

CHALLENGE

Hotel Name	Courtyard	Crowne Plaza	Hotel Indigo	Hotel Phillips	Marriott	Westin
Contact for Checks / ACH Payments	Will Brubaker - wbrubaker@chartwellhospitality.com Direct phone #(816) 945-5968.	Linda Goff - lgoff@cpkansascity.com or Jessica Smith - jsmith@cpkansascity.com 816-474-6664	N/A	Irma Rose - irose@arborlodging.com	Contact Alicia Le at ale@kcmarriott.com for estimate	Robert Dakan Robert.Dakan@marriott.com 816-548-7524
Send Check / ACH Payments To	Make check out to Courtyard by Marriott Kansas City Downtown Convention Center Mail to Courtyard Attention: Will Brubaker 1535 Baltimore Ave Kansas City, MO 64108 Be sure to include a rooming list with guest names and acknowledgement numbers	Make check out to Crowne Plaza Kansas City Downtown Send to: Crowne Plaza Kansas City Downtown 1301 Wyandotte Street Kansas City, MO 64105 Please include the name of your church & your rooming list with acknowledgement numbers	Will not accept Checks / ACH	Make Check Out To: Hotel Phillips Mail to: Hotel Phillips 106 W. 12th Street Kansas City, MO 64105 Be sure to include your rooming list with your check	Make Check out to: KC Marriott Downtown Send to: KC Marriott Downtown Attn: Accounting, Alicia Le 200 West 12th Street Kansas City, MO 64105 Please sure to include the name of your church on the check.	Make Check out to: Westin Kansas City at Crown Center Mail to: West Kansas City at Crown Center Attention: Robert Dakan 1 East Pershing Road Kansas City, MO 64108 Please include the rooming list and acknowledgement numbers with your check
Deadline For Checks / ACH	14 days prior to arrival	Checks must be received by the hotel at least 2 weeks prior to your arrival date.	N/A	10 days prior to arrival	22-Jun-26	1 month prior to arrival
Contact to Request paying in Advance by Credit Cards	Will Brubaker - wbrubaker@chartwellhospitality.com Direct phone #(816) 945-5968.	Please contact Linda Goff or Jessica Smith for link to pay - lgoff@cpkansascity.com or jsmith@cpkansascity.com	James Wendleton, 816-283-8000 james.wendleton@glmghotels.com	Please contact Irma Rose - irose@arborlodging.com for a link to pay.	ccauth@kcmarriott.com	Email Robert Dakan (robert.dakan@marriott.com) and Leslie Sandmeyer (leslie.sandmeyer@marriott.com)
Deadline for Credit Card Payments	14 days prior to arrival	Must be received at least 7 days prior to arrival.	4 Business Days Prior to Arrival	10 days prior to arrival	15-Jun-26	3 Weeks prior to arrival
Contact for Tax Exempt	Must be a state of MO TAX Exempt Form. Send to Will Brubaker - wbrubaker@chartwellhospitality.com Direct phone # - 816-945-5968	Please send to Linda Goff or Jessica Smith - lgoff@cpkansascity.com or jsmith@cpkansascity.com	James Wendleton, 816-283-8000 james.wendleton@glmghotels.com	Irma Rose - irose@arborlodging.com - 816-346-4480. Only MO State Tax Exempt or Federal Tax Exempt forms can be accepted.	ccauth@kcmarriott.com	Robert Dakan (robert.dakan@marriott.com) and Leslie Sandmeyer (leslie.sandmeyer@marriott.com)
Deadline for Tax Exempt	30 days prior to arrival	Prior to Check out	Must be Received 2 Business Days Prior to Arrival	10 Days prior to arrival	15-Jun	3 weeks prior to arrival