

# 2025 Air Force Contracting Summit

**April 14 - 15, 2025**

The Florida Hotel Conference Center  
**Orlando, FL**

## **EXHIBITOR KIT**

**EVENT VENUE**

**THE FLORIDA HOTEL CONFERENCE CENTER**  
1500 SAND LAKE RD  
ORLANDO, FL 32809

# WELCOME NOTE

We look forward to your in-person participation in the **2025 Air Force Contracting Summit** at The Florida Hotel & Conference Center. In preparation for this event, please thoroughly review the following information.

## EVENT VENUE

### The Florida Hotel & Conference Center

1500 Sand Lake Rd

Orlando, FL 32809

[www.thefloridahotelorlando.com](http://www.thefloridahotelorlando.com)

See Lodging Details on Page 5

## GENERAL SCHEDULE

### Sunday, April 13, 2025

3:00 PM – 5:00 PM: Exhibit Move-In

### Monday, April 14, 2025

6:30 AM – 7:30 AM: Exhibit Move-In

7:30 AM – 8:30 AM: Networking Breakfast with Exhibitors

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

8:30 AM – 10:30 AM: Morning General Sessions

10:30 AM – 10:50 AM: Coffee Break / Networking with Sponsors & Exhibitors

10:50 AM – 12:00 PM: Morning General Sessions

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

1:00 PM – 3:30 PM: Afternoon General Sessions

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

3:30 PM – 5:00 PM: Matchmaking Session I

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

(Reception access included for Speakers, Sponsors, Exhibitors, VIP Attendees only.)

### Tuesday, April 15, 2025

7:30 AM – 8:30 AM: Networking Breakfast with Exhibitors

7:30 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 – 12:00 PM: Morning General Sessions

12:00 PM – 12:30 PM: Networking with Sponsors & Exhibitors

12:30 PM – 1:30 PM: Matchmaking Session II

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.

## 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 April 13, 2025
- This is NOT booth/pipe and drape set up, no carpeting is needed

## EXHIBIT MOVE-IN & MOVE-OUT

**Move-In:** Sunday, April 13: 3:00 PM – 5:00 PM (Monday, April 14: 6:30 AM - 7:30 AM)

**Move-Out:** Tuesday, April 15: Starting at 1:30 PM

## REQUEST FOR LOGOS

Send your company's high-resolution logo to [events@usdlf.org](mailto:events@usdlf.org) by March 21, 2025.

## 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 March 31, 2025. Any late 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 additional VIP Attendee Passes to your package for the reduced rate of \$450.

## CHANGES, TRANSFERS & CREDIT REQUESTS

Event credit requests must be submitted no less than (10) days prior to Day 1 of the Summit. Event Credit Requests will not be approved after this date. Please submit attendee transfer requests before March 31. Email all requests to [events@usdlf.org](mailto:events@usdlf.org).

## EVENT POC

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

## SHIPPING INFORMATION

### SHIPPING

**Address:** The Florida Hotel & Conference Center

1500 Sand Lake Road

Orlando, FL 32809

HOLD for <Guest Name>, <Conference Name>, Arriving <Date>

### FEES

Delivery of boxes & pallets to the hotel is subject to a receiving/handling fee.

- All incoming packages and special deliveries: \$10.00 per piece
- Pallets up to 500 lbs. - \$100.00 per pallet; over 500 lbs.: \$200.00 per pallet

For large deliveries, shipping instructions must include the following:

- Delivery truck must have a lift gate.
  - For inside delivery, a \$5.00 per day storage fee will apply after the fifth day of storage up to 30 days. After 30 days packages will be returned to sender.

The hotel reserves the right to refuse shipments that exceed our capacity to handle or store or packages that appear damaged. Prices are subject to change.

### OUTBOUND SHIPPING

Please place your shipping labels on outgoing boxes. The venue staff will pick up those boxes and take it to the hotel purchasing/receiving area where it can be picked up.

There is no additional fee for this. For those using FedEx carriers, you will need to schedule a pickup date and time.

## ELECTRICAL / AV / EQUIPMENT ORDERS

We recommend bringing your own power strips and extension cords. The hotel does not have enough to supply. Access to power is available for a fee. Electrical/AV/Equipment orders can be arranged with the venue's third-party vendor, **Encore**. See **Page 7-10** for event technology services and pricing guide.

Please visit <https://eventnow.encoreglobal.com/> to proceed in ordering any equipment needed for your exhibit or click [here](#) for a direct link.

### Encore POC:

Michael Fraley III, (He, Him, His)

Director of Event Technology II

Hybrid+ Certified

1500 Sand Lake Road, Florida Hotel & Conference Center, Orlando, Florida 32809

[michael.fraley@encoreglobal.com](mailto:michael.fraley@encoreglobal.com)

Office: +1-407-859-1500 Ext. 5105 | Mobile: +1-407-724-7210

## LODGING RECOMMENDATION

### The Florida Hotel & Conference Center

1500 Sand Lake Rd, Orlando, FL 32809

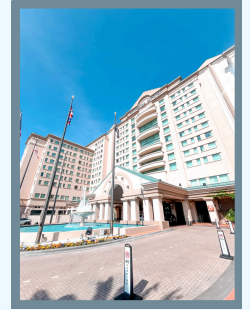
#### Room Block Details:

Rate: Deluxe Room, \$138/night

Dates: 04/13/25 to 04/16/25.

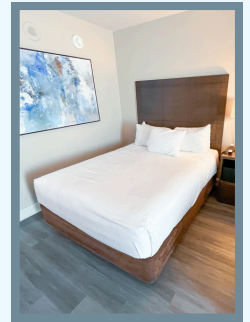
Group Name: Air Force Contracting Summit

To book, use [this link](#) or call the Reservations team at 800-588-4656.



The **Florida Hotel and Conference Center** has a service charge of \$23.00 per day (waived for this group). This service charge includes the following amenities:

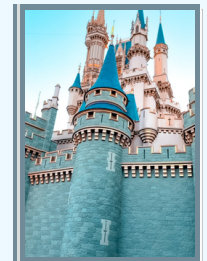
- Unlimited In-Room High-Speed Internet
- Two (2) bottles of water upon arrival (replenished daily)
- Key accessible gated parking
- 24-hour access to our state of the art Fitness Center
- 24-hour access to our Business Center Kiosk



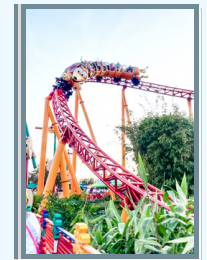
When making reservations by phone guests should identify themselves as attendees of the Air Force Contracting Summit. Individual reservations must be guaranteed with a credit card at the time of booking. A deposit of one night's room and tax will be charged to the credit card five (5) days prior to arrival. The rate can be extended three days pre and post of the room block.

## EXTEND YOUR STAY AND EXPLORE ORLANDO

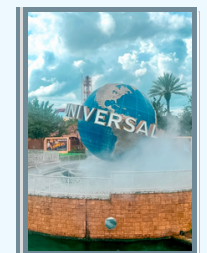
Orlando isn't just a hub for business—it's also a world-renowned destination for entertainment and adventure. If you're planning to stay a bit longer, you'll have plenty of exciting options to explore. Whether you're looking to visit one of the iconic theme parks, discover local attractions, or simply unwind in the vibrant city, Orlando has something for everyone.



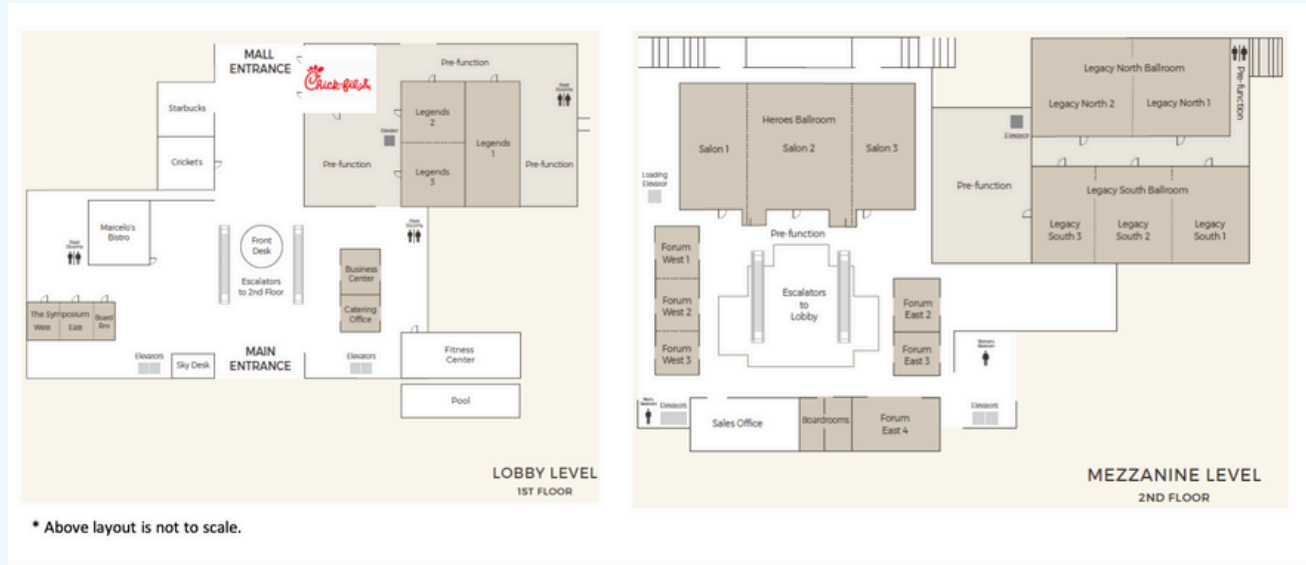
As the theme park capital of the world—home to **Walt Disney World**, **Universal Studios**, and more—Orlando is a symbol of wonder, imagination, and nonstop thrills. For those who wish to extend their trip and experience the magic of Orlando's theme parks, we are happy to connect you with a professional travel advisor. They can assist with booking tickets, accommodations, and creating an itinerary tailored to your interests, so you can make the most of your extended stay.



**Let us know if you'd like more information or assistance in planning your adventure!** Email us at [events@usdlf.org](mailto:events@usdlf.org) and we'll have an agent contact you directly.



## GENERAL VENUE FLOOR PLANS



## THE FLORIDA HOTEL & CONFERENCE CENTER ADDITIONAL INFORMATION:

**Guest Rooms:** All guest rooms have high-speed internet access (wireless and hard wired for security), a large working desk with a task lamp, flat-screen television with in-room movies, Web TV, iron and board, refrigerator, microwave, Keurig coffee maker and hair dryer. Our Deluxe Rooms are available with one King or two Queen beds.

**Fitness Center/Pool:** Our state of the art fitness center offers a great workout with peloton bike, while our tropically heated pool and whirlpool offer fantastic relaxation.

**Business Center Kiosk:** Access to computers and printers is available for your convenience

**Restaurants/Bar:** Enjoy convenient dining at Marcelo's Bistro, located in the hotel lobby. Marcelo's is open daily with a deluxe breakfast buffet, lunch with our Chef's selected menu, and dinner offering dining selections ranging from fresh salads to grilled steaks and seafood.

- Breakfast Buffet: 7:00 A.M. to 11:00 A.M.
- Lunch : 11:00 A.M. to 2:00PM
- Dinner 5 P.M. to 10 P.M

You can also Kick back and watch your favorite team on our flat panel TV's at our **Cricket's Bar and Lounge**, while enjoying a cold drink. Cricket's is open everyday 5 pm to midnight. **Starbucks** located in our lobby offers fresh selections of pastries and coffee daily or **Chick-fil-A** , located in our lobby with selections of sandwiches and salads.

**Florida Mall Shopping and Dining:** Our Lobby opens into the Florida Mall, Central Florida's largest shopping mall, featuring 253 department and specialty stores, 6 anchor stores included: Macy's , Dillard's , H&M, American Girl, JC Penney, Crayola Experience, with full service restaurants.

**Check-in/check-out:** Guests may check into the Hotel after 4:00 pm; Guest checkout is prior to 11 AM.

**Transportation:** We are conveniently located 6 miles from the Orlando International Airport. There are taxi and shuttle services available on Level 1. Transportation rates average \$35.00 roundtrip, per person. Uber or Lyft are also available.

\*Above information and pricing are subject to change without notice.

At Encore, we blend creativity and innovative technology for an inspiring experience. Our highly trained professionals are passionate about delivering exceptional experiences to help you tell your story. With a focus on every aspect of your event, from planning to execution, we'll bring your vision to life.

Encore Event Infrastructure Services follows industry standards such as OSHA, ANSI and ESTA. Accurate technical information for all event infrastructure items must be provided 21-days in advance to allow Encore the best possible opportunity to ensure your event's success.

### Popular Packages

> Meeting Room Projector Pkg	\$695
> PC Audio Package with Small Speaker System	\$630
> Post-It Flip Chart Package	\$110
> Power Strip and Extension Package	\$57
> Projector Support Package	\$245

### Audio

> Analog Mixer 12 - 23 Ch	\$205
> Analog Mixer up to 11 Ch	\$140
> Catchbox - Standard	\$440
> Digital Mixer 12 - 23 Ch	\$350
> Presidential Microphone	\$95
> Self-Powered Speaker 12"-15"	\$160
> Wireless Microphone	\$235

### Scenic

> Decor Drape Per Panel	\$190
-------------------------	-------

### Shared Bandwidth

> Simple Wi-Fi Internet - Up to 3Mbps per User	\$17
> Simple Wired Internet Connection - Up to 3Mbps	\$190
> Superior Wi-Fi Internet - Up to 5Mbps per User	\$25
> Superior Wired Internet Connection - Up to 5Mbps	\$220

### Power Drop Single Phase

> Venue Power Drop Single Phase 20 Amp	\$145
> Venue Power Drop Single Phase 60 Amp	\$305
> Venue Power Drop Single Phase 100 Amp	\$390

### Power Distribution Equipment

> Distro's Large Frame 100A-400A	\$390
----------------------------------	-------

### Small Meeting

> Laptop Computer	\$280
-------------------	-------

### Video

> Folding Screen - Small (width 13')	\$510
> Meeting Owl w/ Laptop	\$690
> Monitor - 40"-49"	\$430
> Monitor - 50"-59"	\$590
> Monitor - 70"-79"	\$1,120
> Tripod Screen Medium	\$100

### Lighting

> LED General Purpose Light Package	\$1,195
-------------------------------------	---------

### Dedicated Bandwidth

> Basic (web/email) - 100 attendees - 10Mbps	\$2,590
> Basic (web/email) - 200 attendees - 20Mbps	\$4,480
> Basic (web/email) - 300 attendees - 30Mbps	\$5,685

### Power Drop Three Phase

> Venue Power Drop Three Phase 100 Amp	\$855
--	-------

### Labor Rates

> Labor starting at	\$135/hr
> Dedicated In-Room Operator (General)	\$160/hr



## Florida Hotel & Conference Center

1500 Sandlake Rd, Orlando, FL 32809

Pricing is in effect as of January 1, 2025 and is subject to change without notice. Price List is based on Daily Rental Rate. All Encore solutions may be subject to our property's standard service fee and all rates are subject to applicable sales tax. Ask your representative for full details regarding labor rates, which can vary based on complexity and time of operation, and services charges that may apply. ©2025 Encore Global LP or its subsidiaries. Proprietary and Confidential Information.



encore<sup>SM</sup>

EVENTS THAT TRANSFORM

# Exhibitor Kit





## Easy Ordering

As the exclusive Technology Provider of the Florida Hotel & Conference Center, Encore is committed to making your experience as easy and stress-free as possible.



**Self-service option available through our online store – EventNow**

### Step 1

Visit [EventNow](#) and select your show

### Step 2

Browse our technology catalog

### Step 3

Select from a list of available products/product packages and service packages, then check out.\*

\* EventNow is only available more than two days prior to event load in. If ordering within two days, contact your Encore on-site team.

Once your order is completed, a confirmation email will be sent with all your order details and a dedicated professional will still be on-hand to answer any questions regarding your order.

# EventNow<sup>SM</sup>

**offers a range of solutions for any exhibitor:**

As the exclusive Technology Provider of the Florida Hotel & Conference Center, Encore is committed to making your experience as easy and stress-free as possible.

- Large and small format HD monitors (40" monitors and above include floor stands)
- PC Based Laptops
- Various Audio Packages
- Wireless Presentation Controls
- HDMI Cables, Distribution Amplifiers, and Adapters
- Power Strips, Extension Cords, and Charging Stations
- LED Lighting
- Flipchart Packages
- Power and Internet Connectivity Packages

## NEED RIGGING

If so, please fill out rigging request, <https://www.encoreglobal.com/rigging-request/>

**Encore representative will be in touch with you.**

## We make it easy



**Easy ordering options**



**Confirmation email is sent with your order details**



**We regularly maintain and service all equipment**



**Encore delivers, installs, and tests equipment**



**After the show, Encore picks up your rental equipment**



**Need assistance or products/solutions not offered in EventNow?**

**Call your Encore on-site contact directly:**

[FHCCSales@encoreglobal.com](mailto:FHCCSales@encoreglobal.com)

# What else can we do?

Experiential Exhibits

Led Walls

Lighting Solutions

Projection

Video Solutions

And More!

