

**2019 WSIA ANNUAL MARKETPLACE * SEPTEMBER 27 - 29, 2019* SAN DIEGO, CA
 MANCHESTER GRAND HYATT SAN DIEGO and MARRIOTT MARQUIS SAN DIEGO MARINA**

ON-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 on-site meeting and functions details below. This information will allow the hotel & WSIA staff to assist your guests in locating the function and answering any questions regarding your function and provides your firm the opportunity of having your function(s) listed in the WSIA Mobile App. Suite numbers will be provided by the hotel to WSIA on site in San Diego.

DAY/ DATE	HOTEL (INDICATE HYATT OR MARRIOTT)	FUNCTION NAME	MEETING ROOM NAME (WSIA can obtain this info)	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.