

NDIA San Diego Fall Conference 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 ndiasd@sandiegositepros.com

SPONSOR ATTENDEE NAMES

Your Sponsor Package includes some attendee passes; Please eMail the names of the attendees that will attend utilizing those passes to ndiasd@sandiegositepros.com (same eMail address as above)

BANNERS

General Banner Guidance: 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'
Gold	- 6' X 6'
Silver & Sm Bs	- 4' X 4'

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.

Banners are to be supplied by the sponsoring firm and can contain content desired by the sponsor with-in the professional parameters that will be the discretion of NDIA.

Delivery and return of the banners is the responsibility of sponsoring firm.

- ***Banners are to be sent to the Sponsor coordinator so that it arrives at least 5 days prior to the event***
 - o Ship Banner to: Mr. Rob Buzby, 680 Margarita Ave, Coronado Ca 92118.
 - o Banners shipped to Mr. Buzby will be taken to the event for set-up by Mr. Buzby and NDIA volunteers

“OR”

- ***Hand deliver banner to the Venue during event set up.***
 - o Event set-up will take place Monday, 3 October 2022 from 3PM – 5PM
 - o Ensure your banner is hand delivered to an NDIA representative – DO NOT leave your banner with the venue front desk or any venue staff personnel.

Banner delivery to the venue prior to event set up is HIGHLY DISCOURAGED. Should a sponsor opt to deliver Banners to the venue prior to set up – THE SPONSOR MUST make the necessary coordination with the venue. NDIA CANNOT be responsible for Banners delivered to the venue prior to the date and time established for conference set-up

ALL banners must be picked within 1 hour after the final presentation on 5 October 2022. 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 extend from the table will be allowed "space depending".

If display items are shipped to the venue THE SPONSOR must coordinate with the venue in advance and be prepared to pay them to deliver of items to the exhibit area. NDIA is not responsible for the safe keeping of exhibit are items and is not available for receiving, storing, delivery, or set-up of sponsor tables. 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 activities included in the Fall Forum agenda*

ADDRESS

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

For hand-delivery on Monday between 3 – 5pm, we will be in the facility reserved NDIA Fall Forum space.