

# MEETING ROOM/FUNCTION SPACE REQUEST FORM

## 2012 GCSAA Education Conference and Golf Industry Show Las Vegas, NV



Group	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 2012**  
 Wednesday, Feb. 29: 7 – 9:00 am (Distributor Preview)  
 Wednesday, Feb. 29 : 9:00 am – 5:30 pm  
 Thursday, March 1: 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"/> Encore at Wynn Las Vegas             | <input type="checkbox"/> Riviera Hotel & Casino                        |
| <input type="checkbox"/> Las Vegas Hilton (GCSAA HQ)          | <input type="checkbox"/> Springhill Suites Las Vegas Convention Center |
| <input type="checkbox"/> Las Vegas Marriott Convention Center | <input type="checkbox"/> Treasure Island - TI                          |
| <input type="checkbox"/> Renaissance Las Vegas (NGCOA HQ)     |  |

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.



Kushner & Associates, the official Destination Management Company (DMC), can assist you with meetings/functions to be held at venues other than a hotel. Visit their Website for information and ideas: [www.kushnershuttles.com](http://www.kushnershuttles.com). Please check if you'd like them to contact you.  
 Kushner & Associates

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Return this completed form to: Judy Schelar, CMP, Manager, Conference Events and Meeting Planning  
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