

WSIA ANNUAL MARKETPLACE | September 23-26, 2018 | Off-Site Hospitality & Function Listing Form

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

Off-site group functions are allowed as long as they are conducted according to the policies listed below. Functions are defined as meetings, outings, luncheons, receptions and dinners.

1. WSIA must be informed of all off-site functions and motor coach activity at the hotels via the Off-Site Function Form.
2. Only on-site functions will be allowed Monday prior to 5:30 p.m. and Tuesday prior to 7:30 p.m. Off-site functions will be permitted after 7:30 p.m. both evenings.
3. No functions or transportation to functions may conflict with the Opening Reception on Monday, September 24 from 5:30-7:30 p.m. Please schedule transportation to off-site events on Monday to begin no earlier than 7:30 p.m.

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.

OFF-SITE HOSPITALITY & FUNCTION LISTING

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 <i>Check one.</i>	
							Invite	Open
							Invite	Open
							Invite	Open

Please email completed form to vicky@wsia.org by **August 10, 2018**. Forms must be received by this date to be listed in the WSIA Mobile App **WSIA will confirm receipt of this form.** Please call the WSIA (816.741.3910) if you have not received a confirmation within ten (10) days.