

INSTALLATION ACCESS REQUIREMENTS

Anyone requesting access to the installation is required to go through a vetting process. Once you have registered for the event, call the number below to provide your social security number, which is needed for the background check.

Pamela Frederick

Supplier Industry Day Coordinator

AviationIndustryDay@dla.mil

804-279-2848

HOTELS

We have obtained group rates at the below hotels for May 14th & 15th (2 nights). Rooms must be booked by **APRIL 20** to take advantage of these rates. Group code is **DLA**.

Courtyard by Marriott Richmond Chester

2001 West Hundred Road

Chester, VA 23836

804-414-1010

\$119.00 + tax King Room-Rate includes Wi-Fi and parking. Each room has a pullout sofa and a mini refrigerator. Onsite restaurant and indoor pool.

Comfort Inn

2100 West Hundred Road

Chester, VA 23836

804-751-0000

\$93 + tax King Room-Rate includes Wi-Fi, breakfast and parking.

\$103 + tax Double Beds (The number of double rooms is very limited)

Holiday Inn Express Richmond/Chester

1911 West Hundred Road

Chester, VA 23836

804-751-0123

\$119 + tax King Room-Rate includes Wi-Fi, breakfast and parking

CANCELLATIONS-All rooms may be cancelled 24 hours prior to arrival, hotel time.

LUNCH

If you would like to pre order lunch from a local restaurant for the first day of the conference, use the link below. The lunches will be delivered. You will also have the option to purchase lunch at our onsite cafeteria. Once the link is open, go to the catering tab to view the boxed lunch options. Click "order online" to place your order. Enter DLA under company name.

<http://howlettstavernchester.com/catering-order-form.html>