



# EVENT REQUEST FORM

9-11 OCTOBER 2017  
WALTER E. WASHINGTON CONVENTION CENTER  
WASHINGTON, DC

2017 AUSA Annual Meeting & Exposition

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Name of Event P.O.C.: \_\_\_\_\_ Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone#: (\_\_\_\_\_) \_\_\_\_\_ Cell#: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Total # of Expected Guests: \_\_\_\_\_



WALTER E. WASHINGTON  
CONVENTION CENTER

ROOMSET: Is a floorplan available? Hand-drawn plan accepted. If a floorplan is available, please include it with this form.

Please complete the following: ( **CIRCLE ALL THAT APPLY** )

**BASIC ROOM SET-UP:**



THEATER for \_\_\_\_\_ (#) /



BANQUET/6' Rounds for \_\_\_\_\_ (#) /



CLASSROOM for \_\_\_\_\_ (#) /



CONFERENCE for \_\_\_\_\_ (#) /



HOLLOW SQUARE for \_\_\_\_\_ (#) /



U-SHAPE for \_\_\_\_\_ (#) /

RECEPTION for (#) OTHER: \_\_\_\_\_ for \_\_\_\_\_ (#)

STAGE(s): Dimensions: \_\_\_\_\_ (Standard Stage Height is 24", standard risers are 6'x8')

**HEADTABLE** for \_\_\_\_\_ #)      **PODIUM** (Lectern) \_\_\_\_\_      **PERIMETER SEATING** # of Chairs \_\_\_\_\_

REGISTRATION TABLES: # Outside + \_\_\_\_\_ / # Inside \_\_\_\_\_ (Note: Reg tables come standard w/ 2 chairs unless otherwise specified.)

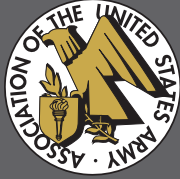
LITERATURE TABLES: # \_\_\_\_\_ (Lit. Tables are inside room w/ NO CHAIRS unless otherwise specified)

**EASEL** One per Room unless otherwise specified. All signage in & around Meeting Rooms will be floor supported, as the rooms do NOT support hanging signs. Per Washington Convention Center Authority, you may not tape signs to walls.

OTHER: \_\_\_\_\_

AUSA will assign a room number to your event and send a confirmation and information packet containing contact information for requesting Catering, Audio-Visual, Telephone/Internet, Equipment Rental, Freight/Collateral Shipping and Signage.

Please return form to AUSA, Fax 703-243-2589 or email [mwenczkowski@ausa.org](mailto:mwenczkowski@ausa.org).  
All requests must be received by COB on Monday, 18 September 2017.



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Company Name: \_\_\_\_\_

**AUSA has instituted a new policy on function space requests for the Convention Center only. The following Room Rentals will apply:**

- Non-Members and Individual Members not exhibiting or sponsoring at the Annual Meeting: **\$800.00 per hour**
- Corporate and Sustaining Members not exhibiting or sponsoring at the Annual Meeting: **\$400.00 per hour**
- No charge for exhibiting companies, sponsoring companies, Chapters and Military/Government organizations.

Check enclosed – Payable to AUSA

Credit Card:  American Express  MasterCard  VISA

Card Number:

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Exp. Date

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MO. YR.

CVV Code

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Billing Zip Code

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Card Holder's Name: \_\_\_\_\_

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

Please note that these rental charges do not include specialty equipment, audio visual, internet, food and beverage or any other costs associated with the room. These charges are the responsibility of the company.

A credit card must be on file in order to process room assignments (for those required to pay room rental only).

If paying by check, the check must be received by AUSA no later than 18 September 2017.

Credit cards will be charged on or around 18 September 2017.

There will be no refunds or cancellations after the card has been charged or a check has been received.

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