

# AMERICAN SMALL BUSINESS CONTRACTING SUMMIT

**Dear Exhibitors & Sponsors,**

We look forward to your in-person participation in the **2024 American Small Business Contracting Summit** at the **Sheraton BWI Hotel**. In preparation for the event, please review the following document.

## EVENT VENUE & LODGING

**Sheraton Baltimore Washington Airport Hotel - BWI**

1100 Old Elkridge Landing Road, Linthicum Heights, Maryland 21090

Phone: (443) 577-2100

Parking: Complimentary On-Site Parking

Free Airport Shuttle Service from the Airport to the Hotel

Group Rate Name: American Small Business Contracting Summit

Group Rate: \$115 USD/Night + Tax

Rate Available: April 20, 2024 - April 29, 2024

Last Day to Book: **Wednesday, April 10, 2024**

**Booking Link:**

<https://www.marriott.com/event-reservations/reservation-link.mi?id=1699567005575&key=GRP&app=resvlink>

## AGENDA

All events will be held in **Calvert Ballroom, 1st Floor**, unless noted below.

### Wednesday, April 24, 2024

3:00PM – 6:00PM: Exhibit Move-In

### Thursday, April 25, 2024

**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 – 8:30AM: Networking Breakfast with Exhibitors (Breakfast is included in your registration)

8:30AM – 10:30AM: General Sessions

10:30AM - 11:00AM: Networking Break with Exhibitors

11:00AM – 12:30PM: General Sessions

12:30PM – 1:15PM: Lunch Break (**Lunch on your own - See details on Pages 2 & 5**)

See the hotel's restaurant options, food delivery service, or nearby shopping mall.

1:15PM – 3:30PM: General Sessions

3:30PM – 3:45PM: Networking with Exhibitors

3:45PM – 5:00PM: General Sessions

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

### Friday, April 26, 2024

**7:30AM – 1:00PM Exhibit Areas Open**

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

7:30AM – 8:30AM: Networking Breakfast with Exhibitors (Breakfast is included in your registration)

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

8:30AM – 10:30AM: General Sessions

10:30AM – 11:00AM: Networking Break with Exhibitors

11:00AM – 12:30PM: General Sessions

1:00PM: Exhibit Move-Out

1:00 PM – 3:00PM: In-Person Matchmaking Session (Location: Calvert Ballroom)

*\*Schedule subject to change.*

## GENERAL INFORMATION

### **EXHIBIT DETAILS:**

This event features **Standard Table-Top Exhibit space only**. Space is limited behind your table.

**A Standard Exhibit Space** includes a 6ft skirted table, space for table-top display items, and one 3 to 6ft wide free-standing banner to be placed directly behind your table. Wide or bulky backdrop displays are not permitted. Retractable banners larger than 6ft wide will not be permitted behind your table. Items can be up to 8 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. Submit all questions to [events@usdlf.org](mailto:events@usdlf.org).

### **EXHIBIT SET-UP & PLACEMENT DETAILS:**

- Exhibitors will be placed around the perimeter of the General Session Ballroom and Foyer
- Exhibitors are assigned a space equipped with (1) six-foot table and chairs.
- **Advanced space selection is not offered. You will not be assigned a table number.**
- This is NOT a booth or pipe and drape set up, no carpeting is needed.

### **EXHIBIT MOVE-IN & MOVE-OUT**

**Move-In:** Wednesday, April 24: **3PM to 6PM**; Thursday, April 25: **7AM to 8AM**

**Move-Out:** Friday, April 26: **12:30PM**

Note: Earlier breakdown is not permitted due to the structure of this event. Exhibit breakdown is scheduled to start at 12:30PM on Friday, April 26, as soon as the General Sessions adjourn. If you will not be able to exhibit for the full event please consider moving your registration to another event. Reach out to us ASAP to further coordinate.

### **LUNCH ON-YOUR-OWN DETAILS:**

**Option 1:** Order delivery food service.

**Option 2:** See the attached list of local eateries within a 5-minute drive from the hotel (Refer to Page 5).

**Option 3:** Thursday, April 25 (Day 1): The hotel restaurant offers a pre-set Italian buffet menu at \$20/person exclusively for Summit Attendees; payment via credit card or cash on-site

### **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 April 9, 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 to inquire.

**Need additional passes?** Additional Exhibitor/Sponsor passes are available for the special rate of \$395 each (\$495 after April 5, 2024).

### **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 April 11, 2024. Attendee transfer requests must be received by April 17, 2024. Email all requests to [events@usdlf.org](mailto:events@usdlf.org).

### **COMPANY LOGO:**

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

**Deadline to submit logos:** April 12, 2024

## SHIPPING INFORMATION:

### **INBOUND SHIPPING:**

Sheraton BWI Hotel  
Attn: American Small Business Summit  
1100 Old Elkridge Landing Road  
Linthicum, MD 21090

### **OUT-BOUND SHIPPING:**

Print and place your carrier's shipping label on your packages. The Hotel's personnel will pick up packages and transport them to their facility for shipping.

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## ELECTRICAL / AV / EQUIPMENT ORDERS:

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

### **ELECTRICAL:**

Access to electrical outlets is available free of charge at this venue, however, **bring your own extension cords/power strips.**

### **AV ORDERS:** (Monitors, Equipment, Etc)

Please order directly from the hotel's preferred provider:

**King Audio Visual**  
**Email [info@kingaudiovisual.com](mailto:info@kingaudiovisual.com)**  
**Phone Number 443-250-3669**

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## INTERNET ACCESS:

Complimentary WiFi is available to all Summit attendees and exhibitors.

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## EVENT PARKING

Complimentary self-parking at the hotel's parking lot is available to all Summit attendees

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## EVENT CONTACTS:

### **EVENT HOST:**

Defense Leadership Forum (DLF); [events@usdlf.org](mailto:events@usdlf.org)

### **DLF EXHIBITOR & SPONSOR POC:**

Brooke Rosicka, Defense Leadership Forum  
[marketing@usdlf.org](mailto:marketing@usdlf.org)  
(202) 552-0179 x405

### **VENUE POC:**

Tina Comma, Sales Manager, Sheraton BWI Hotel  
(443)960-4603  
[tcomma@sheratonbwiairport.com](mailto:tcomma@sheratonbwiairport.com)

## **Future Event Discount:**

### **Exclusive Offer for ASBCS24 Exhibitors & Sponsors**

Receive an exclusive rate when you register now for our other upcoming events. Receive a **15% discount** *in addition to the current early-bird rates*. The sooner you register the more you save as rates increase incrementally for attendee passes and exhibit packages. Valid on new registrations only. Not valid on special rates for Government Agencies and Non-Profit Organizations. Enter promo code **DLFSUMMIT15** during online registration or use the special links provided below. Register now for one or both upcoming events. Offer valid through April 26, 2024. Must enter and apply the discount during registration. Applies to Attendee, Exhibit, and Sponsorship registrations. Email [Brooke.Rosicka@usdlf.org](mailto:Brooke.Rosicka@usdlf.org) with any questions.

## **UPCOMING EVENTS:**

### **2024 Navy Contracting Summit**

June 11-12, 2024

Norfolk, Virginia

*Hilton Norfolk The Main*

**REGISTER NOW & RECEIVE 15% OFF:**

[www.eventbrite.com/e/856350125277/?discount=DLFSUMMIT15](http://www.eventbrite.com/e/856350125277/?discount=DLFSUMMIT15)

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

October 8-10, 2024

Honolulu, Hawaii

*Waikiki Beach Marriott Resort & Spa*

**REGISTER NOW & RECEIVE 15% OFF:**

[www.eventbrite.com/e/859282205207/?discount=DLFSUMMIT15](http://www.eventbrite.com/e/859282205207/?discount=DLFSUMMIT15)

## **Interested in Sponsoring and Speaking at one of our upcoming events?**

Please email [Brooke.Rosicka@usdlf.org](mailto:Brooke.Rosicka@usdlf.org) to request a sponsorship invitation. We will set up an exploratory call with our senior leadership team to discuss how we can best position your team.

## **General Questions?**

Email us at [events@usdlf.org](mailto:events@usdlf.org).

We look forward to welcoming you to the  
**2024 American Small Business Contracting Summit!**

Local eateries within a 5-minute drive from the Hotel:

**Quick way Japanese Hibachi**

Nursery Landing  
1622 W Nursery Rd B  
(410) 850-4889  
\*\*Closes 9:30PM

**Maiwand Kabob**

839 Elkridge Landing Rd #110  
(410) 850-0273  
\*\*Closes 9PM

**Chili's Grill & Bar**

1715 W Nursery Rd  
(410) 694-8080  
\*\*Closes 11PM

**Chick-fil-A**

1610 W Nursery Rd  
(410) 859-2300  
\*\*Closes 10PM

**Champions Sports Bar & Restaurant**

BWI Airport Marriott  
1743 W Nursery Rd  
(410) 859-8300  
\*\*Opens 4PM

**Urban Bar-B-Que**

802 Pinnacle Dr #100  
(410) 636-0850  
\*\*Closes 9PM

**Bob Evans**

996 Corporate Blvd  
(410) 684-2102  
\*\*Closes 9PM

**Glory Days Grill**

Nursery Landing  
1616 W Nursery Rd  
(443) 960-4343  
\*\* Closes 12AM

**Cracker Barrel Old Country Store**

1520 W Nursery Rd  
(410) 859-8724  
\*\*Closes 10PM

**G & M Restaurant**

804 N Hammonds Ferry Rd  
(410) 636-1777  
\*\*Closes 10PM

**Ruby Tuesday**

950 International Dr  
(410) 694-0031  
\*\*Closes 11PM

**Potbelly Sandwich Shop**

Nursery Landing  
1622 W Nursery Rd suite c  
(443) 270-9390  
\*\*Closes 9PM

**Chipotle Mexican Grill**

Nursery Landing  
Linthicum Heights, MD  
(410) 850-8397  
\*\*Closes 10PM

**Olive Grove Restaurant & Lounge**

Linthicum Heights, MD  
(410) 636-1385  
\*\*Closes 10PM