 per guest Total for C/I and C/O: \$10.00 per guest
Amenity Delivery	Item slid under door \$4.00 per room Non-personalized delivery: \$5.00 per amenity Personalized delivery: \$6.00 per amenity More than 1 amenity per room: Please contact Robin Bailer
Pallet Delivery	\$150.00 per pallet +
Box Delivery	\$15.00 per box
Golf Club Set Delivery to and from Resort Course	\$10.00 per set
Vendor/Trailer Unloading	\$10.00 per cart
Transportation to and from Ocean Club	\$10.00 per guest (\$50.00 minimum) Roundtrip

COMPLIMENTARY SILVER SANDS TRAM SCHEDULE (Seasonal Only Unless Notified – 13 guest maximum)

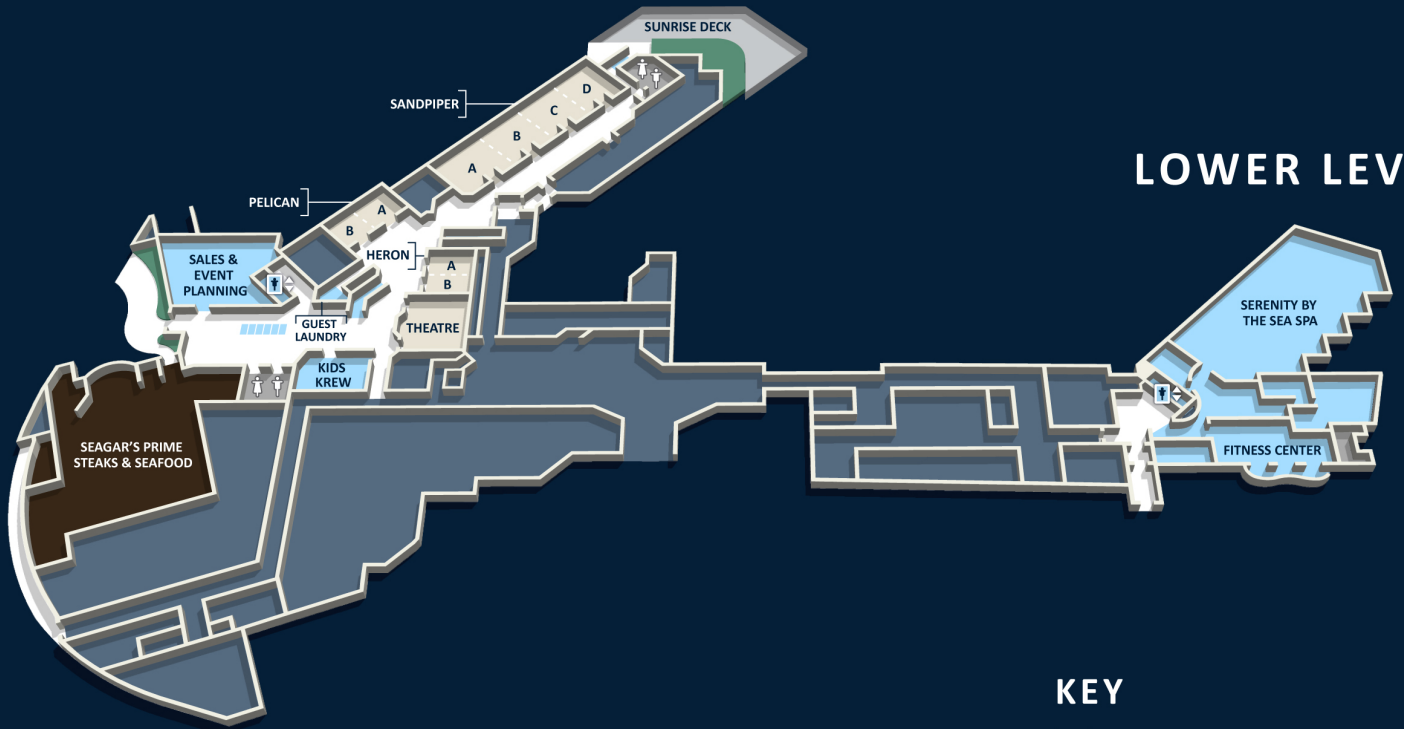
DEPARTURE TIMES	PICK-UP TIMES
10 AM	12:10
Noon	2:10
2 PM	4:10
4 PM	6:10

❖ Please contact Robin at Extension 3086 for any further inquiries.

ENTRY LEVEL



LOWER LEVEL



KEY

- Meeting/Conference Rooms
- Stairs/Elevators/Amenities
- Food & Beverages