

Annual Meeting Room Rental Packet 2019



ATCA
annual

conference & exposition

Need meeting space during the 64th ATCA Annual? Below is a summary of the meeting room options available; please review this Brochure for details. Should you need to book meeting space, please complete the Meeting Room Request Form (on page 10 and/or 11) and return to sandra.strickland@atca.org. If you have questions or need additional meeting room rental assistance, please contact Sandra Strickland at 703-299-2430 ext. 304

CONVENTION CENTER OPTIONS

EXHIBITION HALL C MEETING ROOMS										3 Day Rental Rate (Mon to Wed)	1 Day Rental (IF Available)
M1	M2	M3	M4	M4	M6	M7	M8	M9	M10	\$5,000	\$1,750

MARRIOTT MARQUIS OPTIONS

3-DAY RENTAL MEETING ROOM (Available Mon/Tues/Wed)								
ROOM	WxLxH	Sq. Ft.	Theatre	Schoolroom	Rounds	Reception	Conference	U-Shape
Woodley Park - \$3,750	16x27x10.6	432	42	10	20	40	16	14

3-DAY RENTAL MEETING ROOMS (Available Mon/Tues/Wed)								
ROOM	WxLxH	Sq. Ft.	Theatre	Schoolroom	Rounds	Reception	Conference	U-Shape
Dogwood - \$4,500	26x48x12.6	1,248	110	66	80	110	28	32
Geranium - \$3,750	12x25x7.6	350	30	12	20	30	16	8

2-DAY RENTAL MEETING ROOMS (Available Tues/Wed Only)								
ROOM	WxLxH	Sq. Ft.	Theatre	Schoolroom	Rounds	Reception	Conference	U-Shape
Holly - \$3,000	12x25x7.6	350	30	12	20	30	16	8
Honeysuckle - \$3,000	12x25x7.6	350	30	12	20	30	16	8
Maple - \$3,000	12x25x7.6	350	30	12	20	30	16	8

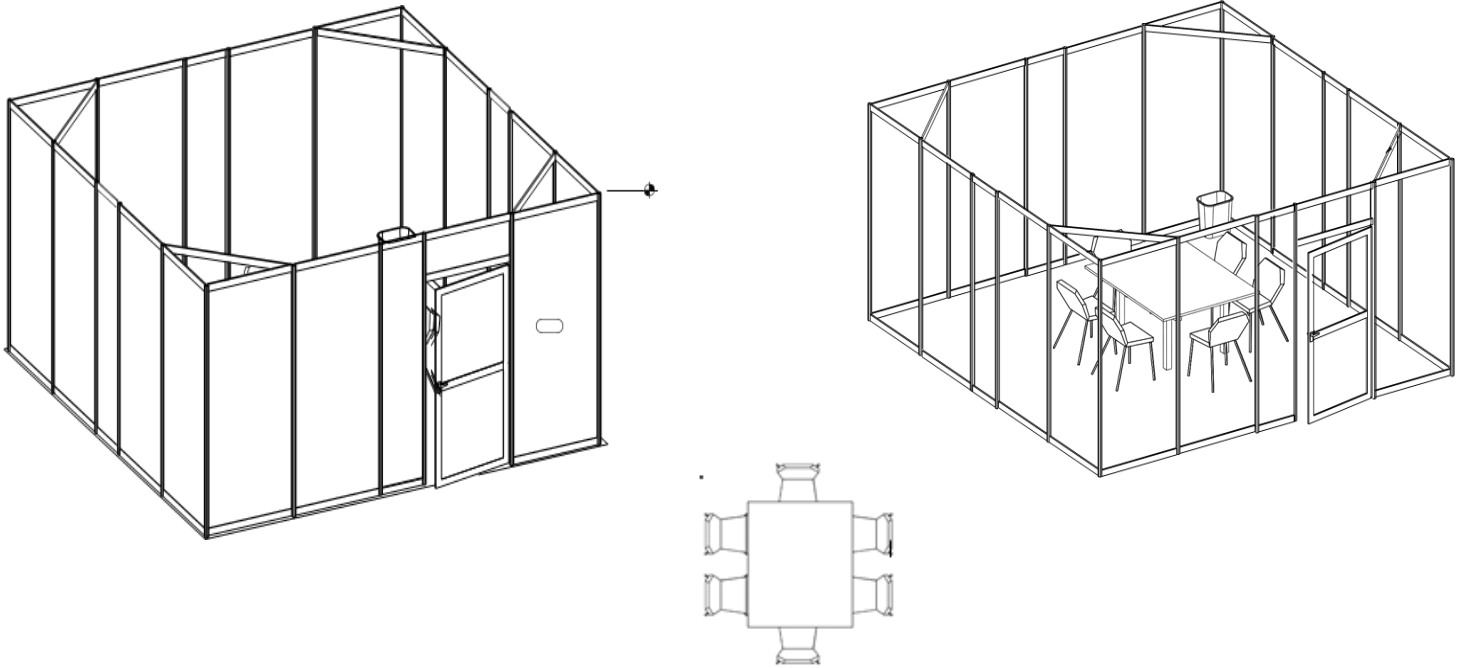
HOSPITALITY SUITES (Available Mon/Tues/Wed)		
ROOM	Sq. Ft.	Room Specs
Suite 2-050	705	Queen Murphy Bed; Pullout Sofa Bed, Mini Refrigerator
Suite 2-054	1,088	Queen Murphy Bed; Pullout Sofa Bed, Mini Refrigerator; Connector to Suite 2-060
Suite 2-060	1,088	Queen Murphy Bed; Pullout Sofa Bed, Mini Refrigerator; Connector to Suite 2-054

Only CONFIRMED ATCA Sponsors and Exhibitors can make Hospitality Suite reservations directly with Marriott Marquis. A complete listing of all Suites offered by the Marriott can be found on the ATCA website [here](#), and can be reserved IF AVAILALE.

To reserve a Suite, please contact Allison Youmans @ 1-202-824-9252.

AV, Cabled Internet, and Catering are available for an additional fee.

Convention Center Exhibition Hall C Meeting Rooms



The Exhibit Hall C Meeting Rooms are available for rent by EXHIBITOR’S ONLY, and Sponsors who are also Exhibitors. The meeting rooms are located on the show floor in the back of the exhibit hall behind Booths 817, 831 and 837. The Exhibit Hall C Meeting Rooms are the only available meeting space in the Convention Center; all other meeting spaces are located in the Marriott Marquis.

All Exhibit Hall C Meeting Rooms are pre-set to accommodate 6 people, conference style. Additional seating and furnishings can be ordered through Shepard (extra costs apply).

Structure
Modular structure, 15 x 15 ft. (225 sq. ft.)
Tuxedo Carpet
Electricity (10amps/1000watts)
Lockable door w/key

Furniture/Contents
5’ Conference Table w/6 Meeting Chairs
Wastebasket
Styled panel with Meeting Room # located to the right of the door

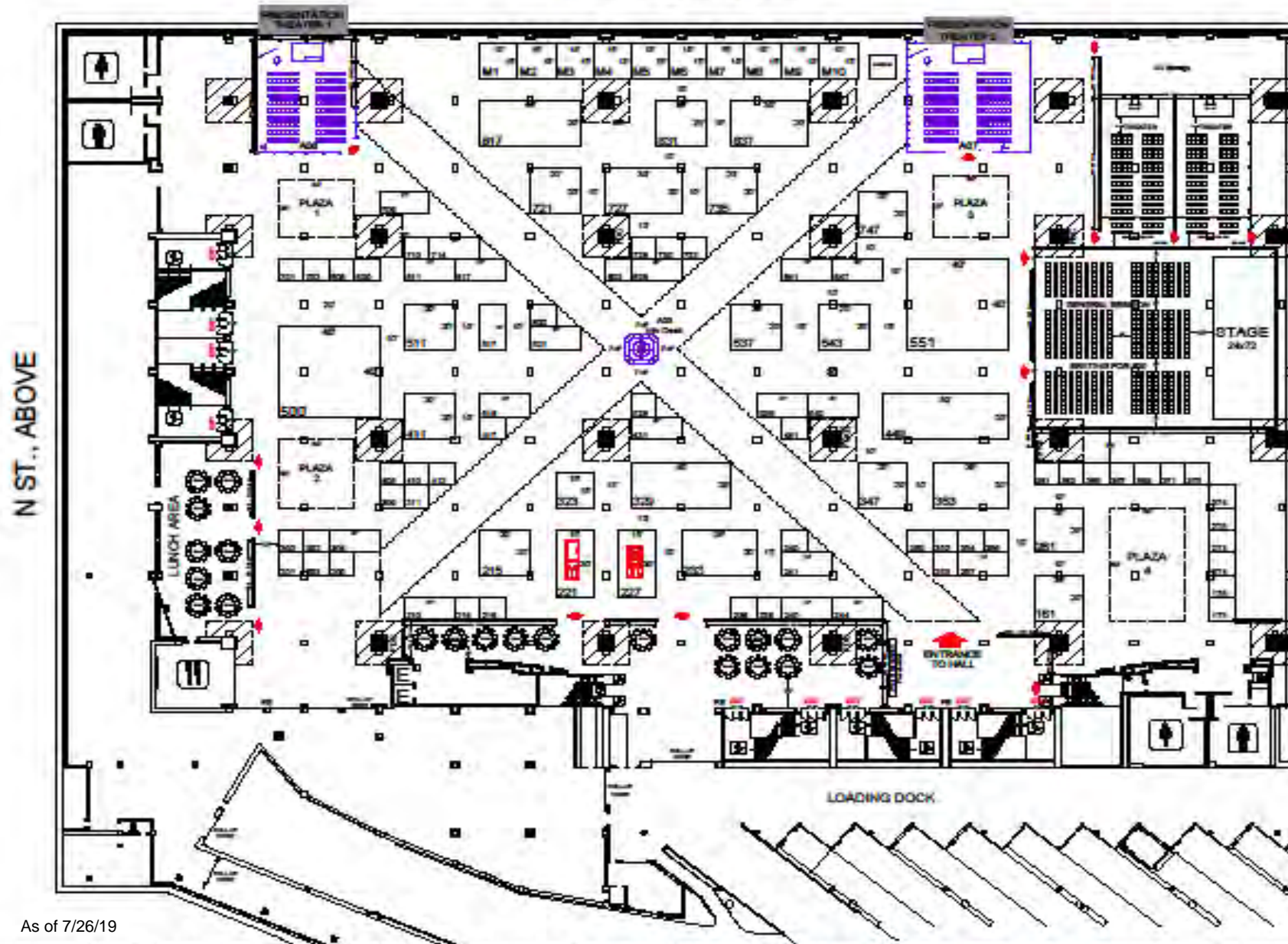
EXHIBITION HALL C MEETING ROOMS										3 Day Rental Rate (Mon to Wed)	1 Day Rental (IF Available)
M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	\$5,000	\$1,750

AV, Cabled Internet, Cleaning Service, and Catering are available for an additional fee.

Air Traffic Control Annual Conference & Exposition

October 21 - 23, 2019

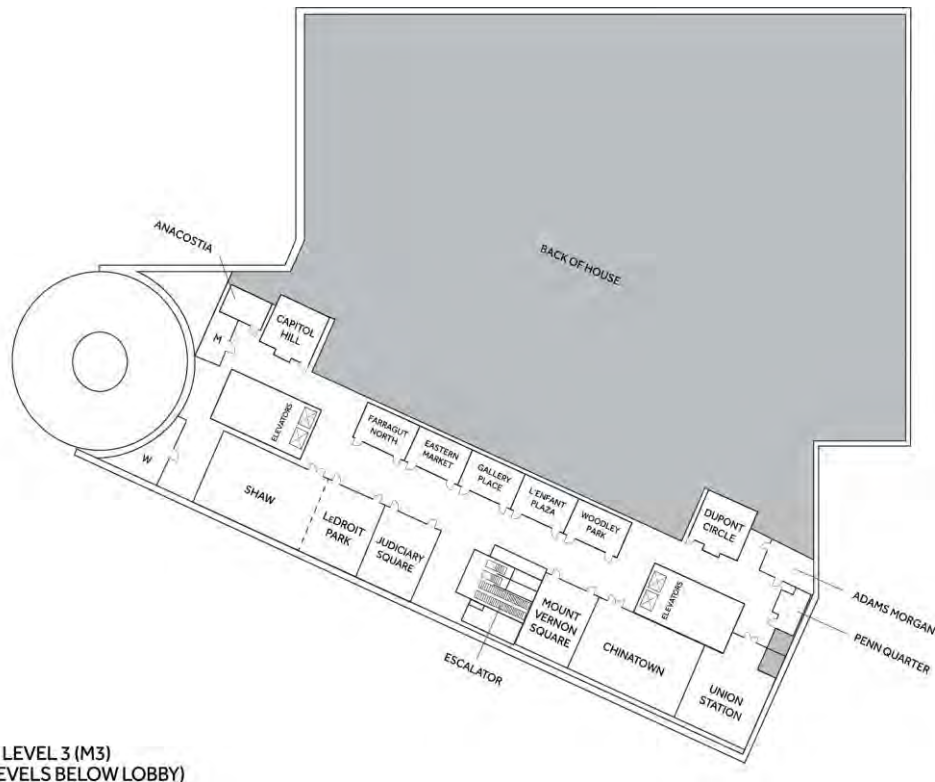
Walter E. Washington Convention Center - Lower Level 1 - Exhibit Hall C
Washington, DC



Marriott Marquis Meeting Rooms

Mezzanine Level M3 (Three Levels Below Lobby)

The Marriott Marquis meeting rooms are conveniently connected to the Walter E. Washington Convention Center via direct underground concourse. Each meeting room is hard walled (no air walls), and has individual climate control and lighting. Meeting rooms come equipped with standard Marriott Marquis furniture based on your specifications (conference, theatre, rounds, etc.). The meeting rooms are approximately a 5 minute walk, or elevator/escalator ride from the Marriott connector to the Exhibit Hall, depending on your room location.



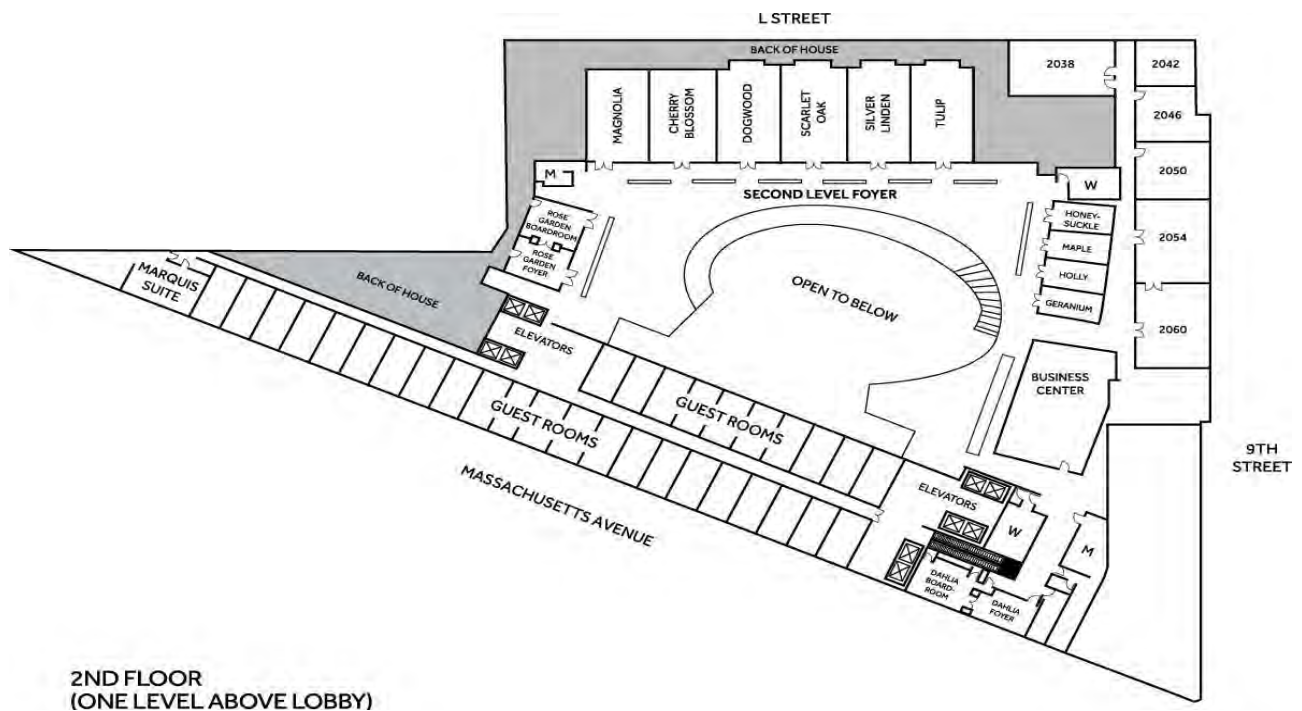
MEETING LEVEL 3 (M3)
(THREE LEVELS BELOW LOBBY)

3-DAY RENTAL MEETING ROOM (Available Mon/Tues/Wed)

ROOM	WxLxH	Sq. Ft.	Theatre	Schoolroom	Rounds	Reception	Conference	U-Shape
Woodley Park - \$3,750	16x27x10.6	432	42	10	20	40	16	14

AV, Cabled Internet, and Catering are available for an additional fee.

Marriott Marquis Hospitality Suites & Meeting Rooms Mezzanine Level - 2nd Floor (One Level Above Lobby)



2ND FLOOR
(ONE LEVEL ABOVE LOBBY)

3-DAY RENTAL MEETING ROOMS (Available Mon/Tues/Wed)

ROOM	WxLxH	Sq. Ft.	Theatre	Schoolroom	Rounds	Reception	Conference	U-Shape
Dogwood - \$4,500	26x48x12.6	1,248	110	66	80	110	28	32
Geranium - \$3,750	12x25x7.6	350	30	12	20	30	16	8

AV, Cabled Internet, and Catering are available for an additional fee.

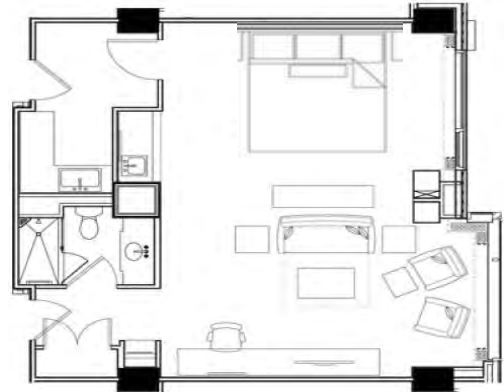
2-DAY RENTAL MEETING ROOMS (Available Tues/Wed Only)

ROOM	WxLxH	Sq. Ft.	Theatre	Schoolroom	Rounds	Reception	Conference	U-Shape
Holly - \$3,000	12x25x7.6	350	30	12	20	30	16	8
Honeysuckle - \$3,000	12x25x7.6	350	30	12	20	30	16	8
Maple - \$3,000	12x25x7.6	350	30	12	20	30	16	8

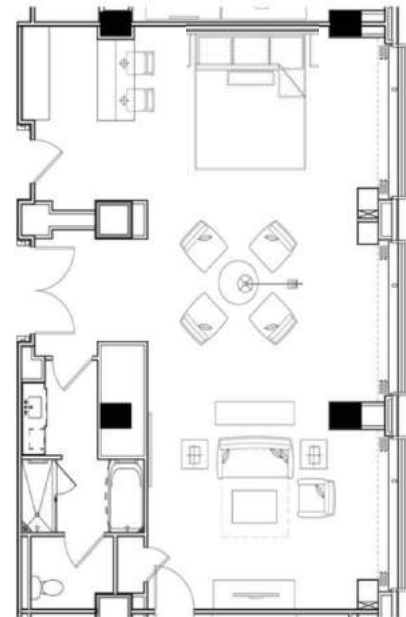
AV, Cabled Internet, and Catering are available for an additional fee.

Hospitality Suite Rentals

Hospitality Suite 2-050	
Square Feet	705
Bed	Queen Murphy Bed
Tub/Shower	Shower
Sofa	Pullout Sofa Bed
Refrigerator	Mini
Connector/Adjacent	No
View	9 th Street
Miscellaneous	Can fit King Bed



Hospitality Suite 2-054	
Square Feet	1,088
Bed	Queen Murphy Bed
Tub/Shower	Shower
Sofa	Pullout Sofa Bed
Refrigerator	Mini
Connector/Adjacent	Connector: Hospitality Suite 2-060
View	9 th Street
Miscellaneous	Can fit King Bed



Hospitality Suite 2-060	
Square Feet	1,088
Bed	Queen Murphy Bed
Tub/Shower	Shower
Sofa	Pullout Sofa Bed
Refrigerator	Mini
Connector/Adjacent	Connector: Hospitality Suite 2-054
View	9 th Street
Miscellaneous	Can fit King Bed

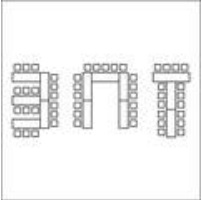
HOSPITALITY SUITES (Available Mon/Tues/Wed)		
ROOM	Sq. Ft.	Room Specs
Suite 2-050	705	Queen Murphy Bed; Pullout Sofa Bed, Mini Refrigerator
Suite 2-054	1,088	Queen Murphy Bed; Pullout Sofa Bed, Mini Refrigerator; Connector to Suite 2-060
Suite 2-060	1,088	Queen Murphy Bed; Pullout Sofa Bed, Mini Refrigerator; Connector to Suite 2-054

Only CONFIRMED ATCA Sponsors and Exhibitors can make Hospitality Suite reservations directly with Marriott Marquis. A complete listing of all Suites offered by the Marriott can be found on the ATCA website [here](#), and can be reserved IF AVAILALE.

To reserve a Suite, please contact Allison Youmans @ 1-202-824-9252.

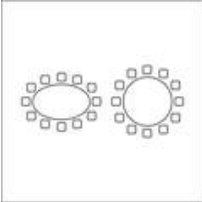
AV, Cabled Internet, and Catering are available for an additional fee.

Meeting Room Set-Up Options



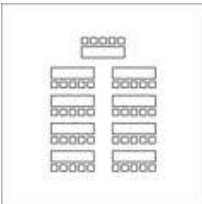
E-SHAPE, U-SHAPE AND T-SHAPE

Appropriate for groups of fewer than 40 people. These are best for interaction with a leader seated at the head of the setup. Audiovisual is usually best set up at the open end of the seating.



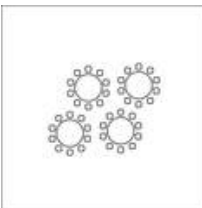
OVALS AND ROUNDS

Generally used for meals and sessions involving small group discussions. A five-foot round table seats eight people comfortably. A six-foot round table seats 10 people comfortably.



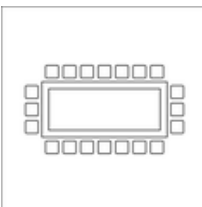
SCHOOLROOM OR CLASSROOM

The most desirable setup for medium to large-size lectures. Requires a relatively large room. Tables provide attendees with space for spreading out materials and taking notes.



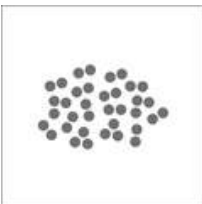
BANQUET

Generally used for meals and sessions involving small group discussions. A five-foot round table seats eight people comfortably. A six-foot round table seats 10 people comfortably.



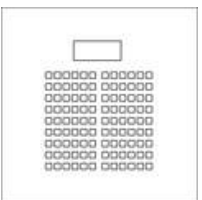
CONFERENCE AND HOLLOW SQUARE

Appropriate for interactive discussions and note-taking sessions for fewer than 25 people. Many hotels have elegant "boardrooms" for 10 to 20 people, equipped with full audiovisual capabilities, a writing board, cork board and a flip chart.



RECEPTION

Stand-up social function where beverages and light foods are served. Foods may be presented on small buffet tables or passed by servers. May precede a meal function.



THEATER

Appropriate for large sessions and short lectures that do not require extensive note-taking. This is a convenient setup to use before breaking into discussion or role-playing groups because chairs can be moved.

64th ATCA Annual EXHIBITION HALL C Meeting Room Request Form

Exhibit Hall Meeting rooms are only available to ATCA Annual Exhibitors (available to Sponsors also, if exhibiting). Please complete this Meeting Request Form and return to sandra.strickland@atca.org. Once received, your request will be processed, and your meeting room will be assigned. **If you need additional services such as AV, Catering and/or wired Internet, please specify below and the respective Vendor will contact you regarding details and pricing.**

Sponsor/Exhibitor Information:

Company Name: _____

Address Line 1: _____

Address Line 2: _____

City : _____ State: _____ Postal Code: _____ Country: _____

Room Rental POC: (Main POC)

Billing POC: (If different from Main POC)

Name: _____ Name: _____

Mobile Phone: _____ Phone: _____

Email: _____ Email: _____

NOTE: ALL correspondence will be sent to the Main POC's email address.

Meeting Room: (3 Day Rental Rate - \$5,000; Daily Rental Rate - \$1,750)

NOTE: Meeting Room is Pre-Set to Board Style and will accommodate 6 people.

We wish to reserve Meeting Room(s) #: _____

Start Date: _____ Start Time: _____

End Date: _____ End Time: _____

3 Day Rental: \$ _____ Daily Rate: \$ _____

Additional Services Needed: *****Please check all that apply*****

A/V Catering Wired Internet

Payment Information: *****Full payment is due with application. Meeting Room keys will NOT be provided if payment has not been made*****

TOTAL Rental Fee: \$ _____

Please Invoice Balance Due.

Credit Card (If paying by Credit Card please complete and return the ATCA Credit Card Authorization Form with this request form. (A 2.5% processing fee will be applied.)

Cancellation Policy:

A refund of the Meeting Room fees, minus a 15% administrative fee, will be given for cancellations received **IN WRITING by September 30, 2019**. Email cancellation request to sandra.strickland@atca.org. **NO refunds will be granted for cancellations received AFTER September 30, 2019.**

SIGNATURE _____ Date _____



64th ATCA Annual MARRIOTT MARQUIS Meeting Room Request Form

Meeting rooms are available to ATCA Sponsors and Exhibitors. Please complete this form and return to sandra.Strickland@atca.org. Once received, your request will be processed and your meeting room will be assigned. **If you are in need of additional services such as A/V, Catering and/or wired Internet, please specify below and the respective Vendor will contact you regarding details and pricing.**

Company Information: Please complete the information below:

Company Name: _____
 Address Line 1: _____
 Address Line 2: _____
 City : _____ State: _____ Postal Code: _____

Room Rental POC: (Main POC)

Billing POC: (If different from Main POC)

Name: _____ Name: _____
 Mobile Phone: _____ Phone: _____
 Email: _____ Email: _____

Note: All correspondence will be sent to Main POC's email address.

Meeting Room:

We wish to reserve Meeting Room: _____
 3 Day Rental Rate: \$ _____ 2 Day Rental Rate: \$ _____ **TOTAL Rental Fee:** _____
 Start Date: _____ Start Time: _____ End Date: _____ End Time: _____

REQUIRED ROOM SET UP: *Please specify room set-up option*****

Theatre	Reception	Empty	# of Persons
School	Board	Other Room Set-up Info:	
Rounds	U-Shape		

Additional Services Needed: *Please check all that apply*****

A/V Catering Wired Internet

Payment Information: *Full Payment is due with application. Meeting room keys will not be provided if payment as not been made.*****

TOTAL RENTAL FEE DUE: \$ _____ Please Invoice Balance Due

Credit Card (If paying by Credit Card please complete and return the ATCA Credit Card Authorization Form (A 2.5% processing fee will be applied))

Cancellation Policy:

A refund of the Meeting Room fees, minus a 15% administrative fee, will be given for cancellations received **IN WRITING by September 30, 2019**. Email cancellation request to sandra.strickland@atca.org. **NO refunds will be granted for cancellations received AFTER September 30, 2019.**

SIGNATURE _____ **Date** _____

www.atca.org Email Request Form to sandra.strickland@atca.org Sandra Strickland – (703) 299-2430 ext. 304



ATCA

Air Traffic Control Association

Credit Card Authorization Form

Upon ATCA's receipt of this Credit Card Authorization Form, your card will be charged the specified amount.

Payment Options: Amex MASTERCARD VISA

Name of Organization: _____

PRINT Name as it appears on card: _____

Credit Card #: _____

Expiration Date: Month: _____ Year: _____ CVV Security Code: _____

Billing Address of card: _____

City: _____ State: _____ Postal Code: _____

Country: _____ Telephone #: _____

Email address (payment receipt will be sent to this address): _____

Subtotal: \$ _____ 2.5% Credit Card Processing Fee: \$ _____

TOTAL Amount to be charged: \$ _____

Purpose of charge: _____

Authorized Signature: _____