



INDATEL
BUSINESS SYMPOSIUM

Supplier Affiliate Exhibitor Information

Showcase & Networking Reception Hosted by LB Networks

Setup: Tuesday, July 22: 6 a.m.–4:45 p.m.

Teardown: Wednesday, July 23: 1:15 p.m.–3:30 p.m.

Showcase Dates and Time:

Tuesday, July 22: 5 p.m.–7 p.m.

Wednesday, July 23: 7:30 a.m.–8:30 a.m., 10:35 a.m.–10:55 a.m., 11:50 a.m.–1:15 p.m.

A complimentary 6' table is provided for the showcase. Be sure to select the "Supplier Affiliate Showcase Table Registration" option to secure your table. **Please note, if you do not select this, we cannot guarantee you will receive a table at the event.**

Display/information is limited to tabletop only, no freestanding floor pop-up banners unless they fit easily in the footprint behind your table. If you require power, please email your request to Joel Pieper at jpieper@hideoutadventures.com no later than Tuesday, July 15. Tables are assigned on a first come basis on July 22 unless your sponsorship includes priority table assignment.

Shipping Information

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

(YOUR NAME)

C/O Karington Kadel, Event Manager

The Westin Kansas City at Crown
Center 1 E. Pershing Road
Kansas City, MO 64108

Boxes must be labeled with the following information:

Please place the name and date of the meeting/conference (**2025 INDATEL Business Symposium, July 22**) and **YOUR NAME** prominently on each package label for prompt attention. Forward this information to any affiliates that may be shipping packages in advance. Email karington.kadel@marriott.com tracking information.



Boxes are to be numbered appropriately: box 1 of 3, box 2 of 3, etc. when shipping in multiples.

Large shipments 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 on the dock times that can be scheduled for deliveries.

For packages to be shipped and/or received on property are as follows:

Letters/packages/boxes/tubes:

0 lbs – 5 lbs: \$5.00

6 lbs – 20 lbs: \$10.00

21 lbs – 50 lbs: \$15.00

Over 50 lbs: \$25.00

Crate/display case: \$25.00

Pallets: \$75.00

Pallet storage more than 3 days: \$25.00/day

** 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:

Have all outgoing packages pre-labeled and ready for pick-up on Wednesday, July 23 by 3:30 p.m.

Any outgoing shipments received after 2:00 pm (Monday through Friday) will be shipped out the next business day. Boxes cannot be shipped unless they are properly sealed. All Courier/Freight/UPS/FedEx shipments must be loaded and unloaded through the hotel’s loading dock only.

QUESTIONS:

For further questions, contact the Symposium Project Manager, Joel Pieper at (513) 324-1620 or jpieper@hideoutadventures.com.

