



AMERICAN
TRUCKING
ASSOCIATIONS

CONFERENCE CENTER

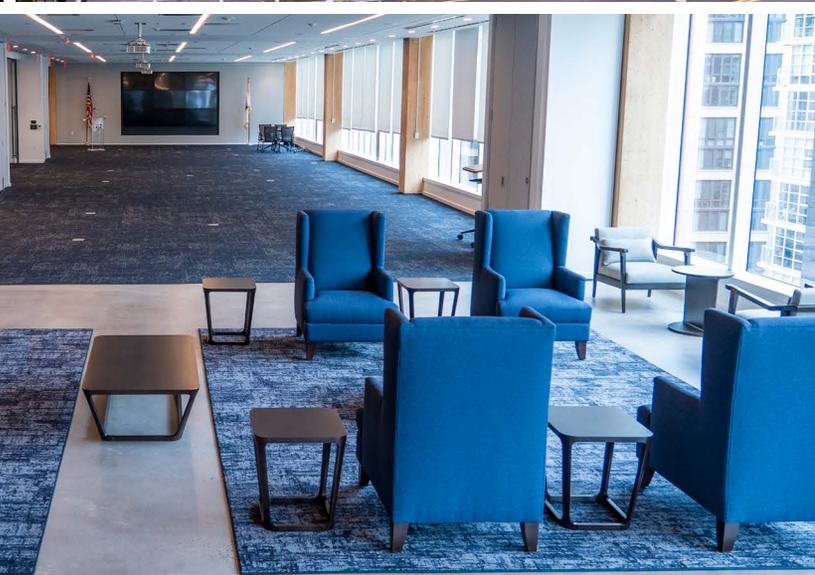
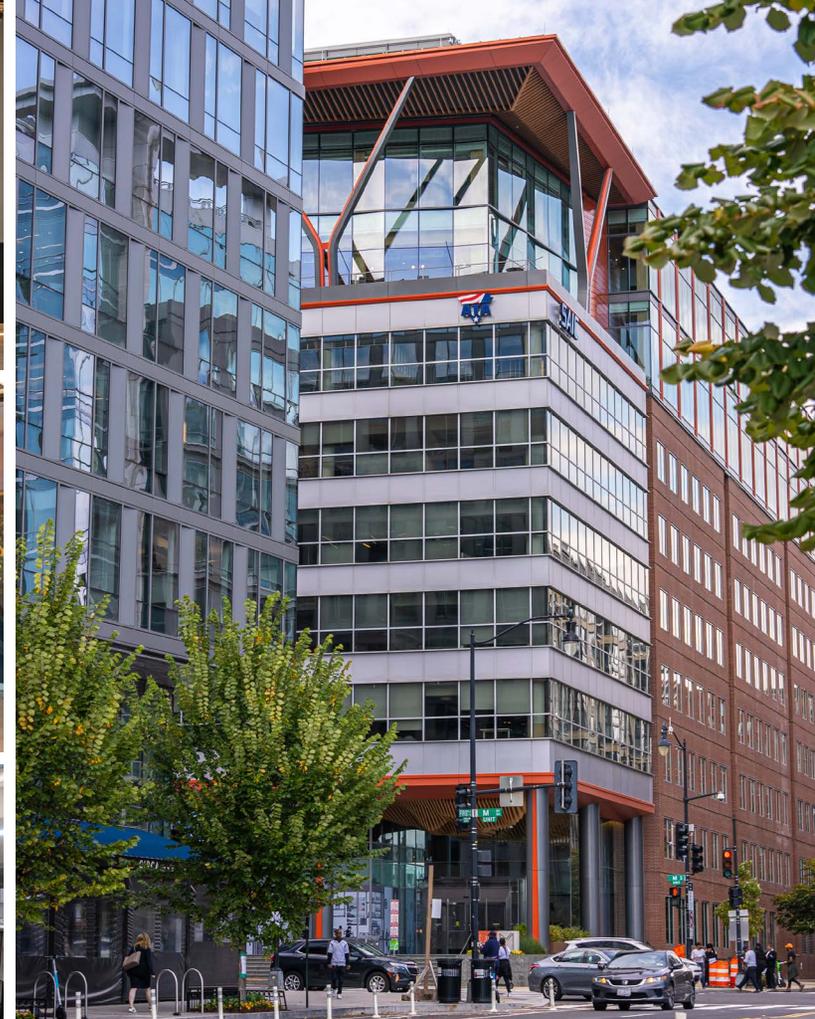
80 M Street SE, Suite 800
Washington, DC 20003

*Book Your
Meeting Today!*

To check availability and schedule site visits:

 (703) 838-1755

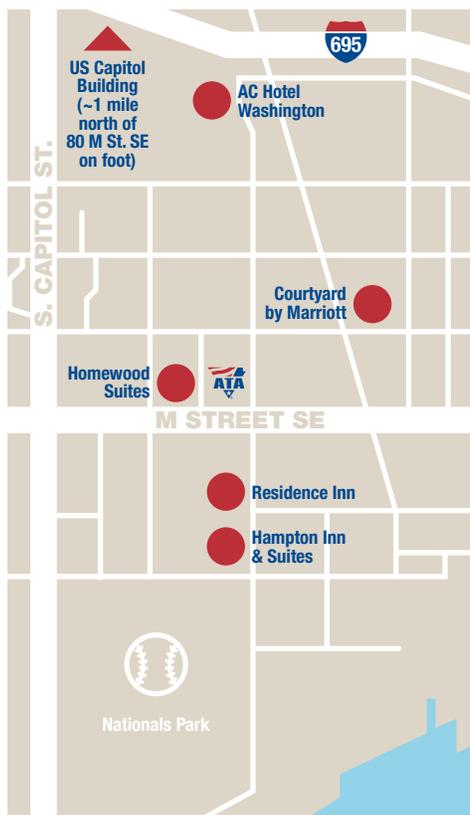
 eventservices@trucking.org



OVERVIEW

The ATA Conference Center offers a new class of meeting services to the Washington, DC area. With flexible meeting space, contemporary design, eco-friendly operations and up-to-date technology, we are the perfect meeting facility for your group's next meeting or event.

We are conveniently located in DC's Navy Yard area, on the corner of 1st and M Streets, SE, just one block from the Navy Yard-Ballpark Metro Station and 2.5 miles from the Ronald Reagan Washington National Airport. The ATA Conference Center is within walking distance to many DC hotels, restaurants and entertainment options.



Resources

- Ceiling mounted projectors & screens
- Wireless presentation remote
- Podiums
- Microphones (wireless, hand-held and lavalier)
- Built-in telephone and video conferencing system
- Integrated ceiling mics and video cameras
- Flip charts, easels & markers
- White boards & markers

Perfect Space for Events Such As ...

- Webinars
- Seminars
- Workshops
- Retreats
- Career Fairs
- Staff Meetings
- Training Programs
- Networking Events

Benefits

- Complimentary Wi-Fi (up to 25 connections)
- Secure garage parking (hourly/daily rates apply)
- One block from Navy Yard-Ballpark Metro Station
- On-site directional signage
- State-of-the-art AV technology
- Access to catering pantry (ice maker, refrigerator and freezer, double oven, and other amenities)
- On-site technical support
- Preferred rates with nearby hotel partners
- Steps from numerous restaurants and entertainment options

OUR LOCATION

Parking

Underground parking managed by LAZ Parking is conveniently located on-premises at the American Trucking Associations headquarters. The current daily rates are \$12 for the first hour, with a daily maximum of \$21. All garage rates are subject to change.

Transportation

- Navy Yard-Ballpark Metro Station: Green Line, 1 block away
- Airports: Ronald Reagan Washington National Airport (DCA) - 2.5 miles
Dulles International Airport (IAD) - 30 miles
Baltimore/Washington International Airport (BWI) - 30 miles

Nearby Attractions



- Nationals Park Baseball Stadium
- Arlington National Cemetery
- Air Force Memorial
- United States Botanical Gardens
- International Spy Museum
- United States Pentagon
- Smithsonian Museums
- White House
- Martin Luther King, Jr. Memorial
- National Museum of the US Navy
- Thomas Jefferson Memorial
- Iwo Jima Memorial
- Franklin Delano Roosevelt Memorial
- World War II Memorial
- Lincoln Memorial
- Washington Monument

Nearby Accommodations (Walking Distance)

- AC Hotel Washington DC Capitol Hill/Navy Yard*
- Courtyard Capitol Hill/Navy Yard*
- Hampton Inn & Suites Washington DC - Navy Yard*
- Homewood Suites Washington DC Capitol - Navy Yard*
- Residence Inn Capitol Hill/Navy Yard*

*Ask about special ATA rates for traveling meeting attendees.

CAPACITY



ROOM NAME	SIZE	THEATER	CONFERENCE	U-SHAPED	CLASSROOM	HOLLOW SQUARE
Conference Room 1	917 sq. ft.	50	16*	16*	24*	20*
Conference Room 2	921 sq. ft.	50	16*	16*	24*	20*
Conference Room 3	906 sq. ft.	50	16*	16*	24*	20*
Conference Rooms 1 & 2	1,838 sq. ft.	120	40*	40*	48*	40*
Conference Rooms 2 & 3	1,827 sq. ft.	120	40*	40*	48*	40*
Conference Rooms 1-3	2,744 sq. ft.	160*	60*	60*	96*	N/A
Training Room	875 sq. ft.	40*	20*	20*	30*	N/A

*Limited perimeter seating available



AV PACKAGE

Conference Rooms 1, 2 & 3

- (1) Video Grid (9 - 55" Flat Screens) - 165" total – Main Wall
- (3) Motorized Ceiling Mounted Projectors and Side Screens – 128"
- (5) Wireless Handheld Mics (no mic stands are available)
- (1) Wireless Lavalier Mic
- (3) Integrated Ceiling Mics and Video Cameras for Web and Video Conferencing
- (1) Laptop connected to integrated room system (display, video camera, audio)

Training Room

- (1) 85" side LCD TV
- (1) Motorized Projector Screen and Ceiling Mounted Projector – 128"
- (1) Desk Microphone with mute light
- (1) Wireless Handheld Mic
- (1) Integrated Ceiling Mic and Video Camera for Web and Video Conferencing
- (1) Laptop connected to integrated room system (display, video camera, audio)
- (1) White Board (dry-erase with markers)



Up to 25 complimentary wireless Internet connections per day are included with your rental agreement. Additional connections may be purchased at the rate of \$10 per connection/day.

\$ PRICING

Room Name	DAILY RENTAL RATE Monday – Friday 7:30am – 5:30pm	DAILY RENTAL RATE Monday – Friday 5:30pm – 7:30pm
Conference Room 1	\$1,500	\$2,000
Conference Room 2	\$1,500	\$2,000
Conference Room 3	\$1,500	\$2,000
Conference Rooms 1 & 2	\$2,500	\$3,500
Conference Rooms 2 & 3	\$2,500	\$3,500
Conference Rooms 1-3	\$4,000	\$5,000
Training Room	\$1,500	\$2,000

Rental fees include initial room set, audio visual package as outlined above, and usage of the catering kitchen storage. Group is responsible for securing all food and beverage items needed. Kitchen appliances may be utilized when contracting with ATA's preferred caterers.

Contact Us and Reserve
Your Meeting Space Today!

For availability, site visits and any additional questions:

 (703) 838-1755

 eventservices@trucking.org

POLICIES & PROCEDURES

Deposits

A deposit in the amount of fifty percent (50%) of the rental shall be due and payable upon signing of the full contract in order to reserve the space. This deposit will be credited towards the total cost of your event. **The remaining balance shall be due and payable within thirty (30) days after conclusion of the event.** Late payments may incur interest, not as a penalty but as liquidated damages at the rate of 1.5% per month (18% per annum) until paid unless such rate exceeds the maximum rate allowed by law, in which event the maximum rate allowed by law shall apply.

Guarantees

The guaranteed number of attendees and finalized room sets shall be provided at least five (5) business days prior to the event date.

Decorations

All displays, exhibits and decorations to be used in the meeting space must be freestanding without attachments to walls, ceilings or floors. Any displays or signs outside the designated meeting space must be approved by ATA in advance as to content and location. The use of candles or any devices emitting a flame is prohibited. All displays, exhibits, decorations, catering equipment and materials must enter and exit the ATA meeting space through the building's loading dock. Delivery and pickup must be coordinated with ATA in advance.

Special Conditions

Outside catering is permitted. For a list of preferred caterers, please call the ATA Event Services Department at (703) 838-1755 or email eventservices@trucking.org. Any event that is designated for more than one day and requires a room setup and/or audio visual change, will incur an **additional two hundred dollars (\$200) per day setup fee** for each day there is a change.

Insurance

A certificate of insurance must be submitted by all renters and catering companies at least one (1) week prior to the start date of the meeting space rental. The certificate must comply with the specified language mentioned in ATA's agreement. All certificates are valid for one year; therefore, a certificate is not required for every rental unless the previous one has expired.

Cancellations

Events may be canceled **up to thirty (30) business days prior to the scheduled event date without penalty and with full refund of the deposit paid.** In the event that a meeting space rental is canceled less than less than thirty (30) business days prior to the scheduled event date, the deposit paid shall be forfeited.