

## Washington Plaza Venue Contact

### Hotel Contact



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Director of Sales and Marketing

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**Washington Plaza Hotel**  
10 Thomas Circle, NW  
Washington, DC, 20005

**Direct: (202) 408-6150**  
**Main: (202) 842-1300**  
**Fax: (202) 371-9621**

### AV Contact

Rick Armstrong  
443-833-4355 – Cell  
202-408-6141 – Office

### Parking

Overnight parking - \$43 + \$18% tax = \$50.74  
Day parking - max of 10 hours is \$20 tax inclusive rate.  
*If a vendor or guest stays past the 10 hours the fee is \$65 inclusive*

### Shipping Instructions

#### Incoming Packages

No fees not more than 3 days prior

10 Thomas Circle NW • Washington DC 20005 • (202) 842-1300  
Label all packages HOLD FOR FUTURECON

#### Outgoing Packages

Vendors can leave their packages on the tables. All packages will need to have shipping labels attached and pickup should have been pre-scheduled by the vendor. We will then move the packages and ensure they are given to the shipping carrier - **please have the vendors leave a note letting our staff know when pickup was scheduled.**

### Room Block

<https://bookings.washingtonplazahotel.com/reservation/roomdetails/139601?checkin=20240821&checkout=20240823&bookingcode=FUTURE24>

### TRANSPORTATION:

McPherson Square Metro –0.25 miles  
Union Station –1.5 miles  
Ronald Reagan National Airport (DCA) –4.7 miles  
Dulles International Airport (IAD) –27 miles  
Baltimore Washington Airport (BWI) –31 miles