

WSIA ANNUAL MARKETPLACE | September 23-26, 2018 | On-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.

- WSIA has control of all meeting space and outlet usage at both Annual Marketplace hotels. Forms will not be processed unless you have registered for the Marketplace.
- WSIA has the right to cancel any function booked at the Marketplace hotels without prior approval by a WSIA staff member.

Name of Registered Member Firm

On-Site Contact

Correspondence Contact

Email

Phone Number

PLEASE NOTE all on-site meeting and function 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 Atlanta.

ON-SITE HOSPITALITY & FUNCTION LISTING

Day/Date	Hotel <i>Check one.</i>		Function Name	Meeting Room Name <i>(WSIA can obtain this info)</i>	Function Start Time	Function End Time	Indicate Y/N for Posting in App	Invitation Only or Open to All Members <i>Check one.</i>	
	Marriott	Hyatt						Invite	Open
	Marriott	Hyatt						Invite	Open
	Marriott	Hyatt						Invite	Open
	Marriott	Hyatt						Invite	Open
	Marriott	Hyatt						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.