



Cost for Table Top \$500

Due Date: June 2, 2025

(Failure to adhere to deadline could result in non-participation)

Breakfast Sponsor \$1,500

In order to prepare for your arrival, we require the following information:

MAIN CONTACT INFORMATION

Company

Contact

Phone

Cell
Phone

E-mail

Alt Contact
E-mail

Additional Booth Staff (Names only)

TableTop Information

Each tabletop will be supplied (1) 4' drape table and (2) Folding chairs. Due to amount of space to be utilized, only one table will be allowed per company. Each exhibit space area will only be 6x6, please insure that your display fits within these confines.

Electricity

Standard electricity will be supplied.

Exhibitors must bring their own power strips.

Booth Equipment

There will be no plans for shipping/receiving freight onsite. You are restricted to only items that can be hand carried in the front door and must fit through a standard x-ray machine. Dock access will not be permitted.

Schedule - (subject to change)

Thursday, July 10

7:30AM Room ready for Exhibitor Move In.

Please read the booth equipment section above

9:30 AM - 2:00 PM Event

2:00 PM Room cleared by exhibitors

Building Access Instructions

Independence Ave Entrance - Hand Carried Items Only

This entrance will open at 7:30AM for entry/exit into the Rayburn Building. Once you clear security (think airport), you will walk up a set of stairs at which point you can walk left, right or straight. There will be NTSA signs to direct you.

For those of you needing an elevator, walk to the right and take the elevators up to Level 1; exit left off the elevators on level 1 and the Rayburn Foyer Room will be down the hall on the left.

If you walk straight you will see 2 sets of round staircases, you may walk up the stairs which will place you in front of the Rayburn Foyer.

Capitol Ave Entrance 24 hour entrance- Hand Carried Items Only

If you need to arrive prior to 7:30 AM you may also use the Capitol Ave Entrance 24 hour entrance, although you will have to backtrack to the Rayburn through underground tunnels. Please allow extra time to get through security.

Payment Information

NDIA/NTSA charges a non-refundable 2.5% Administration and Technology fee on all credit card transactions. To avoid fees, you may pay for your registration with the no-cost payment option of eCheck. Virginia is controlling law for all transactions.

Cancellation Policy

No refunds will be issued after June 2, 2025. Cancellation request received before June 2 will be eligible for a 50% refund. Credit card fees are non-refundable at all times.

eCheck Account Holder's Name _____

Bank Name _____

Routing # _____ Account # _____ Total _____

VISA

MasterCard

American Express

Name on the Credit Card _____

Credit Card Number _____

Exp. Date (Month/Year) _____ CVV _____

Signature _____ Date _____

QUESTIONS AND TO RETURN CONTRACT, CONTACT:

Shannon Burch, CEM | Senior Director of Exhibits & Sponsorships | sburch@NTSA.org | (703) 247-9473

Holly Gallier | Operations Coordinator | hgallier@NTSA.org | (703) 247-2569