

**2017 WSIA ANNUAL MARKETPLACE \* SEPTEMBER 10 - 13, 2017 \* SAN DIEGO, CA**  
**OFF-SITE HOSPITALITY & FUNCTION LISTING**

**THIS IS A FILLABLE FORM**

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

**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.

| DAY/<br>DATE | FUNCTION | PLEASE INDICATE<br>OFF-PROPERTY<br>VENUE | TRANSPORTATION DETAILS – PICK-UP<br>LOCATION AND TIMES | FUNCTION<br>START TIME | FUNCTION<br>END<br>TIME | INDICATE<br>Y/N FOR<br>POSTING<br>IN APP | INVITATION ONLY OR OPEN TO<br>ALL MEMBERS |      |
|--------------|----------|--|--|------------------------|-------------------------|--|---|------|
|              |          |  |  |                        |                         |  | Check One                                 |      |
|              |          |  |  |                        |                         |  | Invite                                    | Open |
|              |          |  |  |                        |                         |  | Invite                                    | Open |
|              |          |  |  |                        |                         |  | Invite                                    | Open |

Please complete and email (vicky@wsia.org) by **July 28, 2017**. Forms must be received by this date to be listed in the WSIA Mobile App. **The WSIA Meetings Department will confirm receipt of this form.** Please call the WSIA Meetings Department (816.741.3910) if you have not received a confirmation within ten (10) days.