



# Meeting Room Request Form

## GCSAA Conference and Trade Show – San Diego 2025

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

**Trade Show Hours**  
Wednesday, Feb. 5: 10 am – 5 pm  
\*Distributor preview 9-10 am\*  
  
Thursday, Feb. 6: 9 am – 3 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. 3 – Before 8 am
- Tuesday, Feb. 4 – Before 8 am and after 5 pm
- Wednesday, Feb. 5 – Before 8 am and after 5 pm
- Thursday, Feb. 6 – 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: _____	<input type="checkbox"/> Breakfast <input type="checkbox"/> Meeting <input type="checkbox"/> Lunch <input type="checkbox"/> Reception <input type="checkbox"/> Dinner <input type="checkbox"/> Hospitality Suite <input type="checkbox"/> Other
Time: _____	
Audience: _____	
Purpose: _____	

### 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.

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|--|--|--|
| <input type="checkbox"/> Courtyard San Diego Gaslamp/Convention Center | <input type="checkbox"/> Hilton San Diego Gaslamp Quarter        | <input type="checkbox"/> Omni San Diego Hotel                                  |
| <input type="checkbox"/> Embassy Suites San Diego Bay Downtown         | <input type="checkbox"/> Horton Grand                            | <input type="checkbox"/> San Diego Marriott Gaslamp Quarter                    |
| <input type="checkbox"/> Grand Hyatt                                   | <input type="checkbox"/> Hotel Z                                 | <input type="checkbox"/> The Westin Gaslamp Quarter                            |
| <input type="checkbox"/> Hard Rock Hotel San Diego                     | <input type="checkbox"/> Marriott Marquis                        | <input type="checkbox"/> I would like information on other venues in San Diego |
| <input type="checkbox"/> Hilton San Diego Bayfront                     | <input type="checkbox"/> Moxy San Diego Downtown/Gaslamp Quarter |  |

### EXHIBITOR HOSPITALITY SUITES/ACTIVITIES

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