



**institute for  
supply management**

**ISM—National Capital Area, Inc.**

PO Box 5808, Arlington, VA 22205  
703.536.3376  
[www.ism-nca.org](http://www.ism-nca.org)

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August 2017

Dear Valued Supplier:

The Institute for Supply Management - National Capital Area, Inc. (ISM-NCA) wants to draw your attention to an **outstanding opportunity** for your company. It's a great chance to gain exposure to professional purchasers and procurement decision makers from a number of companies throughout the DC-metropolitan area. Our **SUPPLIER EXHIBITS PROGRAM** is designed for this purpose.

The **SUPPLIER EXHIBITS PROGRAM** allows you to display and discuss your products or services and network with a number of potential new customers. There is no better way to quickly identify and create new relationships with purchasing decision-makers? ISM-NCA membership is continuing to grow and we are excited about offering you this program. Our members benefit through networking and increasing their knowledge of products and services furnished by companies such as yours. This year's Supplier Exhibits Program will be held at:

**Courtyard by Marriott, Tysons Corner**  
**1960-A Chain Bridge Road**  
**McLean, VA 22102**  
**New Direct Line: 703.584.2142**

**Fall Event: Tuesday, November 14<sup>th</sup>, 2017**  
**Spring Event: Tuesday, March 13, 2018**

Exhibit space at each event is available for set up between 4:45 – 5:45 p.m. and the exhibit portion of our program runs from 5:45 – 7:00 p.m.

**Registration Fee**

**Event Fee** = \$500.00 per table per event  
Both Events registered together \$950.00  
One (1) dinner ticket per company per event is included with your Registration  
Additional meals are at a cost of \$40.00 each (please note on your Registration Form)

If you would like to be one of the participating companies for this opportunity, **please complete the Registration Form and register with ISM-NCA's Association Manager, Melanie Turner.** If you have any questions, please feel free to contact Ms. Turner at any time.

Our exhibit space is limited to Twenty five (25) suppliers. **REGISTRATION FORMS WITH PAYMENT, WILL BE ACCEPTED ON A FIRST COME - FIRST SERVED BASIS.** Please provide Ms. Turner with names of individuals at your Exhibit table.

We look forward to hearing from you soon, so that we can confirm your participation in this important and very worthwhile ISM-NCA program. Help us make this a successful event for everyone.

Sincerely,  
Iyhara Merck, Director of Programs & Supplier Exhibits Chair

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## Who we are.....

The Institute for Supply Management–National Capital Area (ISM – NCA), an affiliate of the Institute for Supply Management, Tempe AZ, is an educational non-profit association. Our association consists of over 200 members from various organizations and corporations within the Washington DC Metropolitan area. Some of our members hold procurement positions such as Buyers, Directors, and Vice Presidents, within the following companies:

AT&T	Intelsat
Booz Allen Hamilton	InterAmerican Development Bank
Fannie Mae	International Monetary Fund
Freddie Mac,	Navy Federal Credit Union
	Verizon

## Our Vision

ISM-NCA strives to be an organization in which the professional status of the members is recognized and promoted; which provides opportunities for them to expand their professional skills and knowledge; and which encourages and stimulates public interest in, and understanding of, the supply management field.

## Our Mission

ISM-NCA will promote the professional development, networking, and informational supply management needs of our members.

## Our Past Supplier Exhibits Participants

ISM-NCA offers a twice-yearly opportunity for our members to meet with local companies to find new suppliers and products to meet their needs. Our Fall and Spring Supplier Exhibits are a continuing success. Our members enjoy an evening of networking, and creating relationships with over 20 participating suppliers. Some of the suppliers that exhibited their products and services were...

Action Business Systems	Imagistics International
Advanced Computer Concepts	Insight
Allied Electronics	Kelly Services
American Express	Net-C
Ameritel Corporation	Newell RubberMaid
Aramark Refreshment Services	Office Depot
Augmentation	Officemax
Bank of Montreal	Pitney Bowes
Brother International	Premier Pins
ConcertTech	Randstad USA
Continental Resources	Resources Global Professionals
Datalink Corporation	Sofasco
Digital Office Products	Staples
DRS Signal Solutions	Summit Group, LLC
Envelopes Only	The Hughes Group
E-Plus	The PromoTouch
First Federal Corporation	W.B.Mason
Frank Parsons	Webb Mason
FujiFilm Media	Whitaker Brothers, Inc.
Humanscale	WingSpan Partners
	Xerox Corporation

The next Supplier Exhibits night is **Tuesday, November 14, 2017**. Please complete the attached documents and forward your registration as directed. **Help us make the Supplier Exhibit show a success!**

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#### Frequently Asked Questions

**WHO:** ISM-NCA, Inc. The Institute for Supply Management- National Capital Area – A non-profit association of 200+ Purchasing Professionals in the Washington, DC, Maryland and Virginia area.

**WHAT:** Our Supplier Exhibits Program is an opportunity for suppliers to meet with Metro area purchasing professionals. These are decision makers representing a broad cross-section of local industry and government organizations.

**WHERE:** **Courtyard by Marriott, Tysons Corner**  
**1960-A Chain Bridge Road**  
**McLean, VA 22102**  
**Phone: 703-790-0207**

**WHEN:** **FALL EVENT: Tuesday, November 14, 2017**

**WHEN:** **SPRING EVENT: Tuesday, March 13, 2018**

**TIME:** 5:45 – 7:00 PM (Dinner served at 7:00 PM)  
Set up – 4:45 – 5:45 PM on the day of the exhibits

**COST:** **Event Fee = \$500.00** per table per event  
Both Events registered together \$950.00

**One (1) dinner tickets per company is included with your Registration.**  
Additional meals are at a cost of \$40.00/each, please note on your Registration form

**PAYMENT:** Make payments to: **ISM - NCA** and mail your check and Registration Form to:

ISM - NCA  
Attn: Supplier Exhibit Program  
P.O. Box 5808  
Arlington, VA 22205

OR on-line at [www.ism-nca.org](http://www.ism-nca.org)

**ELECTRIC:** Electric hook-ups are available at \$30.00 per space and must be requested on your Registration Form.

**SPACE:** A draped tabletop space of approximately 3 ft. X 6 ft. is included in your Registration. Spaces are available on a first come first served basis. Exhibit space may be limited to 25 tables/booths spaces.

**STORAGE:** ISM-NCA has no space available for advance storage or delivery of show materials. All inbound/outbound shipping costs and storage charges are the responsibility of the exhibiting company.

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Frequently Asked Questions (Cont'd)

**INSURANCE:** Courtyard by Marriott and ISM-NCA's insurance companies require that we obtain a "PROOF OF INSURANCE" form showing your Liability coverage.

**DOOR PRIZES:** Door prizes or giveaways of nominal value for attendees are acceptable, and at your option. **Door prizes will be drawn in front of the participating audience and announced after dinner. Door Prizes will not be preselected prior to drawings by participating Suppliers.** ([Remember to bring a fish bowl to collect business cards!](#))

**DIRECTIONS: Driving Directions to the Courtyard by Marriott, Tysons Corner  
From Virginia by way of 1-95**

- I-95 North to I-495 North
- Take Exit 46A – Route 123 (Chain Bridge Road) towards Tysons Corner
- Take a right at the second traffic light onto International Drive
- Get in the left hand lane and at the next light, turn left onto Greensboro Drive
- Make a left into the parking lot for the Crowne Plaza and Courtyard by Marriott

**From Baltimore by way of I-495**

- Take I-495 West to I-495 South
- Take Exit 46A – Route 123 (Chain Bridge Road) towards Tysons Corner
- Take a right at the second traffic light onto International Drive
- Get in the left hand lane and at the next light, turn left onto Greensboro Drive
- Make a left into the parking lot for the Crowne Plaza and Courtyard by Marriott

**From Dulles Airport by way of Dulles Toll Road**

- Take Dulles Toll Road or 267 East
- Take Exit for Leesburg Pike/Route 7 East
- Turn left onto Westpark Drive
- At the first traffic light, turn right onto Greensboro Drive
- Make a right into the parking lot for the Crowne Plaza and Courtyard by Marriott

Parking is available.

**QUESTIONS:** Please direct any additional Questions to:

**Iyhara Merck**, ISM-NCA Director of Programs  
Email: [iyharam@iadb.org](mailto:iyharam@iadb.org)  
Phone: (202) 623-2968

**OR**

**Frank Beachem, CPM**, ISM-NCA President  
Email: [fbeachem@louisberger.com](mailto:fbeachem@louisberger.com)  
Phone: 202-368-5154



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## Supplier Exhibits Registration Form

**WHERE: Courtyard by Marriott, Tysons Corner  
1960-A Chain Bridge Road  
McLean, VA 22102  
Phone: 703-790-0207**

**WHEN: Fall Event: Tuesday, November 14, 2017**

**WHEN: Spring Event: Tuesday, March 13, 2018**

**TIME: 5:45 – 7:00 PM (Dinner served at 7:00 PM)**

**SETUP: 4:45 – 5:45 PM on the day of the exhibits**

**COST: \$500.00 per table**

**Please provide:**

Quantity	Item	Cost Each	Total
	Table Space – November 14, 2017	\$500.00	
	Table Space – March 13, 2018	\$500.00	
	Table Space for both October and March events	\$950.00	
	Electrical Hook-up per Event	\$30.00	
	Additional Meals - Registration includes one (1) dinner ticket per company	\$40.00	
	<b>Total Amount Due</b>		<b>\$</b>

**COMPANY NAME** \_\_\_\_\_

**Please choose your Booth Type:**

\_\_\_\_\_ **Large free-standing display**                      \_\_\_\_\_ **Stand-up table-top display**

\_\_\_\_\_ **Brochures or low height items**

**Short description of company (in 3 or 4 words please):** \_\_\_\_\_

\_\_\_\_\_



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**Participants will have their contact info listed on ISM-NCA's Website**  
<http://www.ism-nca.org>

**Contact Information**

**Company Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Phone No.:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Fax No.:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Company Website:** \_\_\_\_\_

**Company Description (in 2 or 3 words):**  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **Yes, I have contacted my insurance company and will be sending a certificate of insurance to ISM-NCA shortly.**

**PAYMENT:** Make payments to **ISM - NCA Inc.** and mail your check and this form to:  
ISM – NCA Inc.  
Attn: Supplier Exhibit Program  
P.O. Box 5808, Arlington, VA 22205

**OR to Register & pay by credit card go to our on-line payment tool at [www.ism-nca.org](http://www.ism-nca.org) Click on the Supplier Box "Register Now"**

**Please fax your completed form to 703-536-4602  
or email to [admin@ism-nca.org](mailto:admin@ism-nca.org)**