

**JUNE 16 - 17, 2022**  
**NORFOLK, VIRGINIA**

# 2022 NAVY CONTRACTING SUMMIT

## IN-PERSON EXHIBIT INSTRUCTIONS

We look forward to your in-person participation in the annual **Navy 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 Norfolk Waterside Hotel**  
 777 Waterside Drive  
 Norfolk, Virginia 23510

### AGENDA

**Wednesday, June 15, 2022**

3:00PM – 6:00PM: **Exhibit Move-In**

**Thursday, June 16, 2022**

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

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

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

7:30AM: **Networking Breakfast in Exhibit Ballroom**

7:30AM – 8:30AM: In-Person Matchmaking Session Sign Up

8:30AM – 10:30AM: General Sessions

10:30AM: **Networking Break with Exhibitors**

11:00AM – 12:30PM: General Sessions

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

1:30PM – 4:30PM: General Sessions

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

4:00PM – 5:30PM: In-Person Matchmaking Session

6:30PM – 9:00PM: **VIP Reception & Dinner Cruise**

6:30PM: **Boarding**

7:00PM: **Departure**

9:00PM: **Return**

The Reception & Dinner Cruise is open to Exhibitors, Sponsors, Speakers, VIP Attendees, and invited guests only. **Please see full Reception Cruise details on Page 3.**

**Friday, June 17, 2022**

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

7:30AM: **Networking Breakfast with Exhibitors**

8:30AM – 10:15AM: General Sessions

10:15AM: **Networking Break with Exhibitors**

10:30AM – 12:30PM: General Sessions

12:30PM – 1:30PM: Break (Lunch On Your Own)

1:30PM – 3:30PM: General Sessions

12:30PM: **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** and up to (two) 3ft wide pop-up banners.

**Marketing backdrops and banners larger than 8ft wide are not permitted with this package.**

**Large Exhibit Package** - includes a 6ft Table and space up to **10ft wide** by 6 to 8ft deep for pull-up banners, 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.

**NOTE:** Exhibit breakdown is scheduled to start at 12:30PM on Friday, June 17.

**Earlier breakdown is not permitted.** An early breakdown fee will be invoiced to you if you must breakdown earlier and must be coordinated prior to June 15.

#### SET-UP & PLACEMENT DETAILS

- Exhibitors will be placed in the Exhibit 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 / EVENT POINT OF CONTACT:

**Defense Leadership Forum**

[www.usdlf.org](http://www.usdlf.org)

[events@usdlf.org](mailto:events@usdlf.org)

(202)552-0179

#### VENUE POINT OF CONTACT:

**MARIA LOPEZ**

Task Force Sales Events Service Manager

[maria.lopez@atriumphospitality.com](mailto:maria.lopez@atriumphospitality.com)

678-829-4268

## EVENT VENUE & LODGING RECOMMENDATION

### Sheraton Norfolk Waterside Hotel

777 Waterside Drive  
Norfolk, Virginia 23510  
Phone: (757) 622-6664

Hotel Group Name: Navy Contracting Summit

Hotel Group Rate: \$96.00 (plus tax)

Hotel Booking Link: [Book your group rate for Navy Contracting Summit](#)

Please note group rates are available three (3) days pre and post, 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. Parking is available at the Dominion Tower parking garage for a daily rate of \$13.00. Each guest will be required to present a valid credit card upon check-in on which an amount of \$50.00 per day pre-authorization can be obtained to cover any charges for the guest's use of the Hotel's ancillary services.

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## 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](mailto:marketing@defenseleadershipforum.org) by **June 1, 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 **\$495 each**. Register your additional attendees through the online event registration system or email us at [marketing@defenseleadershipforum.org](mailto:marketing@defenseleadershipforum.org).

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## 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](mailto:events@usdlf.org) by **June 1, 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.**

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## ADVANCED SHIPPING

For detailed shipping instructions and service charges refer to **Page 5 - Shipping and Storage**.

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## 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. Refer to **Page 5** for the order form and instructions.

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## EXHIBIT MOVE-IN & MOVE-OUT

**Move-In:** Wednesday, June 15: **3PM to 6PM** and Thursday, June 16: **7AM to 8AM**

**Move-Out:** Friday, June 17: **Starting at 12:30PM**

**Early breakdown is not permitted.** Exhibit breakdown is scheduled to start at 12:30 PM on Friday, June 17. Early departure must be coordinated with the Event Host team prior to June 15th and an early move-out fee will be invoiced immediately.

## EVENT PARKING

Self-parking for all guests is located at the Dominion Tower Garage at \$13.00 per day.

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## ADDITIONAL VENUE INFORMATION

The **Waterside Seafood Restaurant's** hours are:

<b>Breakfast</b>	Mon-Friday	6:30am – 11am
	Sat-Sunday	7:00am – 11am
<b>Lunch</b>	Daily	11:00am – 2pm
<b>Dinner</b>	Sun-Thursday	5:00pm – 10pm
	Friday-Saturday	5:00pm – 11pm

## VIP RECEPTION DINNER CRUISE

### **New this year - Summit VIP Reception on the water!**

The 2022 Navy Contracting Summit offers an exclusive opportunity for the VIP Evening Reception & Dinner Cruise on June 16 on board the Spirit of Norfolk! Experience Norfolk and network with fellow attendees from a whole new perspective while enjoying impressive views of the Elizabeth River and the Navy's Atlantic fleet.

### **Included: Spirit of Norfolk Deck 2 (Harborview Deck exclusive to NCS22 attendees)**

Buffet Dinner and 2 Top Shelf Drink Tickets per person; Bar, DJ & Music; impressive views of the Elizabeth River and the Navy's Atlantic fleet

**Not Included:** Photo opportunity in front of the Spirit of Norfolk (framed photos ready before disembarking)

**Arrival** starts at 6:30 PM

**Cruise** from 7:00 PM -9:00 PM

**Departure details:** Guests must wear their NCS22 event badge with a VIP ribbon as proof of the VIP Reception registration and check-in with the Summit's staff prior to departure

**Departing & Disembarking** (easy 7 min walk from the hotel along the Waterfront):

Otter Berth

333 Waterside Dr, Norfolk, VA 23510

**Parking:** Please visit [www.Hornblower.com](http://www.Hornblower.com) for more info about parking and drop-off instructions.

**Disclosure:** Guests will comply with all applicable health orders in effect on the date of the cruise per city of Norfolk regulations

For general inquiries, exhibit inquires, or last minute sponsorship upgrade opportunities please contact your event POC or email us at [marketing@defenseleadershipforum.org](mailto:marketing@defenseleadershipforum.org).

## VIRTUAL EVENT PLATFORM - WHOVA

The 2022 Navy 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 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@usdlf.org](mailto:donotreply@usdlf.org) to your safe senders list to ensure you are receiving important updates.

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## 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.***

- Wearing masks and face coverings is encouraged in the meeting space and all public places of the hotel.
  - Proof of vaccination is not required to attend this event.
  - 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 and convert your registration to virtual-only.
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We look forward to welcoming you to the  
**2022 Navy Defense Contracting Summit!**

Defense Leadership Forum  
(202)552-0179  
[marketing@defenseleadershipforum.org](mailto:marketing@defenseleadershipforum.org)



# SHERATON

Norfolk Waterside Hotel

## NAVY CONTRACTING SUMMIT 2022 JUNE 14 – 18, 2022

### VENDOR/EXHIBIT REQUEST FORM

<b>Company Name:</b>			
<b>Address:</b>			
<b>Contact:</b>			
<b>Phone:</b>		<b>E-mail:</b>	

*A credit card form will be sent via certifi.  
Payment must be received 5 days prior to event.*

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		QTY	PRICE
Electrical Access	\$25.00/day + taxes = \$26.50		
Hardwire Internet (5x5 mbps)	\$50.00/line per day + taxes = \$53.00		
Box Handling Fee (less than 25lbs)	\$7.50/box + taxes = \$7.95		
Larger boxes/Display Cases	\$35.00/box + taxes = \$37.10		
Crates/Pallets	\$150.00/each + taxes = \$159.00		

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<b>Ship to:</b>	Sheraton Norfolk Waterside Hotel NCS22 June 16 – 17, 2022 (Company Name) 777 Waterside Drive Norfolk, VA 23510	<b>Do not ship more than 5 days prior to the conference.</b>
<b>Hotel Contact:</b>	Maria Lopez- <a href="mailto:maria.lopez@atriumhospitality.com">maria.lopez@atriumhospitality.com</a> Sales and Events Service Manager Direct: 678-829-4268	