



Affiliated Event Form

Thank you for your interest in holding an affiliated event in conjunction with the ALSA Conference on Landscape Architecture. The conference will take place on November 19 – 22, 2021 in Nashville, TN. The goal of the affiliated events is to help conference participants connect with exhibitors.

ASLA will review your event request and contact you within 14 days of receipt of this form. ****All forms must be received by October 1, 2021 for consideration.** Please email forms to both Michelle Mobley at mmobley@asla.org and Kelli Bland at kbland@asla.org.

Primary Contact: _____

Organization: _____

Phone: _____ Email: _____

**Please note that ASLA cannot guarantee that hotel or convention center 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 venue 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 on-site.



American Society of Landscape Architects

Event Details:

Title: _____

Description: _____

Location: Conference Hotel Off-site Location Exhibit Booth

Date: Friday, November 19
 Saturday, November 20
 Sunday, November 21
 Monday, November 22

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: _____