

# NDIA San Diego Fall Conference Sponsorship Guide

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## **BANNERS**

General Banner Guidance: Silver, Gold and Platinum sponsors are entitled to display a banner in the main speaking venue for the conference.

The banners will be displayed in an arrangement that places the Diamond and Platinum sponsor visually in the center of the venue, flanked by Gold and then Silver and Sm Bs. To maintain consistency the following banner maximum sizes are recommended:

Diamond & Platinum	- 8' X 8'
Gold	- 6' X 6'
Silver & Small Business	- 4' X 4'

Sponsors may also choose to provide pop-up; free-standing Banners – this option provides maximum flexibility with venue placement.

Banners are supplied by the sponsoring firm and can contain content desired by the sponsor with-in the professional guidelines established by NDIA.

Delivery and return of the banners is the responsibility of sponsoring firm. The banners must be delivered the venue no later than noon Monday prior to the scheduled commencement of the program.

**The banners must be picked up by close of business the last day of the event. Material left for the venue staff will be disposed of unless other arrangements are made.**

## **TABLES**

Tables will be made available on a first-come first-served basis. Each sponsor who reserves a table will receive a 6-foot table with drape and 2 chairs. Power is not guaranteed. Space will be limited to the 6-foot area of your table and space around the table will not likely support stand-up banners. Tabletop displays, or displays that hand from the table can be accommodated and will be permitted.

Display items may be shipped to the venue, but be prepared to pay them to deliver your items into the exhibit area. NDIA recommends hand-carrying if at all possible.

Vendors can set up after noon on the Monday prior to the event, but be aware that the foyer where the exhibit tables are is not a secure area. Displays must be removed within 1 hour of the close of conference on Wednesday.

**SPONSOR INFORMATION** – Company information provided via tables or hand-outs are at the option of the sponsor; one courtesy constraint, sponsors may not advertise or promote sponsor activities that conflict or complete with agenda items occurring during the duration of the Fall Forum

## **ADDRESS**

TOWN AND COUNTRY SAN DIEGO  
ATTN: NDIA Fall Symposium  
500 Hotel Circle North  
San Diego, CA 92108

For hand-delivery on Monday after 6:30 PM, we will be in the facility reserved NDIA Fall Forum space.