

WSIA ANNUAL MARKETPLACE | REGISTRATION FORM

2018 Annual Marketplace | Atlanta, GA | September 23-26, 2018

Atlanta Marriott Marquis, Hyatt Regency Atlanta
Hilton Atlanta (overflow sleeping rooms only)

IMPORTANT POLICIES AND PROCEDURES ON COMPLETING THIS FORM

- Please return completed forms and appropriate fees to WSIA either via post or email to vicky@wsia.org.
- Please make all checks payable to WSIA. All checks must be in U.S. funds drawn from a U.S. bank.
- 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. The Marketplace hotels are:
 - Atlanta Marriott Marquis, Hyatt Regency Atlanta, and Hilton Atlanta
- 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 WSIA 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. Policies noted on form. The Club tables are available for a fee of \$2,250 per eight person table. 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 Number is: 86-0140772.

CANCELLATION, REFUND AND NAME SUBSTITUTION POLICY

All requests must be made in writing. Please email requests to Vicky Fleming at vicky@wsia.org. Refunds will be processed within two weeks after request. Requests received by the WSIA office prior to July 21 will be subject to a \$50 administrative fee. Requests received between July 22 and August 21 will be subject to a 50% cancellation charge. **There will be no refunds after August 21. After September 4, you must register on-site.** Name substitutions after August 4 will be subject to a \$50 administrative fee.

CHECKLIST

- ✓ Include completed registration form and indicate if you are paying by check or credit card. Please make checks payable to WSIA.
- ✓ Correspondence contact and phone/email noted on the Registration Form.
- ✓ Signature required for credit card transactions. Form will not be processed without signature.

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MEMBER FIRM NAME

CONTACT NAME

EMAIL

MAILING ADDRESS

CITY

STATE

ZIP

COUNTRY

PHONE

WSIA USE ONLY

Entered

Revised

Check No.

*Please register under the correct firm or branch office, **your badge information (firm name, city, state) 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 address noted below.*

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 on the WSIA Annual Marketplace webpage. Again, this information is not required so you may opt-out of providing that additional information by checking the box in the far right column.

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

