



EVENT REQUEST FORM

14-16 OCTOBER 2019
WALTER E. WASHINGTON CONVENTION
CENTER WASHINGTON, DC

2019 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

Note: space reservations are limited to 2 hours per company/organization per day unless special permission is granted

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.)

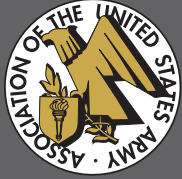
LITERATURE TABLES: # _____ (Lit. Tables are inside room w/ NO CHAIRS unless otherwise specified)

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, via email to icws@ausa.org.
All requests must be received by COB on Monday, 16 September 2019.
Space is assigned on a first-come, first served basis.



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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**
- Community Partners and National Partners 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

DO NOT EMAIL CREDIT CARD INFORMATION TO AUSA. CREDIT CARD PAYMENTS WILL ACCEPTED BY FAX OR OVER THE PHONE

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.

If paying by check, the check must be received by AUSA no later than 23 September 2019.

Credit cards will be charged on or around 23 September 2019.

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

Please return form to AUSA, **Fax 703-243-2589** or email icws@ausa.org.

All requests must be received by COB on Monday, 16 September 2019.