

AMERICAN RESEARCH CENTER IN EGYPT, INC
68TH ANNUAL MEETING
Kansas City, Missouri, April 21-23, 2017

Book and Exhibit Sales Information Sheet

- Location: Intercontinental at the Plaza Hotel
Ballroom Foyer, Lower Level
401 Ward Parkway
Kansas City, Missouri 64112
816-756-1500 (main number)
[Intercontinental at the Plaza Hotel](#)
- When: Friday, April 21: 8:00am – 6:00pm; Saturday, April 22: 8:00am – 5:30pm;
Sunday, April 23: 8:00am – 1:00pm
- Set-up: Thursday, April 20: 1:00pm – 9:00pm
- Dismantle: Sunday, April 23: 1:00pm
- Specifications: 6-foot tables, skirted, will be provided by the Intercontinental at the Plaza hotel
- Fees: 1-2 tables \$400 (total); 3 or more tables: \$600 (total) – see registration form (space is limited)
- Signage: You are responsible for your own company signs, which should be kept on your table. No banners or signs can be affixed to walls or bulletin boards.
- Shipping: All cartons must contain company name and a return address. The hotel charges a handling fee of \$10 per box/package or \$50 per pallet. Please ship materials to your on-site contact no earlier than two days prior to the event set-up date:
- Your onsite contact name, ARCE Annual Meeting
Intercontinental at the Plaza Hotel
401 Ward Parkway
Kansas City, Missouri 64112
816-756-1500
Box ___ of ___
- Be sure that your cartons are marked, “1 of 6,” “2 of 6,” etc. If you have any questions regarding shipping or your shipment, please contact: Mr. Chris Deere, Conference Service Manager at the Intercontinental: 816-303-2947 or cdeere@kansascityic.com. Please note that the hotel will charge you storage fees for material arriving prior to April 15, 2017.
- On-site: There will be a locked room for those who wish to remove items for safe keeping in the evenings. Please coordinate use of the room with the ARCE staff.
- Badges: Badges will be required for all on-site bookseller staff. Please be sure to list staff that will be attending on the Exhibitor Registration form.
- Contact: For assistance please contact Rachel Mauldin with the American Research Center in Egypt, 9:00am – 4:00pm (Central time) rmauldin@arce.org or 210-821-7000