

EXHIBITOR & SPONSORSHIP INFORMATION PACKET

Provisional Version (02/20/18)

The National Association of State Alcohol and Drug Abuse Directors, (NASADAD)
Invites you to join us as an Exhibitor or Sponsor at our
2018 NASADAD Annual Meeting
In Conjunction with and Featuring Meeting Sessions with CSAT & CSAP
To be held at the Hyatt Regency Bethesda, Bethesda Maryland

Exhibition dates are May 22-24, 2018

Inside you will learn:

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About NASADAD & PREVENTION/TREATMENT/WOMEN'S SERVICES

The NASADAD Annual Meeting is an excellent opportunity to meet with senior State officials across the US that are responsible for oversight and funding of public sector substance use disorder treatment, recovery and prevention services. Those attending include State Agency Directors as well as senior officials responsible for prevention (Prevention Coordinators Learning Community), treatment and recovery (Treatment Coordinators Learning Community) and women's services (Women's Services Coordinators Learning Community).

State substance use disorder authorities manage annual budgets of approximately \$5 billion. The meeting generally has about 150 senior State officials in attendance, plus a number of federal officials from The Substance Abuse and Mental Health Services Administration (SAMHSA), Office of National Drug Control Policy (ONDCP), National Institutes of Health (NIH) and others from The Department of Health and Human Services (HHS), as well as executives of allied associations working in the substance use disorder (SUD) arena. The Annual Meeting features presentations and discussions between senior federal and State officials on current SUD trends, service systems, financing and policy issues selected by membership.



National Association of State Alcohol and Drug Abuse Directors, Inc. (NASADAD)

The Association membership is comprised of senior State officials responsible for management State-supported substance use disorder (SUD) prevention, treatment and recovery services. NASADAD is a private, not-for-profit educational, scientific, and informational organization whose basic purpose is to foster and support the development and provision of effective publicly supported SUD services throughout every State and Territory. The Washington, D.C. office is headed by an Executive Director, and includes divisions concerned with Public Policy, and Research and Program Applications.

Prevention Coordinators Learning Community

The Prevention Coordinators include State Alcohol and Drug Prevention Professionals and other individuals dedicated to comprehensive and effective programs for preventing the misuse of alcohol and other drugs. Prevention Coordinators focus on promoting good health, and supporting, developing, and enhancing national, State, and local efforts to reduce the incidence and prevalence of alcohol and other drug-related problems. Prevention Coordinators are designated by the State's or Territory's Director for Alcohol and Drug Services.

Treatment Coordinators Learning Community

State Treatment Coordinators provide support to the State Directors, the Center for Substance Abuse Treatment (CSAT), and allied agencies and organizations. The *Opioid Treatment Coordinators*, are officials designated by State Governors or other appropriate officials to oversee the integrity and quality of services provided by opioid treatment programs (OTPs). The Opioid Treatment Coordinators promote safe, effective and efficient medication-assisted treatment (MAT) for persons with opioid use disorders, working together with Federal partners.

Women's Services Coordinators Learning Community

The Women's Services Coordinators are dedicated to the development and promotion of evidence-based practice that addresses the unique alcohol and other drug prevention, treatment, and recovery service needs of women and their families throughout their lifespan.

EXHIBITS

The exhibits are an integral part of the NASADAD Annual Meeting. The exhibits provide an opportunity for publishers, technological firms, manufacturers, educational groups, and other commercial and non-profit vendors to display and demonstrate materials and resources of interest to State Alcohol and Drug Agency staff, Federal Agency staff, administrators, practitioners, and educators.

The 2018 Annual Meeting will take place at the Hyatt Regency Bethesda in Bethesda, Maryland. Exhibit spaces will be available in the Crystal Ballrooms on the lower level where general sessions will be located. A few exhibitors may elect to be placed in the foyer adjacent to the general session room. We will accommodate exhibitors' space requests on a first-come, first-served basis. Please note that due to space limitations Ballroom exhibitors will need to use tabletops. Please see a diagram of set-up options on page 9.

EXHIBIT HOURS

Tuesday	May 22, 2018	06:30 p.m. - 08:30 p.m.	Exhibitor Move-in
Wednesday (General Session day)	May 23, 2018	09:00 a.m. - 05:00 p.m. 06:00 p.m. - 09:00 p.m.	Open Exhibitor Move-out (option 1)*
Thursday (Policy Breakfast/Planning Meetings)	May 24, 2018	09:00 a.m. - 12:00 p.m. After 12:30 p.m. - 03:00 p.m.	Open Exhibitor Move-out (option 2)*

*Exhibitors wishing to leave at the end of the first day (May 23rd) are welcome to move out after 05:00 p.m. The second day (May 24th) will feature a Public Policy Breakfast in the morning and subsequent planning meetings. The second day will not mirror the format of the first day (May 23rd) as in years past.

APPLICATION FOR EXHIBIT RENTAL

Application for exhibit space must be made on the enclosed contract form. Please note the enclosed materials specifying exhibit rules and regulations as well as the floor plan for the exhibit area. Space is limited. Exhibitor applications and placement will be processed based on a "first-come, first served basis."

HYATT REGENCY BETHESDA MARYLAND EXHIBITORS INFORMATION

The official exhibit decorator for the NASADAD Annual Meeting will be provided by the Hyatt Regency Bethesda Downtown. For information regarding exhibit services, please call Ms. Kristen Houpt, Event Planning Manager at 301-657-1234 or (Email: rachel.stocking@indymarriott.com) or Chris Graves, AV Director at 301-280-2410 or (Email: cgraves@psav.com) or Website: (www.bethesda.regency.hyatt.com)

For shipping, please note that the Hyatt Regency Bethesda Downtown cannot accept boxes more than 3 days prior to the event. Please address boxes as follows:

Name of Guest that is RECEIVING the package at the hotel *(This is mandatory)*
Organization/Exhibitor shipping the materials
Conference/Meeting name that the materials are arriving for
C/O Kristen Houpt & Fachon Simpson
1 Bethesda Metro Center
Bethesda, MD 20814

EXHIBITOR CONTRACT

Exhibiting Firm: _____

Representative: _____ Phone # _____ FAX # _____

Department/Address: _____

City: _____ State _____ ZIP _____ Email: _____

TABLETOP/BOOTH: \$1,500.00	
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Number of TABLETOPS _____ X \$1,500 = \$ _____

Please note that to reserve a Tabletop prepayment of the total amount is required.

ENCLOSED IS CHECK IN THE AMOUNT OF \$ _____

Preferred Location(s) 1. _____ 2. _____ 3. _____ 4. _____ 5. _____

DESCRIPTION OF PRODUCTS/SERVICES:

EXHIBITOR CONTRACT (continued)

ON-SITE REPRESENTATIVE CONTACT INFORMATION	
NAME	Title
Department/Organization	
Address	
Email	
Cell Phone	Fax

Full payment is due with applications. In order to be included in the program, applications are due **Tuesday, May 1st, 2018

Mail this form along with your check payable to NASADAD Annual Meeting to:

2018 NASADAD Annual Meeting Exhibits
 1919 Pennsylvania, NW
 Suite M-250
 Washington, D.C. 20006

COMPLIMENTARY SIGNAGE One-Line Standard Booth/Tabletop Sign
Company Name
City and State

Exhibitor application and placement will be processed based on a “first-come, first-serve basis”. The exhibitor agrees to abide by all exhibit terms, conditions, and regulations set forth in Exhibit Tables Rules and Regulations. The exhibitor, further, agrees to conform to the local fire prevention and labor regulations prevailing in the Hyatt Regency Bethesda Downtown, Bethesda, Maryland. Please note that additional charges apply for electricity, telephone, internet, equipment rental, and package storage; these charges are determined by the host hotel.

Signature of Exhibitor

Date

Name

Title

1. EXHIBIT HOURS AND LOCATION (Reminder: All exhibits must be tabletops due to space constraints)

The Exhibit dates and hours are as follows:

Tuesday	May 22, 2018	06:30 p.m. - 08:30 p.m.	Exhibitor Move-in
Wednesday	May 23, 2018	09:00 a.m. - 05:00 p.m. 06:00 p.m. - 09:00 p.m.	Open (General Session day) Exhibitor Move-out (option 1) *
Thursday	May 24, 2018	09:00 a.m. - 12:00 p.m. After 12:30 p.m. - 03:00 p.m.	Open (Policy Breakfast/Planning Meetings) Exhibitor Move-out (option 2) *

*Exhibitors wishing to leave at the end of the first day (May 23rd) are welcome to move out after 05:00 p.m. The second day (May 24th) will feature a Public Policy Breakfast in the morning and subsequent planning meetings. The second day will not mirror the format of the first day (May 23rd) as in years past.

The 2018 Annual Meeting will take place at the Hyatt Regency Bethesda Downtown, Bethesda, Maryland. Most exhibitor's will be placed in the Crystal Ballroom where plenary sessions will be held on May 23rd. A few exhibitors may choose to be placed in the foyer outside the Ballroom.

2. CONTRACT FOR SPACE

The return of the enclosed contract and payment of deposit shall constitute an agreement for the use of exhibit space.

All cancellations must be submitted to NASADAD corporate office in writing prior to 6pm EST, Tuesday, May 1st, 2018. All cancellations are subject to a \$50.00 service charge. No refunds will be made without the approval of NASADAD's Executive Director.

3. INSTALLATION AND DISMANTLING OF EXHIBITS

Information regarding installing and dismantling of exhibits will be forwarded upon receipt of the contract and deposit.

4. TABLETOP, EQUIPMENT AND SERVICE INFORMATION

NASADAD will provide linen cloth and skirting for all tabletop exhibits. A standard six (6) foot table and one identification sign, two (2) chairs and a wastebasket will be provided by NASADAD. Due to venue restrictions, table tops may not exceed 6ft. in height. All table top pop-ups must fit within the confines of the space assigned. Additional, furniture, power, and A/V needs are the responsibility of the exhibitor.

A floor plan of the Exhibit Space will be provided to enable you to identify your preferred location(s). You are urged to indicate at least three (3) location preferences, in order of priority. Numbers represent tabletops. Exhibit space will be allocated on a first-come, first served basis, and NASADAD reserves the right to make floor plan modifications to meet the needs of exhibitors and the Exhibit space.

All services customarily required by exhibitors will be available and must be obtained through the official contractor. No other contractor will be permitted. Complete shipping instructions and information on furniture rental, electrical work, labor for setting up and dismantling exhibits, drayage, etc., will be forwarded to the official contractor. NASADAD staff will be available during move-in/move-out and all critical show hours.

Totebag Insert

For the benefit of those who do not wish to rent or staff a **Tabletop Exhibit**, vendors may opt to insert **informational material in the Annual Meeting Totebag**. Pamphlets, brochures, leaflets, magazines, etc. may be included in the Totebag for a separate charge of \$500 per piece (or package).

During Exhibit hours the organizers will take reasonable care to ensure security and that all materials are displayed in the exhibition area. However, the **Tabletop Exhibit** area will not be secured during exhibit off-hours. NASADAD will not be liable for damage or loss to exhibitor's property, nor shall NASADAD be liable for any injury that may occur in the exhibition area. Exhibitors should make their own insurance and material storage arrangements. All displays must be in place and set up by the time of the official opening to the Annual Meeting. Space not occupied or set up by that time may be reassigned for other purposes.

RETURN SHIPPING NOTE: NASADAD cannot make arrangements for return shipping for any exhibitor. Please make arrangements with your preferred carrier for return shipments in advance of the show.

All Exhibitors must register upon arrival. Meeting Registration will be located on the lower lobby level, at the Hyatt Regency Bethesda Downtown; One complimentary Annual Meeting registration will be provided per exhibit. Exhibitors will receive a copy of the Final Program that will enable them to attend program sessions. All additional registrations require full registration payment. In addition, all Exhibitors will be listed in the Final Program.

5. USE OF SPACE

All demonstrations or other promotional and sales activities must be confined to the limits of the exhibit tabletop. Distribution of circulars or promotional materials may be made only within the tabletop assigned to the Exhibitor presenting such material. Sufficient space must be provided within the tabletop to contain person(s) watching the demonstration. Exhibitors are responsible for keeping the aisle(s) near their tabletop free of congestion resulting from demonstrations or other promotions. No Exhibitor shall assign, sublet or share the space allotted without the knowledge and consent of NASADAD. **Organizations or firms not assigned exhibit space will not be permitted to solicit business within the Exhibit Hall.** No Exhibitor shall place a display in such a manner as to interfere with other exhibits. Exhibitors are urged to report any violation of this requirement to NASADAD staff.

Built-up or other construction shall not exceed the height of the tabletop. No organization or company name or advertising shall be displayed above the permissible height of the background of any exhibit. If the reverse side of an exhibitor's back or sidewall will be visible, it must be finished at the exhibitor's expense. NASADAD reserves the right to have the finishing done and billed to the Exhibitor. Exhibits that include the operation of musical instruments, radios, talking motion picture equipment, public address systems, or any noise-making machines must be conducted or arranged so that the noise resulting from the demonstrations will not annoy or disturb adjacent exhibitors. Operators of noise-making exhibits must secure NASADAD approval of operating methods before the exhibit opens.

6. LIABILITY AND INSURANCE

NASADAD will take the necessary precautions against theft by ensuring that any entrances to the Exhibit Hall are secured during the hours the exhibits are closed. However, neither NASADAD, nor any officers and staff members of the above-mentioned parties will be responsible for the safety of the exhibitors' property from theft, damage by fire, accident or other causes. NASADAD will not be responsible for any failures of an electrical nature or other services. Insurance and liability are the sole responsibility of the exhibitor.

Exhibitor agrees to protect, save, and hold the NATIONAL ASSOCIATION OF STATE ALCOHOL AND DRUG ABUSE DIRECTORS, INC., and their agents and employees (hereinafter collectively called Indemnities) forever harmless for any damages or changes imposed for violations of any law or ordinance, whether occasioned by the negligence of the exhibitors or those holding under the exhibitor, and further, exhibitor shall at all times protect, indemnify, save and hold harmless the Indemnities against and from any and all losses, costs, damages, liability, or expenses (including attorney's fees) arising from or out of or by reason of any accident or bodily injury or to her occurrences to any person or persons, including the exhibitor, its agents, employees, and business invitees which arises from or out of or by reason of said exhibitor's occupancy and use of the exhibition premises, the hotel, or any part thereof.

7. CARE OF BUILDINGS AND EQUIPMENT

Exhibitors or their agents shall not injure or deface the walls of the building. Exhibitors are forbidden to drive nails, tacks, or screws into the walls or woodwork. When such damage appears, the Exhibitor is liable to the owner of the property so damaged. Use of stickers and decals is limited to Exhibitor's own display.

8. FIRE PROTECTION

All tabletop decorations must be flameproof and all hangings must clear the floor. Electrical wiring must conform to local Electrical Code Rules and City fire regulations. If inspection indicates that any exhibitor has neglected to comply with these regulations or otherwise incurs a fire hazard, the right is reserved to cancel all or such parts of the exhibit as may be irregular. No storage is permitted behind the back drapes, display wall, or inside the display area. This space is for utility service exclusively.

9. MOTION PICTURE PROJECTION

Projection machines are limited in their operation to demonstrations only and shall not be used for showings designed to attract or amuse visitors. All projections must be in accordance with the requirements of the fire prevention authorities of the City and in harmony with any agreements entered into by NASADAD, the hotel and labor unions. All plans for installation and operation of equipment must be approved by NASADAD before operation is undertaken.

10. INABILITY TO PERFORM

If NASADAD should be prevented from conducting the 2018 Annual Meeting by any cause beyond its control, NASADAD will refund to the Exhibitor the amount of rental fee paid, less a proportionate share of NASADAD expense, and NASADAD shall have no further obligation or liability to the exhibitor. These regulations, as stated, constitute a part of the contract between the Exhibitor and NASADAD and have been formulated to protect the best interests of all concerned. The full cooperation of exhibitors in observing these regulations is requested. Any points not covered are subject to discussion with, and decision by NASADAD.

11. AMENDMENTS

The organizers shall have sole authority to interpret and enforce all rules and regulations contained herein, and to make any amendments thereto and to make such further rules and regulations as shall be necessary for the orderly conduct of the Exhibits.

February 2018

CONTACT US:

Fachon "Faye" James Simpson

Meeting Planner

Tel: 202-293-0090 ext. 4867

Cell: 571-643-5920

Fax: 202-293-1250/3210

Email: fsimpson@nasadad.org

Yong Liu

Accounting Manager

Tel: 202-293-0090 ext. 4866

Fax: 202-293-1250/3210

Email: yliu@nasadad.org

Mailing Address

NASADAD

National Association of State Alcohol and Drug Abuse Directors, Inc.

1919 Pennsylvania Avenue, NW

Suite M-250

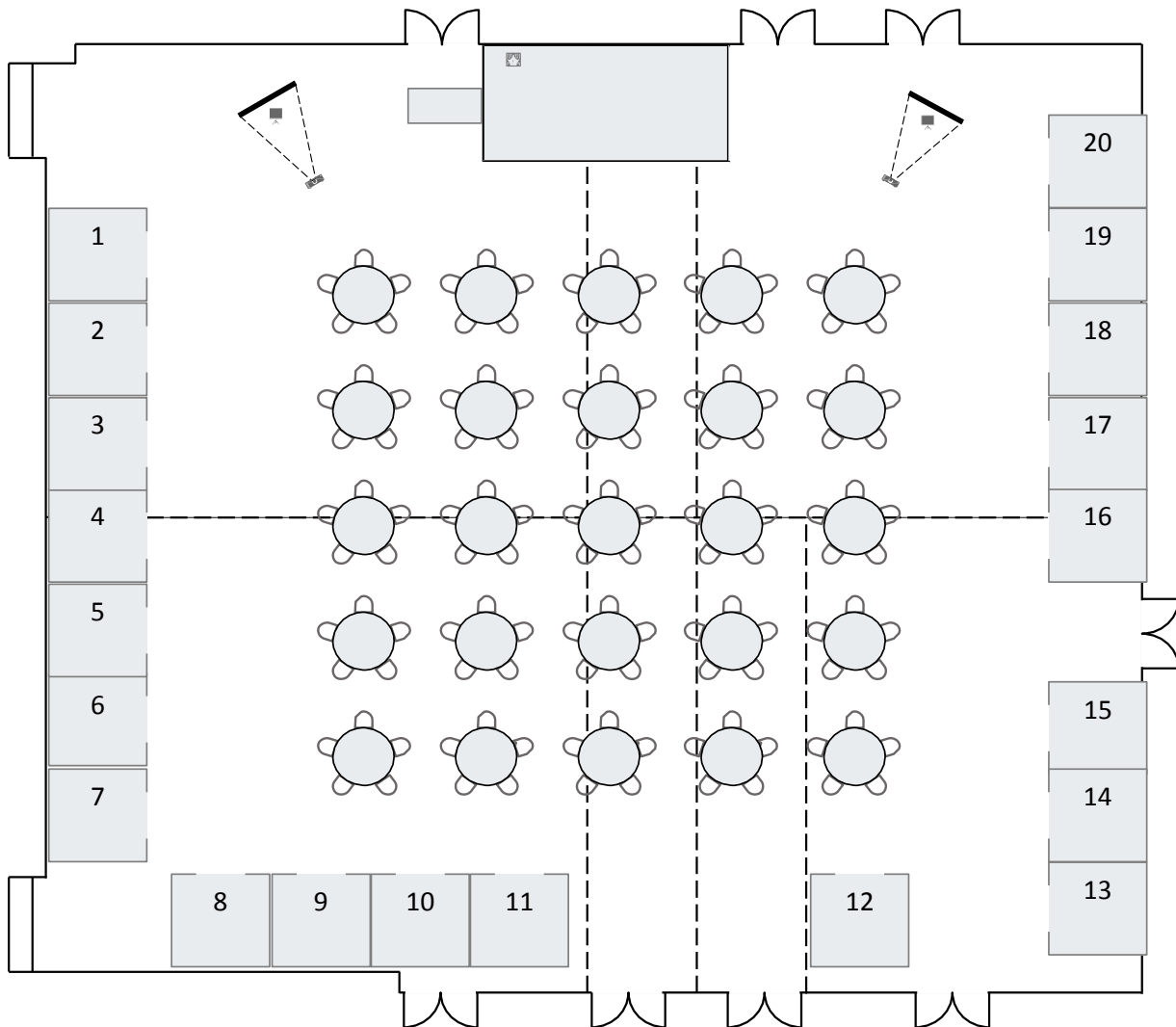
Washington, DC 20006

Tel: 202-293-0090

Fax: 202-293-1250/3210

EXHIBIT AREA FLOOR PLAN

General Sessions with Exhibitors inside Ballroom



THE HYATT REGENCY BETHESDA
CRYSTAL BALLROOMS - LOWER LEVEL
(INSIDE THE GENERAL SESSIONS)

SPONSORSHIP OPPORTUNITIES

Vendors are offered the opportunity to support the NASADAD Annual Meeting and at the same time to network with State Alcohol and Drug Agency managers, annual meeting speakers, and Federal Alcohol and Drug Agency officials. Sponsorships may be done at several levels of support. The options are outlined in the chart immediately below. Please contact NASADAD if you would like to sponsor at a different level.

PLATINUM	GOLD	SILVER
\$20,000.00	\$10,000.00	\$7,500.00
Sponsorship Includes: * Tabletop in the Exhibit Space * 5 Complimentary Registrations * Company Name & Logo on: + Conference video banner + 22" x 28" Sign in foyer + Whole page in the Program + NASADAD website + One free bag insert + One free bag logo on tote bag	Sponsorship Includes: * Tabletop in the Exhibit Space * 4 Complimentary Registrations * Company Name & Logo on: + Conference video banner + 22" x 28" Sign in foyer + Two-thirds page in the Program + NASADAD website + One free bag insert	Sponsorship Includes: * Tabletop in the Exhibit Space * 3 Complimentary Registrations * Company Name & Logo on: + Conference video banner + 22" x 28" Sign in foyer + Half-page in the Program
BREAKFAST SPONSOR PACKAGE	BREAK SPONSOR PACKAGE	OTHER OPTIONS
\$5,000.00	\$2,500.00	See Prices Below
One Daily Continental or Buffet Breakfast Sponsorship Includes: * Tabletop in the Exhibit Space * 2 Complimentary Registrations * 22" x 28" Sign with Company Name and Logo at Breakfast * One-third page in the Program * There are (3) opportunities for Breakfast Sponsorship	One Morning or Afternoon Break Sponsorship Includes: * 22" x 28" Sign with Company Name and Logo at Break * 1 Complimentary Registration * One-fourth page in the Program * There are (5) opportunities for Break Sponsorship	Logo on Tote Bags \$500.00 Tote Bag Inserts \$500.00 Page in Program \$1,000.00 Wifi in Conference Space \$1,000.00 Others, please contact NASADAD

Optional Networking Event		
PLATINUM	GOLD	SILVER
\$10,000.00	\$7,500.00	\$5,000.00
Sponsorship Includes: * 4 Complimentary Registrations * 22' x 28' Sign with Company Name, Logo and Product Description at the Optional Networking Event * Whole page acknowledgment or ad placed in the Program	Sponsorship Includes: * 3 Complimentary Registrations * 22' x 28' Sign with Company Name, Logo and Product Description at the Optional Networking Event * Two-third page acknowledgment or ad placed in the Program	Sponsorship Includes: * 2 Complimentary Registrations * 22' x 28' Sign with Company Name, Logo and Product Description at the Optional Networking Event * One-third page acknowledgment or ad placed in the Program

For more information call: Fachon "Faye" Simpson / 202-293-0090 Ext. 4867 or e-mail fsimpson@nasadad.org

SPONSORSHIP AGREEMENT

I. EVENT SPONSORSHIP FOR THE 2018 NASADAD ANNUAL MEETING

The return of the enclosed contract and payment of deposit shall constitute an agreement for sponsorship of the NASADAD Annual Meeting.

All cancellations must be submitted to NASADAD corporate office in writing prior to 6pm EST **Tuesday, May 1st, 2018**. All cancellations are subject to a \$50.00 service charge. No refunds will be made without the approval of NASADAD's Executive Director.

2. SPONSORSHIP HOURS AND LOCATION

The NASADAD Annual Meeting Events will be located at the **Hyatt Regency Bethesda Downtown, Bethesda, Maryland** Room Assignments and Schedules are subject to change. Event dates and hours available for sponsorship are as follows:

Breakfast

Tues, May 22 7:00 a.m. - 8:45 a.m. (Buffet Breakfast)
Wed, May 23 7:00 a.m. - 8:45 a.m. (Buffet Breakfast)

Mid-Morning Break

Wed, May 23 09:45 a.m. - 10:00 a.m.
Thurs, May 24 09:45 a.m. - 10:00 a.m.

Afternoon Break

Wed, May 23 02:45 p.m. - 03:00 p.m.

(SUBJECT TO CHANGE)

3. SIGNAGE & BROCHURES

SIGNAGE: All signs will be placed on an easel at the entrance to the room of the event or at the table, whichever is deemed appropriate to achieve maximum exposure. All Sponsor signs will be printed in the following sizes:

Unrestricted Sponsor: 22' X 28' Sign with Logo, Company Name, Location, and Service or Product Description
(See Sponsor Package Descriptions (page 10))
Breakfast Sponsor: 2' X 2' Sign, with Company Name, Location, and Service/Product
Break Sponsor: 12" X 18" Sign with Company Name, Location, and Service/Product

PROGRAM BROCHURE: Art and Logo must be received by **Tuesday, May 1st, 2018** to be included in the program and signage. All acknowledgments will be placed in the program brochure, in the last pages of the brochure. All sizes represented here are actual size (L" x W"). NASADAD reserves the right to select fonts and style.

Unrestricted Sponsor: Whole Page (5.5" x 8") (See Sponsor Package Descriptions (page 10))
Breakfast Sponsor: One-third page (3.25" x 8")
Break Sponsor: One-fourth page (5.5" x 3.75")

4. ATTENDEE LIST AND "TOTE-BAG" INCLUSION

Sponsoring agencies may send promotional material for inclusion in the Tote Bag (one item or package up to ½" thick). Sponsoring agencies will receive a comprehensive list of meeting attendees 2-4 weeks after the meeting.

5. INABILITY TO PERFORM

If NASADAD should be prevented from conducting the 2018 Annual Meeting by any cause beyond its control, NASADAD will refund to the sponsor the amount of the sponsorship fee paid less \$50.00, and NASADAD shall have no further obligation or liability to the sponsor. These specifications, as stated, constitute a part of the contract between the sponsor and NASADAD.

Corporate Identity

There are a variety of other opportunities to promote your company name and attract the attention of attendees.

- **Tote Bag Inserts: \$500.00**

If you would like to consider another way to have each meeting participant see your materials, you may wish to sponsor tote bag inserts. Your materials (one item/package) will be placed in each registrant's tote bag.

- **Tote Bag Logo: \$500.00**

An imprint of your company logo on the official 2017 NASADAD/NPN/NTN/WSN Annual Meeting Tote Bag is a sure way for your group to get noticed. Simply complete the form and forward your desired logo for consideration!

- **Other Ideas**

If you have other ideas for sponsoring beyond the specific opportunities listed in this Exhibitor Packet, please contact *Fachon "Faye" Simpson* at 202-293-0090 ext. 4867 or fsimpson@nasadad.org.

SPONSORSHIP CONTRACT

Sponsoring Entity: _____

Contact Person: _____ Phone # _____ FAX # _____

Department/Address: _____

City: _____ State _____ ZIP _____ Email: _____

On-site Contact: _____ Title _____ Phone # _____

SPONSORSHIP:

Selected Package(s): 1) _____ 2) _____

Preferred Schedule (if for a Breakfast or Break Sponsorship):

(Allocated on a first-come, first-served basis. See contract agreement for sponsorship schedules.)

1) _____ 2) _____

Additional Sponsorships (e.g., Tote Bag Logo or Inclusion, Program Ad):

1) _____ 2) _____

Lettering for the Sponsorship Display and Listing:

Company Name: _____

City and State: _____

ENCLOSED IS A CHECK FOR DEPOSIT IN THE AMOUNT OF	\$ _____
Signature: _____ Date: _____ Name: _____ Title: _____ Mail to: 2018 NASADAD Annual Meeting Sponsors 1919 Pennsylvania Avenue NW, Suite M-250, Washington, D.C. 20006 Make checks payable to: 2018 NASADAD Annual Meeting.	
For more information call: Fachon "Faye" Simpson / 202-293-0090 Ext. 4867 or e-mail fsimpson@nasadad.org	

COPY this form AS NECESSARY. Full payment is due with applications. In order to be included in the program applications are due **Tuesday, May 1st, 2018.**

Art or logo must be received by **Tuesday, May 1st, 2018** to be included in the program or signage. Please email your company information and a description of products or services to Fachon "Faye" Simpson, fsimpson@nasadad.org in Word format.

Meeting Logistics and Information

Hyatt Regency Bethesda Downtown

NASADAD has reserved a block of guestrooms at a special group rate at **The Hyatt Regency Bethesda Downtown:**

This room block is reserved for May 21 to May 24 only.

Hotel group rate, (government rate) for single and double occupancy is **\$253.00** per night plus **13%** state and local taxes.

Reservations can be made by:

Calling Hyatt Regency Bethesda Downtown Hotel: 301-657-1234 (please mention NASADAD)

Copying the following link into your internet browser: <https://aws.passkey.com/gt/216251488?gtid=5901747e8f7530fe04595d68e18fbeecc>

Room Block Deadline: **April 27, 2018**

- Check-in time is **04:00 p.m.** Checkout time is **12:00 p.m.**
- A valid credit card is required at check-in for payment of the room, tax and incidentals.
- Luggage storage is available for guests through the front desk.
- Complimentary wireless Internet in the guest rooms.
- This hotel is non-smoking.

TRANSPORTATION/DIRECTIONS

Airport Directions

From Washington/National Airport (11 miles) Take George Washington Parkway to I-495 North, to Wisconsin Avenue South, Exit 34 South. Our Bethesda Chevy Chase hotel is on right, 2 miles.

From Dulles International (26 miles)
 Take Dulles Access Road East to I-495, to Wisconsin Avenue South, Exit 34 South. Hotel is on right, 2 miles.

From BWI Airport (35 miles)
 Take I-95 South to I-495 West towards Silver Spring/Chevy Chase. Take 355 South in direction of Bethesda/Washington, DC which turns to Wisconsin Avenue.



Hyatt Regency Bethesda
 One Bethesda Metro Center
 Bethesda, MD 20814
 Tel: 301-657-1234
 Fax: 301-657-6453
www.bethesda.hyatt.com

Parking:
 Hyatt Regency Bethesda is connected to IMPark Garage. The IMPark Garage is utilized by Hyatt Guests, and the garage is managed and operated by IMPark Parking.

Airport Shuttles:

Super Shuttle The Airport Shuttle
 Tel: 1-800-Blue-Van Tel: 1-800-776-0323

D.C. Metro

Hyatt Regency Bethesda sits on top of the Bethesda Metro Stop on the Red Line, making Washington, D.C. public transportation a wonderful travel option. To plan your trip on either the Metro Rail or Bus System, please go to the [Metro Trip Planner](http://www.wmata.com) at www.wmata.com.

Self-Park 1 hour	\$6.00
Self-Park 2 hours	\$10.00
Self-Park Max	\$12.00
Guest Overnight Self	\$15.00
Guest Overnight Valet	\$20.00
Valet 1 hour	\$8.00
Valet 2 hours	\$12.00
Valet-Max	\$14.00
Self-Events	\$8.00
Valet-Events	\$12.00