



**ATCA** connect

November 5, 2024 – November 7, 2024

# MEETING ROOM INFORMATION PACKET

Walter E. Washington Convention Center

# MEETING ROOM RENTAL INFORMATION

## NEED A QUIET SPACE FOR ONSITE MEETINGS DURING ATCA CONNECT?

We have a couple of options to fit your needs.

Sponsors not exhibiting must meet a \$12,000 minimum spend to rent a meeting room

### Walter E. Washington Convention Center Meeting Room Rentals

#### Room 208 Virtual Tour

#### Room 209 Virtual Tour

ROOM	WxLxH	Usable Sq. Ft.	Theatre*	Banquet**	Classroom***
<del>ROOM 208A</del>	<del>28'9" x 23' x 13'6"</del>	<del>664</del>	<del>66</del>	<del>40</del>	<del>30</del>
<del>ROOM 208B</del>	<del>28'9" x 23' x 13'6"</del>	<del>664</del>	<del>66</del>	<del>40</del>	<del>30</del>
ROOM 209A	42'1" x 29'2" x 16'9"	1229	122	70	54
<del>ROOM 209B</del>	<del>42'1" x 30' x 16'9"</del>	<del>1263</del>	<del>126</del>	<del>70</del>	<del>57</del>
ROOM 209C	42'2" x 28'9" x 16'9"	1219	121	70	72

AV, Cabled Internet, Cleaning Service, and Catering are available for an additional fee.

\*Theater capacities based on chairs set 36" front edge to front edge.

\*\*Banquet capacities based on 10 chairs per 6' round table set on 11' centers.

\*\*\*Classroom capacities based on 3 chairs per 8'x18" table and 2 chairs per 6'x18" table.

Room	½ Day Rental	1 Day Rental	3 Day Rental
<del>208A</del>	<del>\$750</del>	<del>\$1,000</del>	<del>\$3,500 SOLD</del>
<del>208B</del>	<del>\$750</del>	<del>\$1,000</del>	<del>\$3,500 SOLD</del>
209A	\$1,000*	\$1,500 (\$1,200**)	
<del>209B</del>	<del>\$1,000</del>	<del>\$1,500</del>	<del>\$4,500 SOLD</del>
209C	\$1,000	\$1,500	\$4,500

- ½ Day Rental – 8:00am to 1:00pm or 2:00pm to 7:00pm
  - *\*209A – ½ Rental Available on Tuesday or Thursday*
- 1 Day Rental – 8:00am to 7:00pm
  - *\*\*209A - 1 Day Rental Rate for Wednesday Only From 12'Noon to 10:00pm*
- 3 Day Rental – 8:00am Tuesday, November 5<sup>th</sup> to 7:00pm Thursday, November 7<sup>th</sup>

### Marriott Marquis Hospitality Suites

The Marriott Marquis Hospitality Suites are conveniently connected to the Walter E. Washington Convention Center via direct underground concourse. The Hospitality Suites meeting rooms are approximately a 5 minute walk, or elevator/escalator ride from the Marriott connector to the Exhibit Hall.

<del>Hospitality Suite 2-054</del>	<del>Queen Murphy Bed (can fit King Bed), Pullout Sofa Bed, Mini Refrigerator. — Connector to Suite 2-060</del>	<del><b>SOLD</b></del>
Hospitality Suite 2-060	Queen Murphy Bed (can fit King Bed), Pullout Sofa Bed, Mini Refrigerator. Connector to Suite 2-054	

- **Full Conference Rentals Only – Monday, November 4<sup>th</sup> (4:00pm ) to Friday, November 8<sup>th</sup> (12'Noon )**

Room	½ Day Rental	1 Day Rental	Full Conference Rental
<del>Hospitality Suite 2-054</del>			<del>\$4,000 SOLD</del>
Hospitality Suite 2-060			\$4,000



### MEETING ROOM REQUEST FORM

Meeting Rooms are only available to ATCA Connect Exhibitors and Sponsors. Please complete this Request Form and return to [sandra.strickland@atca.org](mailto:sandra.strickland@atca.org) for assignment and confirmation. **If you need catering services, AV, electric, or additional furniture, please order via the Exhibitor Manual.**

Company Name:		Main POC Name:	
Main POC Email Address:		Phone:	
Address:			
City:	State:	Postal Code:	
Billing Company Name (for Invoice):			
Billing Company POC Name:		Billing Company POC Phone:	
Billing Company POC Email Address (for Invoice):			
Billing Company Address:			
City	State	Postal Code	

### CANCELLATION & REFUND POLICY

Cancellations must be received via email to [sandra.strickland@atca.org](mailto:sandra.strickland@atca.org) NLT October 18, 2024.

**NO REFUNDS WILL BE ISSUED AFTER OCTOBER 18, 2024.**

### PAYMENT INFORMATION

Full payment is due upon receipt of your Meeting Room Invoice. Meeting Room keys will NOT be issued if payment has not been received.

	ROOM REQUESTED	DATE(S) REQUESTED	RENTAL RATE
1 <sup>st</sup> Choice			\$
2 <sup>nd</sup> Choice			\$
3 <sup>rd</sup> Choice			\$
4 <sup>th</sup> Choice			\$
5 <sup>th</sup> Choice			\$

Total Cost: \$ \_\_\_\_\_

Payment Type:  Credit Card (2.9% Processing Fee)

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



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## Credit Card Authorization Form

Upon ATCA's receipt of this Credit Card Authorization Form, your card will be charged the specified amount.

Payment Options:                      VISA                      MASTERCARD                      AMEX

Name of Organization: \_\_\_\_\_

PRINT Name as it appears on card: \_\_\_\_\_

Credit Card #: \_\_\_\_\_

Expiration Date: Month: \_\_\_\_\_ Year: \_\_\_\_\_ CVV Security Code: \_\_\_\_\_

Billing Address of card: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Email address (payment receipt will be sent to this address): \_\_\_\_\_

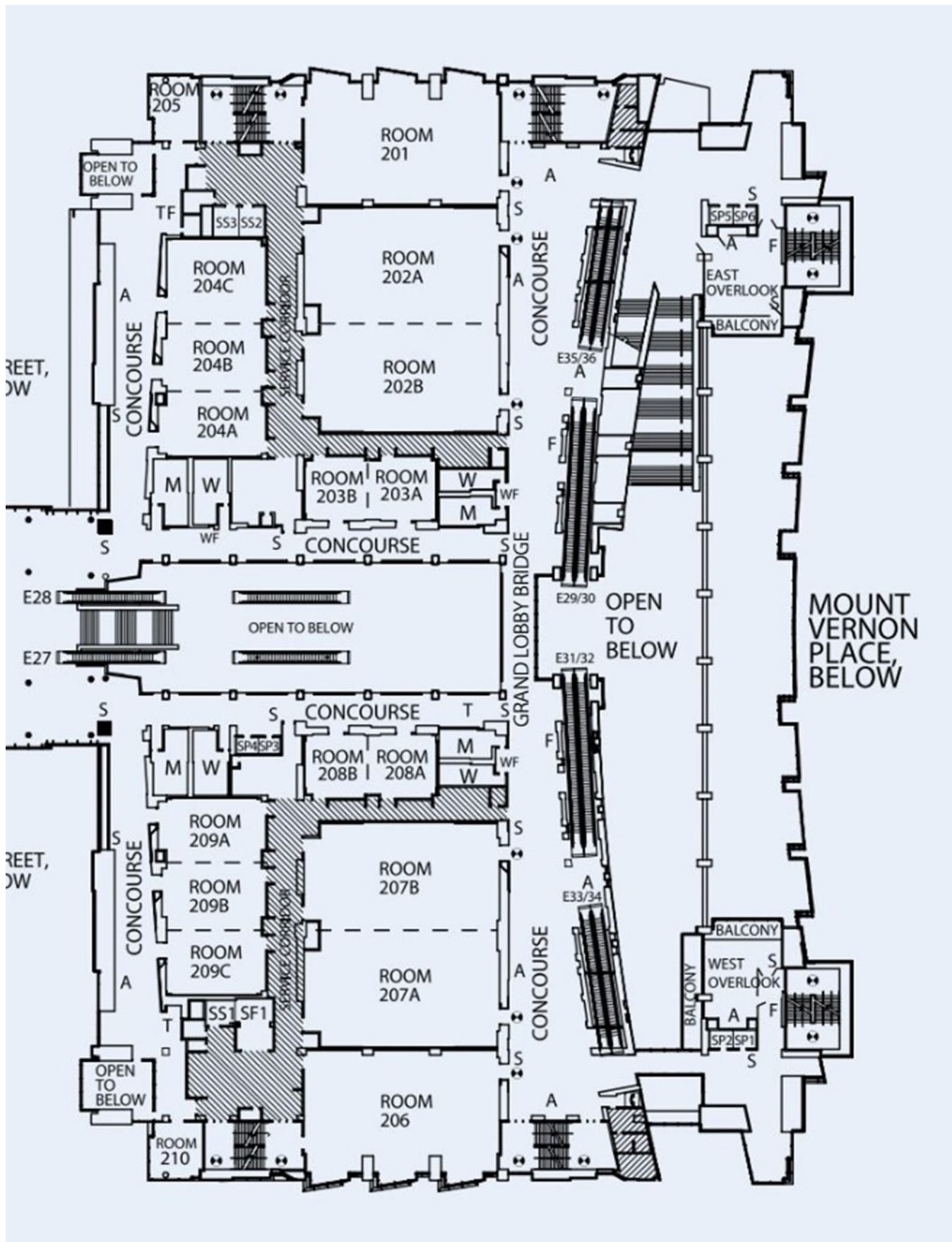
Subtotal: \$ \_\_\_\_\_ +2.9% Credit Card Processing Fee \$: \_\_\_\_\_

TOTAL Amount to be charged: \$ \_\_\_\_\_

Purpose of Charge: \_\_\_\_\_

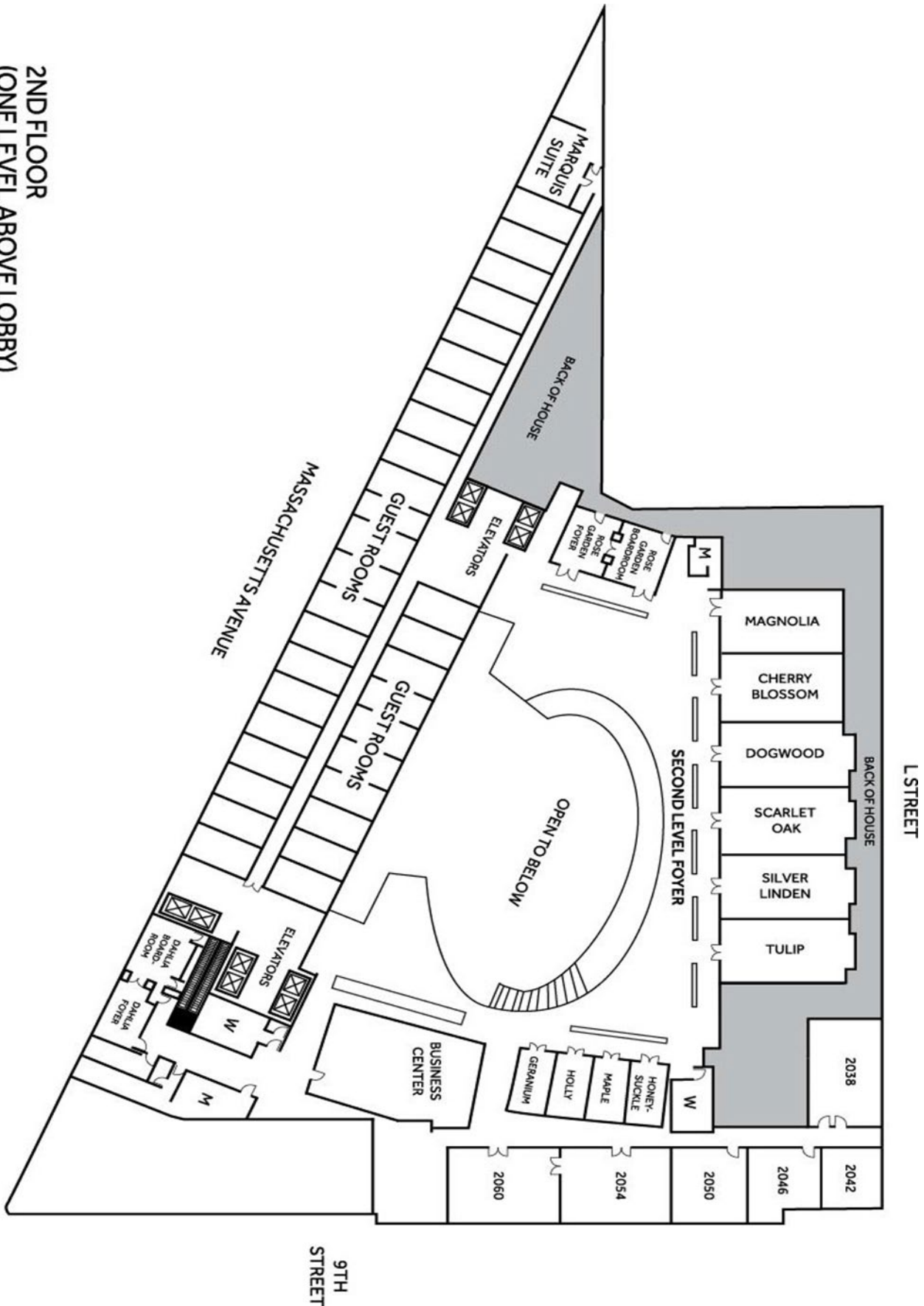
Authorized Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

# Walter E. Washington Convention Center Meeting Room Rentals



# Marriott Marquis Hospitality Suites

2ND FLOOR  
(ONE LEVEL ABOVE LOBBY)





# Walter E. Washington Convention Center®

801 Mt Vernon Pl NW, Washington, DC, United States

