



# 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](mailto: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.

