

WASHINGTON PLAZA HOTEL

HOTEL 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.**

