

WSIA ANNUAL MARKETPLACE REGISTRATION FORM

2019 ANNUAL MARKETPLACE • SAN DIEGO • SEPTEMBER 22-25, 2019

MANCHESTER GRAND HYATT SAN DIEGO & MARRIOTT MARQUIS SAN DIEGO MARINA

IMPORTANT POLICIES AND PROCEDURES FOR COMPLETING THIS FORM

- Please return completed forms and appropriate fees to WSIA either via post or email to vicky@wsia.org
- WSIA accepts credit card payment for registration fees (American Express, Visa or MasterCard only). Please indicate your preferred method of payment on the Registration Form. One form per credit card.
- If paying for registration by check, please make payable to WSIA. All checks must be in U.S. funds drawn from a U.S. bank.
- If branch offices are registering through the main office, please include location ID number. To add a location, please contact Greta Roberts, greta@wsia.org with firm name, address, phone number, contact name and email.
- Rooms are limited to one per registered delegate. Room reservations are made on a space available basis. A link to process your hotel reservation will be included in your confirmation letter. Submitting a request prior to or after the deadline does not guarantee a room at the Marketplace hotels. WSIA cancellation policy differs from that of the hotels. The Marketplace hotels are:
 - Manchester Grand Hyatt San Diego, Marriott Marquis San Diego Marina, Embassy Suites San Diego Bay - Downtown.
- To register a delegate, include payment with registration fees and indicate delegate's name on the attached Registration Form.
- If you have any questions about registration, or do not receive a confirmation within seven business days, contact the WSIA Meetings Department at 816.741.3910.
- If you require space for meetings and/or receptions at the hotel, please download a WSIA Meeting Space Request Form via the WSIA website. There is a minimum of 10 registered attendees to obtain meeting space.
- Brokers' Club tables are available for a fee of \$2,300 per eight person table (max of 5). Suite and Meeting Space Forms will need to be downloaded separately from the WSIA website.

MAKE CHECKS PAYABLE TO WSIA

4131 N. Mulberry Dr., Suite 200, Kansas City MO 64116
Phone: 816.741.3910 www.wsia.org info@wsia.org
For tax purposes, WSIA TIN Numbers is: 86-0140772.

REFUND POLICY

All requests must be made in writing. Requests received by the WSIA office by July 29 will be subject to a \$50 administrative fee. Requests received between July 29 and August 30 will be subject to a 50% cancellation charge. There will be no refunds after August 30. After September 9, you must register on-site. Please email cancels to vicky@wsia.org. Refunds will be credited within three weeks after request.

CHECKLIST

- ✓ Include completed registration form and indicate if you are paying by check or credit card. Please make checks payable to WSIA.
- ✓ Location ID number noted next to each delegate – this ID number will auto fill firm name on badges.
- ✓ Correspondence contact and phone/email noted on the Registration Form.
- ✓ Signature required for credit card transactions. Form will not be processed without signature.

Please email completed form to vicky@wsia.org. Physical mailings should be directed to WSIA at 4131 N. Mulberry Dr., Suite 200, Kansas City MO 64116.

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MEMBER FIRM NAME					<p style="text-align: center; margin: 0;">WSIA USE ONLY</p> <p style="margin: 5px 0;">Entered</p> <p style="margin: 5px 0;">Revised</p> <p style="margin: 5px 0;">Check No.</p>			
CONTACT NAME		EMAIL						
MAILING ADDRESS		CITY		STATE			ZIP	
COUNTRY		LOCATION ID#		PHONE				

Please register under the correct firm or branch office location ID #, your badge information (firm name) is based on this information. A link to process your hotel reservation will be included in your confirmation letter. Confirmations will be emailed to the delegate.

PERSONS ATTENDING – One form per credit card.

With your permission the information below regarding line of business/specialty and individual email will be made available to all Marketplace attendees as part of the mobile app and will be included in the attendee lists made available to members requesting attendee contact information on the WSIA Annual Marketplace webpage. You may opt-out of providing that additional information by checking the box(es) in the far right column.

Name	Title	Office ID	Delegate Email	Guest Name	Line of Business and/or Specialty	Info Opt-Out

Please email completed form to vicky@wsia.org. Physical mailings should be directed to WSIA at 4131 N. Mulberry Dr., Suite 200, Kansas City MO 64116.

WSIA ANNUAL CONVENTION REGISTRATION FORM

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Name	Title	Office ID	Delegate Email	Guest Name	Line of Business and/or Specialty	Info Opt-Out

REGISTRATION FEES

DELEGATE \$875 (\$975 after 7/29) x persons \$

GUEST \$325 (\$425 after 7/29) x persons \$

BROKERS' CLUB TABLES \$2300 (8 person table) x tables (limit 5) \$

TOTAL REGISTRATION FEES \$

METHOD OF PAYMENT: AMEX VISA MASTERCARD CHECK

CARD # EXP DATE (mm/yy) NAME ON CARD

SEC CODE

SIGNATURE DATE