

# WASHINGTON PLAZA HOTEL

## **HOTEL CONTACT**

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## **AV CONTACT**

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## **ROOM BLOCK**

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

## **PARKING**

Overnight parking - \$43 + \$18% tax = \$50.74

Day parking - max of 10 hours is \$20 (tax inclusive rate)

*If guest or sponsor stays beyond the 10 hours the fee is \$65 (tax inclusive rate)*

## **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

## **SHIPPING INSTRUCTIONS**

### **Incoming Packages**

Washington Plaza Hotel

10 Thomas Circle NW

Washington, DC 20005

Label all packages: **HOLD FOR FUTURECON - (COMPANY NAME)**

No handling/storage fees if packages arrive not more than 3 days prior

### **Outgoing Packages**

Vendors can leave their packages on the tables at the conclusion of the day. All packages will need to have shipping labels attached and pickup should have been pre-scheduled with shipping carrier by the vendor. The venue staff will then collect packages and ensure they are tendered to the shipping carrier. **The venue has asked that vendors leave a note letting their staff know when pickup was scheduled.**