



MEETING ROOM/FUNCTION SPACE REQUEST FORM

2011 Golf Industry Show

Orlando, FL

Company and Booth Number		Contact	
Address	City	State	Zip
Telephone	Fax	E-mail	

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

Date of Event: _____

Number of Attendees: _____

From: _____ (am/pm)

To: _____ (am/pm)

Audience: _____

Purpose: _____

Trade Show Hours – Schedule 2011
 Wednesday, Feb. 9: 7 – 9:00 am (Distributor Preview)
 Wednesday, Feb. : 9:00 am – 5:30 pm
 Thursday, Feb. 10: 9:00 am – 5:30 pm

Type of event:

Meeting

Breakfast

Lunch

Dinner

Reception

Other _____

Exhibitor Hospitality Suites

Exhibitors planning hospitality suites or outside activities of any kind, either prior to, during or subsequent to the Golf Industry Show, must provide Show Management with a written schedule of such activities. Exhibitors, upon signing the booth space contract, expressly agree that such activities will not conflict with Show hours or any official event scheduled by GCSAA or NGCOA for the Golf Industry Show. Failure to comply with this could result in cancellation and removal of an exhibit without refund or liability to GCSAA or NGCOA.

Choose one or more hotels from the list below:

<input type="checkbox"/> Doubletree Castle Hotel	<input type="checkbox"/> Homewood Suites I Drive
<input type="checkbox"/> Doubletree Resort Orlando-I Drive	<input type="checkbox"/> Peabody Orlando
<input type="checkbox"/> Embassy Suites Convention Center	<input type="checkbox"/> Rosen Centre (GCSAA and NGCOA HQ)
<input type="checkbox"/> Embassy Suites Jamaican Court	<input type="checkbox"/> Rosen Plaza
<input type="checkbox"/> Hilton Orlando	

Exhibitors must have a signed booth contract and deposit on file before requests for meeting rooms/function space can be approved. Upon approval, this request will be provided to the selected hotel(s). Representatives from the hotel will contact you within 10 business days to discuss specific arrangements for your function.

Return this completed form to: Judy Schelar, CMP, Manager, Conference Events and Meeting Planning
 1421 Research Park Drive
 Lawrence, KS 66049-3859
 E-mail: jschelar@gcsaa.org
 Fax: 785.832-4477 Phone: 785.832.4459 or 800.472.7878 ext. 4459