

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
7:30 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 – 5:00 PM: Networking with Sponsors & Exhibitors
4:00 PM – 5:30 PM: Matchmaking Session I
5:00 PM – 7:00 PM: VIP Networking Reception

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

Friday, January 24, 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 – 1:00 PM: Morning General Sessions
1:00 PM – 1:30 PM: Networking with Sponsors & Exhibitors
1:00 PM – 2:30 PM: Matchmaking Session II
1:30 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 1:30 PM

REQUEST FOR LOGOS

Send your company's high-resolution logo to events@usdlf.org by Tuesday, January 7.

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 7, 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 \$650.

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.

LODGING RECOMMENDATION / ROOM BLOCK

Motto by Hilton Washington DC City Center \$\$

627 H St NW, Washington, DC 20001 (202) 847-4444

Booking Dates: January 22 - January 24, 2025

Special Rate: \$159/nt

Deadline to Book: January 14, 2025

Booking Link: <https://bit.ly/DOS25RoomBlock>

OTHER 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 \$

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 \$\$

PARKING OPTIONS

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

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