

Affiliated Event Form

Thank you for your interest in holding an affiliated event in conjunction with the ASLA Conference on Landscape Architecture. The conference will take place on November 15 – 18, 2019 in San Diego Convention Center. The goal of the affiliated events is to help conference participants learn and connect.

ASLA will review your event request and contact you within 14 days of receipt of this form. ***All forms must be received by November 1, 2019 for consideration.*

Primary Contact: _____

Organization: _____

Phone: _____ Email: _____

****Please note that ASLA cannot guarantee that hotel space or proposed exhibits events requested can be accommodated. If your request is approved, ASLA will connect you with the venue planning staff. Please note the terms of conditions of the exhibit contract regarding in conjunction with events.**

Guidelines:

1. Affiliated events cannot conflict with ASLA scheduled events
2. Hosts are responsible for working directly with venue staff on all logistics and expenses related to the event such as fees associated with the hotel meeting space, signage, audio visual equipment and food/ beverage
3. Affiliated events will not appear on the official ASLA conference agenda, and we respectfully request that you not distribute promotional materials onsite.

Event Details:

Title: _____

Description: _____

Location: Conference Hotel Off-site Location Exhibit Booth

Date: Friday, November 15
 Saturday, November 16
 Sunday, November 17
 Monday, November 18

Start Time: _____ End Time: _____ Number of Attendees: _____

Event Vendors Anticipated:

- Food & Beverage
- Audio/ Visual
- Entertainment
- Photography

Type of Event: Invite Only Open to All Other: _____