



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 November 11 – 14, 2021 in San Francisco, CA. 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 3, 2022 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 exhibit 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 11
 Saturday, November 12
 Sunday, November 13
 Monday, November 14

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: _____