

THE WESTIN

WASHINGTON DC

City Center



2008 logistics information

hotel location

The Westin Washington, DC City Center
1400 M Street, NW
Washington, DC 20005
Hotel: 202.429.1700
Guest Fax: 202.785.0786
Reservations: 888.627.9035
Website: www.westindc.com

airport information

Reagan National Airport is located 5 miles (approximately 20-minute drive) from hotel.
Dulles International Airport is located 27 miles (approximately 45-minute drive) from the hotel.
Baltimore/Washington International Airport is located 31 miles (1-hour drive) from the hotel.
All drive times are dependent on time of day and traffic congestion.

ground transportation

Metro (Subway):

From McPherson Square Station (Blue and Orange Lines): Use the 15th St./White House exit. Turn right at the top of the escalator and follow 15th St. North for 3 blocks. Turn right on M St. Hotel is on the right.

From Farragut North Metro Station (Red Line). Use L Street exit. Walk North on Connecticut Avenue. Turn right on M Street. Hotel is on the right.

Circulator Bus:

Walk north on 14th Street and LEFT on M Street or walk north on 16th Street and RIGHT on M.

Taxicab:

Taxicab fare to/from Ronald Reagan National Airport is approximately \$20. Taxicab fare to/from Dulles International Airport is approximately \$55. Taxicab fare to/from BWI Airport is approximately \$75.

Super Shuttle (1-800-BLUEVAN):

From Ronald Reagan National Airport, Super Shuttle service is available for \$12 per person each way. From Dulles International Airport, tickets cost \$27 per person each way. From Baltimore-Washington International Airport, first passenger is \$35 with additional passengers for \$12 each way. Follow the signs to Ground Transportation Service. Advance reservations are not accepted for transfers from the airport to the hotel. Reservations are required 24 hours in advance for return service from the hotel to the airports.

Our concierge will be happy to assist with reservations.

Direct line: 202.457.9150 or email concierge122@columbiasussex.com

Amtrak and Marc Train:

Service to and from Union Station. Taxi, metro and circulator bus between Union Station to hotel.

Town Car and Limo Service:

Reservations and price quotes from the concierge desk.

Direct line: 202.457.9150 or email concierge122@columbiasussex.com

Motor Coach Service:

Reservations and price quotes from the concierge desk.

Direct line: 202.457.9150 or email concierge122@columbiasussex.com

driving directions

From Reagan National Airport – DCA

- George Washington Pkwy NORTH to I-395 NORTH
- CENTER or LEFT lane on bridge
- Follow signs Route 1 North - STRAIGHT on 14th Street
- Cross L Street
- Use center lane of Thomas Circle - Travel 3/4 way around the circle behind statue of soldier on a horse
- RIGHT on M Street - Hotel and Valet Parking on Left

From Dulles Int'l Airport – IAD

- Dulles Access Road to I-66 EAST - LEFT lane on Roosevelt Bridge
- LEFT EXIT on E Street
- LEFT on 20th Street
- RIGHT on L Street
- LEFT on 14th Street
- Use center lane of Thomas circle - Travel 3/4 way around the circle
- RIGHT on M Street - Hotel and Valet Parking on Left

From Baltimore Washington Airport – BWI

- I-195 WEST to I-295 South
- I-295 SOUTH to Route 50 WEST to New York Avenue
- Cross N. Capitol Street then cross 9th Street - Pass Convention Center on left
- MERGE onto Massachusetts Avenue – use RIGHT lane
- Use far right service lane at 13th St. - DO NOT use Tunnel – underpass
- Enter Thomas Circle - Travel 1/2 way around the circle
- RIGHT turn on M Street - Hotel and Valet Parking on Left

From the SOUTH using I-95 and I-395

- I-95 NORTH to I-395 NORTH
- CENTER or LEFT lane on bridge
- Follow signs Route 1 North - STRAIGHT on 14th Street
- Cross L Street
- Use center lane of Thomas Circle - Travel 3/4 way around the circle behind statue of soldier on a horse
- RIGHT on M Street - Hotel and Valet Parking on Left

From the WEST using I-66

- I-66 into Washington
- LEFT lane on Roosevelt Bridge
- LEFT EXIT on E Street
- LEFT on 20th Street
- RIGHT on L Street
- LEFT on 14th Street - Use center lane of circle - Travel 3/4 way around the circle
- RIGHT on M Street – Hotel and Valet Parking on Left

From the NORTH using I-95

- I-95 SOUTH to I-495 Washington Beltway
- I-495 WEST towards Silver Spring
- EXIT 31 Georgia Avenue SOUTH
- Stay in RIGHT lane on Georgia Avenue
- Immediate RIGHT on 16th Street
- Travel 7 miles on 16th Street
- LEFT on P Street
- RIGHT on 14th Street - Travel 1/4 way around the circle
- RIGHT on M Street - Hotel and Valet Parking on Left

From the NORTHWEST using I-70 & I-270

- I-70 South to I-270 South
- I-495 EAST toward Silver Spring/Baltimore
- EXIT 31 – Georgia Avenue South
- Stay in RIGHT lane on Georgia Avenue
- RIGHT on 16th Street
- Travel 7 miles
- LEFT on P Street
- RIGHT on 14th Street - Travel 1/4 way around the circle
- RIGHT on M Street – Hotel and Valet Parking on Left

hotel parking

Valet-only parking at The Westin Washington, DC City Center is available for hotel guests at a rate of \$35.00 overnight. Daily parking for conference attendees is \$15.00. Please note: The garage at The Westin Washington, DC City Center cannot accommodate Sport Utility Vehicles, Pick up Trucks, and/or passenger vans. In case our garage is full, please refer to the Alternate Parking Section.

alternate parking

Please refer to the below listing of additional garages within The Westin Washington, DC City Center hotel's vicinity. Pricing subject to change without notice.

Madison Hotel – 24 hours 7 days per week

Overnight: \$35.00 Daily: \$12.00

Turn left from driveway onto M St. – left on 15TH St. Garage located on the left

The Washington Plaza – 24 hours 7 days per week

Overnight: \$23.00 Daily: \$12.00

Turn left from driveway onto M ST. - right on 15TH St. – right on N St. – right on Vermont Ave. – Washington Plaza on left

Colonial Parking - 7 am – 7 pm Monday-Friday

No Overnight Daily: \$13.00 1 Hour: \$6.50

Turn left from driveway onto M St. – left on 15TH St. Garage is located on the left.

Mid Town Parking – 6 am – Midnight Monday - Friday

Overnight: \$15.00 Daily: \$12.00 1 Hour: \$6.00

Turn left from driveway onto M St. – right on 15TH St. – Garage is located on the left.

The City Center Lot – 24 Hours 7 days per week

Overnight: \$20.00 Daily: \$16.00 Bus: \$35.00

Turn left from driveway onto M ST. – Turn right on 15TH St. – Turn right on Massachusetts Ave. Turn right on 9th Street – Open Lot is located on the right.

Metro Park – 6 am – 7 pm Monday-Friday

Overnight: \$25.00 Hourly: \$12.00 1 Hour: \$6.00

Turn left on driveway to M St. - Turn left on 15TH St. – Turn left on L St. – Turn left on Vermont Ave. – Garage is located on the left.

loading dock directions

Follow directions above.

Pass hotel on Left.

LEFT on 16th Street.

LEFT on L Street.

LEFT on 15th Street. RIGHT entry into alley between Strayer University and Jack's Deli. Follow alley around to the left.

Upon arrival, please call our Service Express for assistance. The phone is at the loading dock door entrance.

shipping and receiving

Event/Conference Deliveries

For the ACA Summit boxes/packages delivered to the hotel, please label boxes as such:

Attn: Dana D'Agostino - Director of Catering
The Westin Washington, DC City Center
1400 M Street, NW
Washington, DC 20005

ACA Summit - April 7-9, 2008 - Stacey Leech
EXHIBITOR # _____ - Monticello Ballroom

On Site Exhibitor Contact - _____

Boxes are to be shipped for delivery no earlier than April 3. Boxes delivered to the hotel prior to April 3 will be refused. Vendors are responsible for all charges assessed by the Westin for box storage and delivery. The Westin's fee assessments for all boxes and/or materials are outlined in the chart below.

Package Sizes and Fees

Package Size / Weight	Delivery	Ship	Storage*
Envelope	\$3	\$2	\$2
Box (up to 25 lbs.)	\$8	\$5	\$5
Box (26 - 50 lbs.)	\$16	\$10	\$10
Box (51 lbs. and over)	\$25 and up	\$15 and up	\$15 and up
Golf Clubs / Display Cases	\$35	\$20	\$20
Half Pallets (under 36")	\$100	\$75	\$75 and up
Full Pallets (over 37")	\$150	\$100	\$100 and up
Crates (under 150 lbs.)	\$100	\$75	\$75 and up
Crates (over 151 lbs.)	\$150	\$100	\$100 and up

*Storage for all group packages are complimentary for seventy-two (72) hours prior to your event start date. Please refrain from sending any shipments greater than seventy-two (72) hours prior to the event start date or the storage charges listed above will be applied to your event.

Following your event end date, you will have a complimentary twenty-four (24) hour period to ship all materials from the Hotel. Holding fees up to \$500.00 per day will be applied if materials are held at the Hotel after the complimentary period.

Incoming Shipments

DHL, Fed Ex, and UPS regularly deliver Monday - Friday and Saturdays, when indicated. Delivery times vary but overnight shipments generally arrive before 12 noon.

Outgoing Air Shipments

DHL, Fed Ex, and UPS Air shipments go out daily. Pick up times vary. Shipper must arrange for all shipments to be picked up from the Hotel. Airbills and boxes are available. Shipping charges may be billed to your company account number or to a credit card. Shipping charges may not be posted to the master account for shipping.

Outgoing Ground Shipments

Pick up for ground shipments must be specially arranged by the shipper and are only available for groups with carrier account numbers. All items must be packaged by the individual and all the appropriate forms completed.

we await your arrival.