

**2019 WSIA ANNUAL MARKETPLACE \* SEPTEMBER 22 - 25, 2019 \* SAN DIEGO, CA**  
**OFF-SITE HOSPITALITY & FUNCTION LISTING**

**THIS IS A FILLABLE FORM**

*This form cannot be used to request space at the Annual Marketplace. Please review "Policies and Procedures" for Private Meetings and Receptions prior to completing this form.*

**Name of Registered Member Firm:**

**On-Site Contact:**

**Correspondence Contact:**

**Email:**

**Phone Number:**

**PLEASE NOTE** all off-site functions including transportation details below. This information will allow the hotel & WSIA staff to assist your guests in locating the transportation to your function and answer any questions regarding your function. It also provides your firm the opportunity of having your function(s) listed in the WSIA Mobile App. Hotel Security requires transportation details for staging of any vans and/or motor coaches.

DAY/ DATE	FUNCTION	PLEASE INDICATE OFF-PROPERTY VENUE	TRANSPORTATION DETAILS – PICK-UP LOCATION AND TIMES	FUNCTION START TIME	FUNCTION END TIME	INDICATE Y/N FOR POSTING IN APP	INVITATION ONLY OR OPEN TO ALL MEMBERS	
							Check One	
							Invite	Open
							Invite	Open
							Invite	Open

Please complete and email (vicky@wsia.org) by **July 28, 2019**. Forms must be received by this date to be listed in the WSIA Mobile App. **The WSIA Meetings Department will confirm receipt of this form.** Please call the WSIA Meetings Department (816.741.3910) if you have not received a confirmation within ten (10) days.