

Dear Sponsors,

Thank you again for supporting the MWACD meeting! We are writing to let you know about the logistics for the meeting. Please read and make note of the following information.

Hotel Reservations

Note: Oct 7th is the last day to get hotel rooms at the special rate (\$125/night)

Meeting Registration

If you have completed your sponsor registration you are already registered for the meeting and will have a registration packet waiting for you when you arrive. Please check your sponsor registration to make sure you have registered all the additional attendees that comes with your sponsorship level (use the link [Sign up here!](#)). **NOTE:** You don't need to register in *RegOnline* as in previous years.

- **PLATINUM** – Comes with THREE free attendee registrations
- **GOLD** – Comes with TWO free attendee registrations
- **SILVER** – Comes with One attendee registration

NOTE: its \$500 for each additional attendee above what comes with your sponsorship level.

Vendor Schedule

Exhibit set-up and break-down schedule: *Key vendor information is highlighted in BLUE*

Date		Starts:	Ends:	Event
Thursday	29-Oct	9:00 AM	5:00 PM	Registration Open - Grand Ballroom Foyer
Thursday		12:00 PM	1:00 PM	Lunch for all meeting attendees - Seville Foyer
		4:30 PM	10:00 PM	Vendor Setup - Grand Ballroom
		6:30 PM	10:30 PM	Opening Social - Grand Terrace at the Stowers Institute for Medical Research
Friday	30-Oct	6:00 AM	10:00 AM	Vendor setup - Grand Ballroom
		10:00 AM	6:00 PM	Vendor Exhibits Open - - Grand Ballroom
		6:30 PM	8:00 PM	Happy Hour Comedy - Grand Ballroom
		6:30 PM	7:00 PM	<i>HAPPY HOUR - Drinks & hors d'oeuvres with Vendors</i>
		7:00 PM	8:00 PM	<i>Comedy with Jorge Cham, Ph.D. "The Power of Procrastination/The Science Gap"</i>
		8:00 PM	8:30 PM	<i>Jorge Cham book signing</i>
				<i>Dinner on your own (if you are still hungry)</i>
Saturday	31-Oct	7:30 AM	8:30 AM	Coffee with Vendors Exhibits - Grand Ballroom
		8:30 AM	11:30 AM	Vendor Exhibits Take down
		12:00 PM	-	Meeting adjourns

Vendor Tables

- Exhibit tables will be set up in the Grand Ballroom , see link [Logistics & Meeting Floor Plan](#)
- There will be space behind your table available for pop-up banners or other portable displays
- Each table will be 2ft x 6ft and comes with two chairs, electricity and free Wi-Fi.
- Table assignments will be provided during registration

Core Apps Meeting application

- Core Apps will be used again this year and will go live **October 1, 2015**
- The “**Marketing Contact**” you listed when registering as a sponsor will be contacted via email to provide logos and contact names and for the PLATINUM multimedia package, banner ads and push messages or the “Virtual Booth” for the GOLD and SILVER packages which provides a app dashboard page for your company (name, about, contact logo, & a downloadable PDF content you provide)
- Other events and up to date information can always be found at our web site [MWACD Meeting](#)

Sponsorship levels	Price	number of attendees*	Lunch time talk	Booth	App Multimedia Ad	App Banner Ad	App 1 message to phones	E-mail blast	Visible Marketing	Virtual Booth	Logo on Website
Platinum (limit 4)	SOLD OUT!	3	✓	✓	✓	✓	✓	✓		✓	✓
Friday Party (limit 1)	?	3		✓			✓	✓	✓	✓	✓
Gold	\$2500	2		✓				✓		✓	✓
Saturday Lunch (limit 1)	cost	1							✓	✓	✓
Coffee Break (limit 3)	\$1500	1							✓	✓	✓
Silver	\$1000	1								✓	✓
Corporate Attendee	\$600	limit 2									

Shipping and Receiving

You may ship displays/flyers/etc to the following address by completing the **Shipping/Receiving Charge Authorization Form** below

Your Name & Company Name
 Your Arrival Day
 Name of Conference/Group
 Kansas City Marriott Country Club Plaza
 4445 Main St.
 Kansas City, MO 64111
 Telephone Number (816) 303-4556
 Shipping/Receiving Charge Authorization Form

PLEASE EMAIL THIS COMPLETED AUTHORIZATION FORM TO MS. STACY BLAIR at STACY.BLAIR@MARRIOTTCCPLAZA.COM. For questions call 816-303-4556.

**Kansas City Marriott Country Club Plaza
Shipping/Receiving Charge Authorization Form**

Group Name: MWACD - Vendor
Event Date: October 29-31, 2015
Exhibitor Name: _____
Bill Guest Room: _____
Reservation Confirmation # _____ Guest Room # _____
Bill Card Holder Name (as it appears on card): _____
As it appears on card _____
Billing Address: _____

Telephone Number: _____
Credit Card Number: _____ Expiration Date: _____
Credit Card Type: _____

Statement of Cardholder

*A \$5 per box package handling fee will be assessed for each exhibitor receiving packages at the hotel. Should boxes arrive more than 2 days prior to event start date a \$50 fee will be charged to the exhibitor per day. For packages that need to be shipped out after the end of the program, a shipping label with the appropriate shipping account number must be placed on package for item to be shipped. **A package handling fee is not charged for shipping boxes out.***

*Should exhibitors need audio visual, exhibitors may add this upon arrival with PSAV. Payment is due time of receipt. **(Please note that for the MWACD conference Internet and electrical are provided)***

A \$100 pallet package handling fee will be assessed for each exhibitor receiving pallets at the hotel. Should pallets arrive more than 2 days prior to event start date a \$50 fee will be charged to the exhibitor per day.

Please note: *The entrance from the loading dock that packages/pallets are received is 43 "WIDE AND 5'10" HIGH. The hotel MUST be notified prior to any pallets being shipped to verify dimensions and logistics for getting it into the building. Hotel will not accept any pallets without prior notification.*

*For pallets/packages that need to be shipped out after the end of the program, a shipping label with the appropriate shipping account number must be placed on each package/pallet for item to be shipped. Hotel staff will not package or fill out shipping labels to be shipped out. **A package handling fee is not charged for shipping boxes out.***

I authorize the Marriott Country Club Plaza to charge the following Box Handling Fee of \$5 per box for _____ Boxes totaling \$_____. In addition, I authorize the hotel to charge a box storage fee of \$50.00 per day for _____ days totaling \$_____ for packages received more than two business days prior to the start of the event.

Date

Signature of Card Holder or Approval to Bill Hotel Room

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Shipping Address Label

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