

Location

Sheraton KC Hotel at Crown Center
Third Floor Ballroom Level Foyer
2345 McGee Street
Kansas City, MO 64108

Table Fee

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

Table Fee Includes

- Exhibit on Thursday and Friday
- 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 7:30 a.m.

Exhibit Space Activities

- MSLBD Registration & Information Desk throughout the conference
- Complimentary Coffee each morning
- Free Wi-Fi for conference participants

Literature Insert, \$100 (Optional)

Your company flyer included in a bag of materials Midwest Symposium will distribute to all attendees during Symposium Registration. This is option with an additional charge of \$100.00 to include your material. Send approximately 1,000 inserts by Feb. 1. *Ship to: MSLBD; c/o Keri Frey, 1207 Autumn Road, Hickman, NE 68372*

Hotel Accommodations

\$198 single/double, per night + tax

The "cut-off date" for reserving rooms in the Room Block is January 29, 2027, 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.

Questions or to Register

Keri Frey, MSLBD Manager, manager@mslbd.org, mslbd.manager@gmail.com

Schedule for Exhibitors

Thursday	
7:00 - 7:30 AM	Early Exhibit Check-in & Set-up Sheraton KC Hotel at Crown Center- Third Floor Foyer
7:30 - 9:00 AM	Conference Attendee Check-in <i>Please avoid setting up larger displays during this time as the Foyer is very busy</i>
9:00 - 11:30 AM	Continue Exhibitor Check-in & Set-up
9:00 AM – 4:30 PM	Pre-Conference Workshop Sessions
5:00 PM	Conference Desk and <u>Exhibits Close</u> for the day.
Thurs – Friday: 5:00 PM – 7:30 AM	Security Provided for Exhibits
Friday	
7:30 AM - 5:00 PM	Registration/Information Desk & <u>Exhibits Open</u>
4:15 PM - 6:00 PM	Poster Session
8:00 PM - 11:00 PM	Symposium Party
Saturday	
8:00 AM – 12:00 PM	Registration/Information Desk Open Special Saturday Workshops

Event Day Arrival

Note the location of the elevator to the Ballroom Level to the right of the Sheraton Lobby Entrance. When you arrive, please come to the MSLBD Conference Desk on the Third Floor Ballroom Level. Check-in and pick up your name badges and conference materials. A representative from the planning committee will be there to welcome you and take you to your exhibit table on the same floor.

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 "2027 MSLBD Annual Convention; February 25-27, 2027"

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 (prices subject to change)

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.

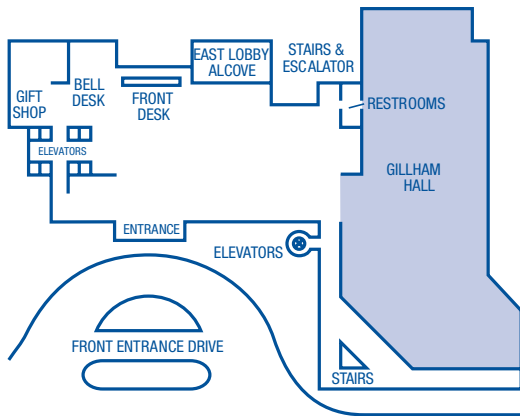
For all packages NOT pre-labeled, the hotel's shipping authorization form must be completed and accompany all outgoing shipments. Packages will not be accepted without a completed shipping form. All packages must also have a mailing label affixed on each box including the hotel's return address. Forms 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.

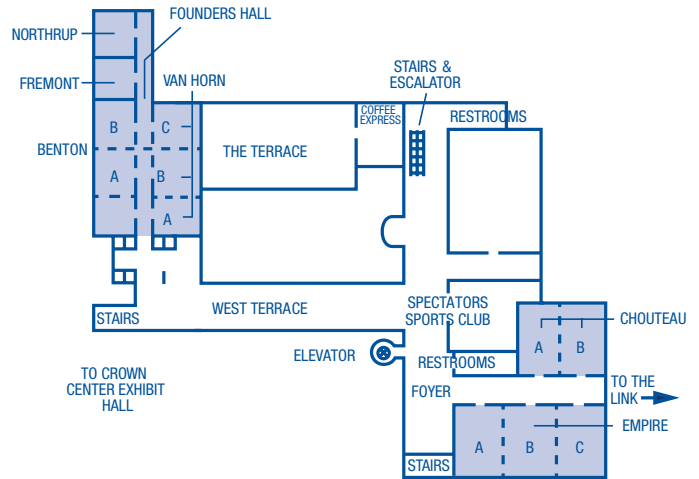
All Courier/Freight/UPS/FedEx shipments must be loaded and unloaded through the Hotel Loading Dock only

HOTEL MAP

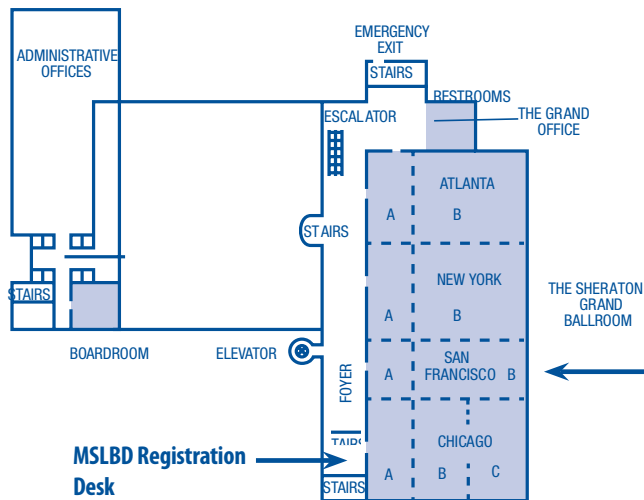
LOBBY LEVEL



MEZZANINE LEVEL



BALLROOM LEVEL



On Friday, San Francisco becomes a corridor to access New York A, New York B, Chicago A, Chicago B, Chicago C.