

2025 Defense Outlook Summit

January 23 - 24, 2025

National Union Building
Washington, DC

**EXHIBITOR
KIT**

EVENT VENUE
NATIONAL UNION BUILDING
918 F STREET, NW
WASHINGTON, D.C.
NATIONALUNIONBUILDINGDC.COM

WELCOME NOTE

We look forward to your in-person participation in the 2025 Defense Outlook Summit at the National Union Building. In preparation for this event, please thoroughly review the following information.

EVENT VENUE

National Union Building
918 F STREET, NW
WASHINGTON, D.C.
nationalunionbuildingdc.com

GENERAL SCHEDULE

Wednesday, January 22, 2025

1:30 PM – 4:30 PM: Exhibit Move-In

Thursday, January 23, 2025

7:30 AM – 8:30 AM: Networking Breakfast with Exhibitors
8:00 AM – 8:30 AM: In-Person Matchmaking Sign-Up
8:30 AM – 10:40 AM: Morning General Sessions
10:40 AM – 11:00 AM: Coffee Break / Networking with Sponsors & Exhibitors
11:00 AM – 12:00 PM: Morning General Sessions
12:00 PM – 1:00 PM: Networking Lunch with Sponsors & Exhibitors
1:00 PM – 2:30 PM: Afternoon General Sessions
2:30 PM – 3:00 PM: Networking Break with Sponsors & Exhibitors
3:00 PM – 4:00 PM: Afternoon General Sessions
4:00 PM – 5:30 PM: Matchmaking Sessions
5:00 PM – 7:00 PM: Networking Reception

Friday, January 24, 2025

7:30 AM – 8:30 AM: Networking Breakfast with Exhibitors
8:00 AM – 8:30 AM: In-Person Matchmaking Sign-Up
8:30 AM – 10:15 AM: Morning General Sessions
10:15 AM – 10:30 AM: Networking Break with Sponsors & Exhibitors
10:30 AM – 12:30 PM: Morning General Sessions
12:30 PM – 2:00 PM: Matchmaking Sessions
12:30 PM: Exhibit Move-Out

*Schedule subject to change.

GENERAL EXHIBIT DETAILS:

Each Standard Exhibit includes a 6ft skirted table and a space up to 8ft wide for table-top display items. You may bring up to (2) 3ft wide free-standing banners. Displayed banners must not be wider than 8ft wide, unless you are participating as a top sponsor. Top Sponsors will receive additional space as part of their package benefits. This is not booth style set up, no carpeting is needed. There will be limited space behind your table. Please plan your display items accordingly and make sure to only bring items that fit within your allotted space. See Pages 6-8 for more details about load in and load out.

SET-UP & PLACEMENT DETAILS:

- Exhibitors will be assigned a space w/ one 6-ft table within the Exhibitor Ballroom
- Advanced space selection is not available
- Our team will guide you to your assigned table upon move-in on January 22, 2025
- This is NOT booth/pipe and drape set up, no carpeting is needed

EXHIBIT MOVE-IN & MOVE-OUT

Move-In: Wednesday, January 22: 1:30 PM – 4:30 PM (See Pages 6-8).

Move-Out: Friday, January 24: Starting at 12:30 PM

REQUEST FOR LOGOS

Send your company's high-resolution logo to events@usdlf.org by Friday, January 3.

SHIPPING INFORMATION

Exhibitors are encouraged to ship their materials to either their preferred hotel or a local UPS or FedEx store. The venue can accommodate small shipments; however, please note that items must be shipped at your own risk. The venue recommends arranging for early delivery, as the building is only open for events.

Shipping address for **small items**:

**Defense Leadership Forum, 1/23, 6th Floor North
918 F St NW
Washington, DC 20004**

For **large items** being couriered, please be on the lookout for an update from the venue's operations department by January 2, 2025. Storage fees may apply, depending on the delivery schedule. There is no charge for small items that have been shipped.

ELECTRICAL / AV / EQUIPMENT ORDERS

Bring your own power strips and extension cords. Access to electrical outlets will be available (15 and 20 amp circuits).

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 by January 6, 2025. Any attendee information received after this date will not be guaranteed a printed name badge. If you would like to add additional guests, you may add passes for \$650 each.

REGISTRATION CHANGES, TRANSFERS & CREDIT REQUESTS

Event credit requests must be submitted no less than (10) days prior to Day 1 of the Summit (January 13, 2025). Event Credit Requests will not be approved after this date. Attendee transfer requests must be received by January 20, 2025. Email all requests to events@usdlf.org.

PARKING

In order of distance from the event venue:

975 F Street Garage - ParkChirp: 975 F St NW, Washington, DC 20004 (202) 409-6618

509 9th Street Garage - ParkChirp: 509 9th St NW, Washington, DC 20004 (202) 409-6618

Atlantic Parking: 610 9th St NW, Washington, DC 20004 (202) 528-4221

SP+ Parking: 962 McGill Aly, Washington, DC 20004 (202) 347-4338

555 12th St NW Garage: 560 22th St NW, Washington, DC 20004 (202) 624-0840

LAZ Parking: 1101 Pennsylvania Ave NW Garage 1101 Pennsylvania Ave NW, Washington, DC 20004

NEARBY HOTELS

In order of distance from the event venue:

The Riggs Washington DC 900 F St NW, Washington, DC 20004 (202) 638-1800 \$\$\$

Kimpton Hotel Monaco Washington DC 700 F St NW, Washington, DC 20004 (202) 628-7177 \$\$\$

Hotel Harrington 436 11th St NW, Washington, DC 20004 (202) 628-8140 \$

Motto by Hilton Washington DC City Center 627 H St NW, Washington, DC 20001 (202) 847-4444 \$\$ **Waldorf**

Astoria Washington DC 1100 Pennsylvania Ave, Washington, DC 20004 (202) 695-1100 \$\$\$\$ **Eaton DC** 1201 K St NW, Washington, DC 20005 (202) 289-7600 \$\$\$

Washington Marriot at Metro Center 775 12th St NW, Washington, DC 20005 (202) 737-2200

Grand Hyatt Washington 1000 H St NW, Washington, DC 20001 (202) 582-1234 \$\$\$

Hilton Garden Inn Washington DC Downtown 815 14th St NW, Washington, DC 20005 (202) 783-7800 \$\$

Sofitel Washington DC Lafayette Square 806 15th St NW, Washington, DC 20005 (202) 730-8800 \$\$\$\$ **JW**

Marriott Washington DC 1331 Pennsylvania Ave NW Washington, DC 20004 (202) 393-2000 \$\$\$\$ **YOTEL**

Washington DC 415 New Jersey Ave NW Washington, DC 20001 (202) 638-1616 \$\$

ADDITIONAL DETAILS FROM THE VENUE

Please review **Pages 6-8** for special details about the venue.

UPCOMING EVENTS

JANUARY

2025 DEFENSE OUTLOOK SUMMIT
January 23 – 24, 2025
Washington, DC

FEBRUARY

AMERICAN SMALL BUSINESS CONTRACTING SUMMIT
February 27 - 28, 2025
Washington, DC

APRIL

2025 AIR FORCE CONTRACTING SUMMIT
April 14 – 15, 2025
Orlando, Florida

JUNE

2025 NAVY CONTRACTING SUMMIT
June 2025
Norfolk, Virginia

AUGUST

2025 ARMY CONTRACTING BRIEFING
August 2025
Washington, DC

OCTOBER

2025 PACIFIC DEFENSE CONTRACTING SUMMIT
October 2025
Honolulu, Hawaii

DECEMBER

2026 DEFENSE OUTLOOK BRIEFING
December 2025
Washington, DC

Vendor/Caterer Guide for The National Union Building

918 F. Street NW, Washington, DC 20004

The National Union Building is a historic building built in 1890. Due to the historic status of this building, there are certain procedures that should be followed to ensure its preservation and to respect our neighbors. It is a beautiful space, but it is tricky to operate inside. We ask that you share this information with your teams who are working inside this landmark.

Load In/Out

Timing will be based on client's contract, but no earlier than 3 hours prior to the event.

You may not use commercial vehicles for the load-in or load-out of events during the following times as per DC Law:

- Midnight -9:00 a.m. Monday-Friday
- 5:00 p.m.-7:00 p.m. Monday-Friday
- 2:00 a.m-9 a.m. Saturday and Sunday.

Vendors may not block the adjacent alley. This alley is the access point for residents of 2 condo buildings, the Ford's Theater and the Riggs Hotel. DC Police will **fine and tow** anyone blocking that alley. You can temporarily use our loading zone directly in front of the building though be aware other vendors may be using the same space so give yourself extra time for load-in. There is a ramp located inside the building that should be in place when you arrive but can also be requested if it is not in position.

Caterers:

Outside caterers may "stage" in the following Spaces:

- **Full-Service Kitchen** on the 3rd floor toward the back of the building unless an alternative space has been agreed upon. Catering staff may place their belongings in the hallway racks at their own risk. There is a daily operator also using the kitchen so operations will need to be coordinated with them being respectful of all needs.
- For events on the **4th Floor**, there is a **Small Butler's Pantry** with a 3-compartment sink and some additional space for set-up located in the room at the back of the building. It does not have refrigeration.
- **Behind Pipe and Drape** in the contracted event space (must be coordinated ahead of time.
- **Alternative Space** can be requested by the client as a part of the initial contract.

Caterers must clean the staging area they occupy before they leave the venue. This includes cleaning up trash, washing dishes and cleaning all cooking and preparation surfaces.

In order to operate in the building, you must have the appropriate insurance coverage and provide National Union Building with your current DC Caterer license. Please, see below for additional information on insurance and licensing standards.

Elevators

There are two elevators in the building. The primary elevator is the second oldest elevator installed in DC. It is located in the center of the building in the main hallway. ***Please be gentle*** with this elevator. Do Not bang the doors or walls as those are irreplaceable. This elevator holds up to 2,900 lbs. and it can be placed into load in/out lockout mode before and after events to make it easier to get items on and off. A National Union Building Crew Member can be stationed in the elevator to manage the process unless you have an extended time table where we may ask you to manage. Any damage to elevators will be billed to the client.

The main elevator dimensions are: 6' feet across, 5'6" deep, 7' tall. The doorway is 34" wide and 6'7" tall.

There is also a service elevator located at the back of the building and runs from the basement bar to the 4th floor. It can hold up to 3,500 lbs. and can also be placed into load in/out lockout mode for ease in loading large amounts of goods.

*For all events taking place on the 6th Floor, you must either use the historic elevator in the main shaft or carry items to the event space. The service elevator does not run to the 6th Floor.

Insurance

All service providers/suppliers (excluding florists and musicians) must have general liability insurance providing coverage of not less than \$1,000,000 per occurrence for injury and general liability, with The National Union Building named as an additional insured. This will need to be provided no less than 14 days before the event to the event coordinator.

Licensing

All food service operators must have a DC catering or restaurant license on file with the National Union Building as well as a licensed Food Safety Manager for the event. Please see DC DOH for further information.

Décor

At no time will the following be allowed to be used inside the Venue: birdseed, uncooked rice, confetti, glitter, ice bars, tape on any walls, duct tape, or open flames of any kind. Small decorative candles enclosed in glass votives or hurricane shades may be permitted with prior written approval by the Venue. Additional charges to the client will occur as a result of disregarding these guidelines.

All outside décor must be loaded into the building in a manner that will not cause damage to any of the walls or equipment located in the building. Building crew will be on hand during load in and load out times to ensure that vendor staff are being mindful of this historic property.

Entertainment/Noise Levels

The National Union Building is located within a residential area. The Licensee and all Vendors are under contract to ensure that noise levels and deliveries do not disrupt neighbors. Licensee must comply with all stated noise regulations as defined by District of Columbia code ([§ 25-725. Noise from licensed premises](#)). Doors may not be propped open beyond this time to the outside and may only be used as a means of ingress/egress to the building.

Additional Guidelines

- Due to the ABRA License at the building, no windows may be open at any time. Should the building's temperature be uncomfortable, please notify a crew member of the National Union Building and they will adjust the climate controls as necessary.
- It is a commitment of the National Union Building to provide a welcome, friendly and collaborative space to work in. This includes vendor partners. If there should be any problems, please ask for the support of the Managerial Crew at the building.

We look forward to working with you at the National Union Building.