



Meeting Room Request Form New Orleans 2027 – January 18-21

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

Trade Show Hours
Wednesday, January 20: 8:30 am-4:30 pm
Thursday, January 21: 8 am-1 pm

Group/Company	Contact	Email
Address	City	State
		Zip

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, January 18 – before 3:00 pm, after 8:30 pm
- Tuesday, January 19 – before 8 am, after 5 pm
- Wednesday, January 20 – before 8:30 am, after 4:30 pm
- Thursday, January 21 – 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
Time: _____	<input type="checkbox"/> Lunch <input type="checkbox"/> Reception
Audience: _____	<input type="checkbox"/> Dinner

OFFICIAL GCSAA CONFERENCE AND TRADE SHOW HOTELS WITH MEETING SPACE.

Indicate which hotels you are interested in. Upon show management approval of the company/time/audience, this form will be sent to the selected venue(s). Venue(s) will contact person above to discuss specific arrangements.

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| <input type="checkbox"/> Caesars New Orleans/Harrah's Hotel | <input type="checkbox"/> Hilton New Orleans Riverside (Tues-Thurs Only) | <input type="checkbox"/> Marriott Warehouse Arts District |
| <input type="checkbox"/> DoubleTree New Orleans | <input type="checkbox"/> JW Marriott | <input type="checkbox"/> Renaissance Warehouse District |
| <input type="checkbox"/> Embassy Suites New Orleans | <input type="checkbox"/> Le Méridien | <input type="checkbox"/> Sheraton New Orleans |
| <input type="checkbox"/> Hampton Inn Convention Center | <input type="checkbox"/> Loews New Orleans | <input type="checkbox"/> I would like information on off-site venues |
| <input type="checkbox"/> Hilton Garden Inn Convention Center | <input type="checkbox"/> Marriott New Orleans | (not in a hotel) |

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.