

### Event Dates & Location

February 29, March 1 & 2, 2024  
Sheraton KC Hotel at Crown Center  
2345 McGee Street, Kansas City, MO 64108

### Table Fee

- One Table               \$350.00
- Two Tables             \$450.00

### Table Fee Includes

- One identification badge included with table registration
- one additional badge may be purchased for \$100; additional associates may register at the attendee rate.
- 1 or 2 six-foot draped tables and side chairs as per reservation
- Group internet access in exhibit/pre-function space, electric outlet
- Company recognition in the online program materials
- Security from Thursday at 5:00 p.m. to Friday at 8:00 a.m.

### Exhibit Space Activities

- MSLBD Registration & Information Desk throughout the conference
- Complimentary Coffee - Thursday, Friday, and Saturday mornings
- Free Wi-Fi for conference participants

### Literature Insert, \$100 (Optional)

Your company flyer may be included in a bag of materials Midwest Symposium will distribute to all attendees during Symposium Registration. There will be an additional charge of \$100.00 to include your material. A minimum of three companies must participate for us to offer this option. Send approximately 1,000 inserts to the address included on the receipt/confirmation and ship by Feb. 1.

### REThinking Behavior Business Acknowledgment, \$300 (Optional)

MSLBD publishes a free electronic magazine, *RETHINKING Behavior*, three (3) times a year (Winter, Spring, Fall). Companies may extend their reach and include a business card size acknowledgment camera ready with a URL link to the company website in three issues of the REThinking Behavior publication. Extend your reach and [make an impact](#) that allows us to continue to offer this resource.

### Hotel Accommodations

\$179 single/double, per night + tax

The "cut-off date" for reserving rooms in the Room Block is January 26, 2024, by 5:00 p.m. (Central Standard Time), **subject to availability**. Reservations requested after the block is filled or the cut-off date will be based on availability at the Hotel's prevailing rates.

### Shipping and Receiving

See attached details provided by Sheraton Kansas City Hotel at Crown Center.

## Schedule for Exhibitors

<b>Thursday</b>	<b>Friday</b>
7:00 - 7:30 AM Early Exhibit Check-in & Set-up	7:30 AM - 5:00 PM Registration/Information Desk & Exhibits Open
7:30 - 9:00 AM Conference Attendee Check-in	4:15 PM - 6:00 PM Poster Session
9:00 - 11:30 AM Continue Exhibitor Check-in & Set-up	8:00 PM - 11:00 PM Symposium Party
9:00 AM – 4:30 PM Pre-Conference Workshop Sessions	<b>Saturday</b> - <i>Option to Exhibit, security is NOT provided Friday night, contact MSLBD Office if you would like to extend your table reservation.</i>
5:00 PM – 7:30 AM Security Provided for Exhibits	8:00 AM - 11:30 AM Registration/Information Desk, Special Workshops

# Sheraton shipping & Receiving

---

## Incoming shipments

To insure proper delivery of packages for your event, the following information should be included on all packages sent to the hotel:

### **Name of individual receiving package**

SHERATON KANSAS CITY HOTEL AT CROWN CENTER  
2345 McGee Street, Kansas City, MO 64108

### **Name of conference, date of conference**

Your date of arrival

Boxes are to be numbered appropriately: box 1 of 3, box 2 of 3, etc.

Please place the name and date of the meeting/conference prominently on each package label for prompt attention. Forward this information to any affiliates that may be shipping packages in advance.

Shipment and storage for “large” loads must be made with an off- property exhibit company for delivery on “move- in day” and removal on “move- out day”. Your conference planning manager will assist you in accessing your shipment load and advising you. For packages to be shipped and/ or received on property are as follows:

#### Letters/packages/boxes/tubes:

0 lbs – 5 lbs:	\$5.00 each
6 lbs – 20 lbs:	\$10.00 each
21 lbs – 50 lbs:	\$15.00 each
Over 50 lbs:	\$25.00 each
Crates/display cases:	\$25.00 per crate/case
Pallets:	\$75.00 per pallet
Pallet storage:	more than 3 days \$25.00 each/day.

Boxes/crates/pallets will not be accepted 3 days prior to a convention.

\* Due to limited storage space boxes/crates/pallets will not be accepted 3 days prior to a convention. The hotel reserves the right to assess storage fees if items are sent more than 3 days prior to your event.

## Outgoing shipments

All pre-labeled packages will be accepted at the Concierge Desk in the Hotel Lobby. Dial “0” from your guestroom or pick up a house phone in a meeting room to ask for a Guest Service Agent pick up your packages.

For all packages NOT pre-labeled, the hotel’s shipping authorization form must be completed and accompany all outgoing shipments. Packages will not be accepted without a completed shipping form. All packages must also have a mailing label affixed on each box including the hotel’s return address. Forms and labels can be obtained from the Concierge Desk in the Hotel Lobby.

Any outgoing shipments received after 2:00 pm (Monday through Friday) will be shipped out the next business day. If assistance is required in packaging outgoing shipments, please contact Service Express by dialing “0”. Boxes cannot be shipped unless they are properly sealed.

All Courier/Freight/UPS/FedEx shipments must be loaded and unloaded through the Hotel Loading Dock only.