



Meeting Room Request Form

GCSAA Conference and Trade Show – Orlando 2023

If you are having more than one event, please complete a separate form for each event.

Trade Show Hours – 2023 Schedule

Wednesday, Feb. 8: 10 am – 5 pm

Distributor preview 9-10 am

Thursday, Feb. 9: 10 am – 4 pm

Group/Company

Contact Name

Address

City

State

Zip

Phone

Email

EVENT GUIDELINES

Events that include a superintendent, equipment manager, assistant superintendent, or student audience must not conflict with official association events or the trade show. Events may be held during the following times:

Monday, Feb. 6 – Before 8 am

Tuesday, Feb. 7 – Before 8 am and after 5 pm

Wednesday, Feb. 8 – Before 8 am and after 5 pm

Thursday, Feb. 9 – Before 8 am

Events that do not include superintendent, equipment manager, assistant superintendent, or student audiences may be held at any time, except during trade show hours.

EVENT DETAILS

Date of Event: _____

Type of Event:

Number of Attendees: _____

Time: _____

Audience: _____

Purpose: _____

_____ Breakfast

_____ Meeting

_____ Lunch

_____ Reception

_____ Dinner

_____ Hospitality Suite

_____ Other

OFFICIAL GCSAA CONFERENCE AND TRADE SHOW HOTELS WITH MEETING SPACE.

Choose as many hotels as you would like. Upon show management approval of the company/time/audience, this form will be sent to the selected hotel(s). If the hotel has availability for the event outlined on this form, the hotel(s) will contact the person noted above to discuss specific arrangements.

___ Castle Hotel

___ DoubleTree by Hilton Orlando at SeaWorld

___ Embassy Suites Hotel Orlando

___ Hilton Garden Inn Orlando at SeaWorld

___ Hilton Orlando

___ Hyatt Regency Orlando

___ Rosen Centre Hotel

___ Rosen Plaza Hotel

___ Wyndham

EXHIBITOR HOSPITALITY SUITES GUIDELINES

Exhibitors who hold events of any kind, either prior to, during, or subsequent to the GCSAA Conference and Trade Show, must provide show management with a written schedule of such events. Exhibitors, upon signing the booth space contract, expressly agree that such events will not conflict with trade show hours or other official association events. Failure to comply with this policy could result in cancellation and removal of an exhibit without refund or liability to the GCSAA Conference and Trade Show.

Return this completed form to: Libby Queen, Sr. Manager, Conference Events & Meeting Planning

Email: lqueen@gcsaa.org