

NDIA San Diego

2023 NDIA Fall Forum Sponsorship Guide

COMPANY LOGO -

Please email a high-resolution copy of your company logo that you want us to use in advertising on our website and streaming during the event itself to jloiselle@epsilonsystems.com and copy to ndiasd@sandiegopro.com

SPONSOR ATTENDEE NAMES

Your Sponsor Package includes a limited number of attendee passes; Please email the names of the attendees that will attend utilizing those passes to ndiasd@sandiegopro.com (same email address as above).

BANNERS

General Banner Guidance: Silver, Gold, Platinum, and Diamond 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 most favorable location given the venue layout and display mounting, followed by Gold, then Silver and then Small Business. To maintain consistency the following banner maximum sizes are recommended:

Diamond & Platinum	- 8' X 8' or (10'x6')
Gold & Silver	- 6' X 6' or (6'x4')
Small Business	- 4' X 4' or (5'x3')

Sponsors may also choose to provide pop-up; free-standing Banners – this option provides maximum flexibility with venue placement, however, will also be subject to placement based on sponsor package version, and coordination during onsite setup.

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.

Banners delivered to the venue MUST be pre-coordinated directly with the venue. Delivery by the venue to the location for set-up cannot be guaranteed by NDIA.

RECOMMENDATION:

- Hand deliver banner to the Venue the afternoon prior to the event during setup; the venue will be available for banner drop off – Monday, 2 October 2023 from 3PM – 6PM.

ALL banners must be picked within 1 hour after the final presentation on 4 October 2023. Material left for the venue staff may 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 hang from the table can be accommodated and will be permitted.

If display items are shipped to the venue you must coordinate with the venue in advance and be prepared to pay them to deliver your items to the exhibit area. NDIA recommends hand-carrying all items to the venue.

Tables can set up Monday evening 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 compete with agenda items occurring during the duration of the Fall Forum*

ADDRESS

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