



## Military Child World Expo 2026 – Exhibitor Application

*Hyatt Regency Crystal City at Reagan National Airport, 2799 Richmond Hwy, Arlington, Virginia  
22202 – Independence Centers A & B  
Saturday, April 25, 2026 | 10:00 AM – 6:00 PM*

### Organization Information

**Organization Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Title/Role:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Alt. Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Other:** \_\_\_\_\_

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

**Social Media Handles:** \_\_\_\_\_

### Exhibit Package Selection (check one)

#### Booth Spaces (Space Only – exhibitor provides own booth & materials)

- ☐ Anchor Booth (20×20) – \$2,600
- ☐ Premium Booth (10×20) – \$1,500
- ☐ Mid-Size Booth (10×15) – \$1,200
- ☐ Standard Booth (10×10) – \$850
- ☐ Compact Booth (8×10) – \$750



**Tabling Options (Furnished)**

☐ For-Profit Table – \$750

☐ Nonprofit Table – \$500

*Tabling includes one 6'x3' skirted table, 2 chairs, 2 exhibitor badges, and 1 waste basket.*

☐ I understand that one 6'x3' skirted table, 2 chairs, 2 exhibitor badges, and 1 waste basket.

**Preferred Zone (check one)**

☐ Health & Wellness

☐ Education

☐ Veterans

☐ Community

☐ Business Resources

☐ Gaming & Technology

☐ Food Security & Family Services

☐ Government & Military

☐ Workforce Pathways

☐ No preference – place in general tabling section

**Additional Services (optional)**

☐ Electricity (rates apply – venue order form provided)

☐ Internet (rates apply – venue order form provided)

☐ Additional Exhibitor Badges (\$25 each): Quantity \_\_\_\_\_



### Deposit & Payment Agreement

- A **50% non-refundable deposit** is required at the time of reservation.
- Final payment due by **March 1, 2026**.
- Booths are not confirmed until deposit or full payment is received.

**Deposit Amount Submitted:** \$ \_\_\_\_\_ (50% of total fee)

**Balance Due by March 1, 2026:** \$ \_\_\_\_\_

☐ I understand and agree to the deposit, payment, and cancellation policies.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Payment Method (check one)

☐ Check (payable to: *Military Children's Six Foundation*)

☐ Credit Card (Visa / MasterCard / AmEx / Discover)

Name on Card: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ / \_\_\_\_\_ CVV: \_\_\_\_\_

Billing Zip Code: \_\_\_\_\_

☐ ACH / Wire Transfer (instructions will be provided upon request)

### Credit Card Authorization

By signing below, I authorize the Military Child World Expo / Military Children's Six Foundation to charge my credit card for the deposit and/or full payment of my selected exhibitor package. I understand that the 50% deposit is non-refundable, and that any remaining balance must be paid in full by March 1, 2026. I further agree to the cancellation and liability policies outlined in this application.

**Cardholder Name (print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



### Insurance & Liability Acknowledgment

- ☐ I acknowledge that for booth spaces designated “space only,” I am responsible for providing my own booth structure, displays, and materials.
- ☐ I acknowledge that my organization is responsible for its own insurance coverage and liability for exhibits, materials, and personnel.
- ☐ I release the Military Child World Expo and venue from liability for loss, theft, or damages.

**Authorized Representative Signature:** \_\_\_\_\_

### Application Deadline

- All applications must be submitted by **March 1, 2026**.
- Space is allocated on a **first-come, first-served basis**; early applications secure priority placement.

### Submit Completed Application & Deposit To:

**Email:** [exhibitorrelations@themilitarychildworldexpo.com](mailto:exhibitorrelations@themilitarychildworldexpo.com).

**Mailing Address:** The Military Children’s Six Foundation c/o The Military Child World Expo, 2461 Eisenhower Avenue, Alexandria, Virginia 22314.

1+703-646-8410



## **Military Child World Expo 2026 – Exhibitor FAQ**

*Hyatt Regency Crystal City – Independence A & B*  
*Saturday, April 25, 2026 | 10:00 AM – 6:00 PM*

### **1. When can I set up my booth or table?**

- **Setup:** Saturday, April 24, 2026, from 6:00 PM – 3:45 AM.
- **Tables:** Saturday, April 25, 2026
- All booths/tables must be fully ready by **9:45 AM**.
- **Teardown:** Begins promptly at 6:00 PM. Early dismantling is not permitted.

### **2. What's included with my space?**

- **Booths (20×20, 10×20, 10×15, 10×10, 8×10):** *Space only*. Exhibitors must provide their own booth structure, signage, displays, and materials.
- **Tabling (For-Profit / Nonprofit):** One 6'×3' skirted table, 2 chairs, 2 exhibitor badges, and 1 waste basket.

### **3. Can I choose where my booth/table is located?**

- Exhibitors may request their preferred **Expo Zone** when applying (Health & Wellness, Education, Veterans, etc.).
- Placement within zones is based on availability and determined on a first-come, first-served basis.
- If no zone is selected, exhibitors will be placed in the general tabling section.

### **4. Are electricity and internet included?**

- **No.** Electricity, internet, and AV must be ordered separately through the venue's service provider.
- Order forms will be sent in your confirmation packet.





#### 5. How many exhibitor badges do we get?

- Booths: Number of badges varies by size (2–10).
- Tabling: 2 badges included.
- Additional badges may be purchased for \$26 each.

#### 6. Is there a deposit required?

- Yes. A **50% non-refundable deposit** is required to reserve space.
- Final balance is due by **March 1, 2026**.

#### 7. What is the cancellation policy?

- Deposits are non-refundable.
- Cancellations after **March 1, 2026** result in full forfeiture of all fees.
- Substitutions may be considered with prior approval.

#### 8. What about insurance?

- Exhibitors are responsible for their own insurance coverage and liability for their booth, materials, and staff.
- The Expo and venue are not liable for loss, theft, or damages.

#### 9. Can we ship materials to the venue?

- Shipping details, receiving windows, and handling instructions will be included in your exhibitor confirmation packet.

#### 10. Where do we park and unload?

- Parking and load-in details will be provided in the confirmation packet. Designated loading docks will be available for setup.



### Questions?

Contact **Exhibitor Relations** at

[exhibitrelation@themilitarychildworldexpo.com](mailto:exhibitrelation@themilitarychildworldexpo.com) or call 703-646-8410.

*To excel the past, we must not allow ourselves to lose contact with it; on the contrary, we must feel it under our feet because we raised ourselves upon it. "Jose Ortega y Gasset"*

# Thank You

In The Month of the Military Child



## The Military Child World Expo 2026 Celebrating America's 250<sup>th</sup> Anniversary

### OTHER EVENTS

Saturday, April 18, 2026 –  
Carrying the Torch of Care –  
Caregivers Breakfast. At, The  
Army Navy Country Club,  
Arlington, Virginia.

8 AM – 12 PM (Nominate a  
Teen Caregiver, military-  
connected or civilian at  
[www.themilitarychildworldexpo.com/caregivers](http://www.themilitarychildworldexpo.com/caregivers).

Sunday, April 26, 2025  
America's Torchbearers  
Showcase. At, Fashion  
Centre at Pentagon City (A  
Simond Mall), Arlington,