

# WSIA ANNUAL MARKETPLACE | September 23-26, 2018 | Meeting Space Request Form

## Policies and Procedures for Requesting Meeting Space

- Meeting space is available to registered members only. WSIA must have your firm’s completed registration material prior to releasing meeting space for your private function. Please submit the completed form to the WSIA office after you have registered 10 delegates. Meeting space is available at the Marriott and Hyatt. The cost of the meeting room is based on your set-up needs and food & beverage order. The hotel will quote the charge for the meeting room and set-up. Meeting space cannot be held on a 24-hour basis unless it is not being utilized 15 days prior to the Marketplace.
- Due to the limited meeting space available, firms must register at least 10 delegates to have exclusive use of a meeting room during the day. There is no minimum registration requirement for evening functions. Meeting rooms are limited. Forms will not be processed until 10 delegates are registered for the Marketplace. Please see the sliding scale for allocation of meeting space based on the number of delegates registered from your firm.
- Meeting space will be located in a secure area. It will be necessary for all employees, planners and guests to be registered for the Marketplace in order to gain access to your private meeting room prior to 5:30 p.m. No exceptions will be made. Signage limited to outside meeting rooms only.
- Day meeting space is available from 7:30 a.m. to 4:00 p.m. each day.
- Evening meeting space is available after 7:30 p.m. on Monday, and after 5:30 p.m. on Tuesday for receptions and dinners.
- Only on-site functions will be allowed after 3:00 p.m. on Sunday, Monday prior to 5:30 p.m. and Tuesday prior to 7:30 p.m.; on and off-site functions will be permitted after 7:30 p.m. both evenings.
- No functions or transportation to functions may conflict with the Opening Reception on Monday, September 24 from 5:30 p.m. – 7:30 p.m. Please schedule transportation to off-site events on Monday to begin no earlier than 7:30 p.m.
- All receptions that require more than an hour set-up time for décor and entertainment and require space for more than 100 persons will be placed at the Hyatt. The Hyatt will have adequate ballroom space and additional set-up time for receptions. WSIA will be utilizing all the ballroom space at the Marriott for the Brokers’ Lounge & The Club.

### Delegates Registered Maximum Square Footage of Meeting Space - Sliding Scale

Listed below is the sliding scale for allocating meeting space based upon the number of delegates that are registered per firm. Space allocations apply only to space allocated for day meetings. There is no minimum attendee registration for receptions. WSIA reserves the right to place your meeting rooms at Marriott or Hyatt based on availability. WSIA may not be able to fulfill all requests for meeting space.

10 – 20 delegates	21 – 30 delegates	31 – 40 delegates	41 – 50 delegates
500 square feet or 4 rounds of 8	1,000 square feet or 8 rounds of 8	1,500 square feet for 12 rounds of 8	2,000 square feet or 16 rounds of 8

### Instructions For Completing WSIA Meeting Space Request Form:

- ✓ Please submit this form to the WSIA office after you have registered 10 or more delegates for day events. There is no mandatory registration threshold for evening events.
- ✓ All space requests for meeting rooms or hotel outlets must be requested via this form.
- ✓ Submitting this form serves as agreement to WSIA policies and procedures noted.
- ✓ If you have questions, please email [debbie@wsia.org](mailto:debbie@wsia.org).
- ✓ Larger ballroom space (over 1,000 sq. ft) is only available at the Hyatt.
- ✓ Receptions and Luncheons over 100 delegates will be placed at the Hyatt.
- ✓ Meeting space allotment is limited -- see sliding scale based on number registered.
- ✓ A confirmation email will be sent to you from WSIA noting receipt of form and hotel contact information.
- ✓ Please do not make plans for your meeting or event until WSIA has confirmed meeting space availability.
- ✓ **PLEASE EMAIL COMPLETED FORM TO [vicky@wsia.org](mailto:vicky@wsia.org).**

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Contact Name to Finalize Function

Email

Office Phone

Mobile Phone

Firm Name

Address

City

State/Country

Zip

### DAY EVENTS

Day/Date	Start Time (7:30 a.m. or later)	End Time (4 p.m.)	Meeting Room Setup (see sliding scale for maximum space – 1 room only – please note # of persons)	# of persons	Hotel (Marriott /Hyatt)	Hotel/Room Assignment (For WSIA use)

### EVENING EVENTS – RECEPTIONS & DINNERS

Day/Date	Start Time (After 7:30 p.m. on M) (After 5:30 p.m. on T)	End Time (Prior to 12 am)	Meeting Room Setup	# of persons	Hotel (Marriott /Hyatt)	Hotel/Room Assignment (For WSIA use)

Please e-mail completed form to [vicky@wsia.org](mailto:vicky@wsia.org)