



**DESTINATION IMAGINATION GLOBAL FINALS 2026
HOTEL CHECK & CREDIT CARD
AUTHORIZATION
KANSAS CITY, MO
MAY 21-24, 2026**

Check Payment and Credit Card Authorization DEADLINE Vary by Hotel. Please refer to the details below.

Checks must include reservation confirmation numbers, attendee names, arrival/departure dates, and how to allocate the funds. Please include the best contact name and phone number in case the hotel has questions. School Name must be in the Memo field of the check. Please make sure you have a copy of the check in your possession when checking in.

PAYING FINAL PAYMENT BY CHECK			PAYING FINAL PAYMENT BY CREDIT CARD NOT IN YOUR POSSESSION		TAX EXEMPTION
HOTEL NAME	MAKE CHECK PAYABLE TO	SEND CHECK TO THIS ADDRESS	CREDIT CARD AUTHORIZATION PROCESS	CREDIT CARD AUTHORIZATION CONTACT	
Courtyard by Marriott Kansas City Downtown Convention Center	Courtyard Kansas City Downtown/Convention Center	ATTN: Will Brubaker 1535 Baltimore Ave Kansas City, MO 64108 DUE BY: May 4, 2026	Email Will Brubaker for credit card authorization form DUE: One week prior to arrival	Will Brubaker wbrubaker@charwellhospitality.com 816-945-5968	Exemption for State Tax: Must provide a Tax Exemption Certificate for the State of Missouri to be exempt from state taxes. Occupancy tax and City Fee are not Tax Exempt. Email form to Will Brubaker: wbrubaker@charwellhospitality.com
Crowne Plaza Kansas City Downtown	Crowne Plaza Kansas City Downtown	ATTN: Jessica Smith or Linda Goff 1301 Wyandotte St Kansas City, MO 64105 DUE: Before check-out	Email Jessica Smith or Linda Goff for credit card authorization form DUE: Before check-out	Jessica Smith jsmith@cpkansascity.com 816-460-6625 OR Linda Goff lgoff@cpkansascity.com 816-460-6623	Email tax exempt letter/certificate to Jessica Smith or Linda Goff: Jessica Smith jsmith@cpkansascity.com OR Linda Goff lgoff@cpkansascity.com
Hampton Inn & Suites Kansas City Downtown Crossroads	Hampton Inn & Suites Downtown Crossroads	ATTN: Melissa Walje 1571 Main St Kansas City, MO 64105 DUE BY: May 11, 2026	Email Melissa Walje for credit card authorization form DUE BY: May 18, 2026	Melissa Walje m.walje@hospitalityamerica.com 816-702-0172	Must have MO Tax exempt letter on file prior to check in. Can be emailed or faxed. Email Christine Throckmorton: c.throckmorton@hospitalityamerica.com
Hilton President Kansas City	Hilton President	ATTN: Erin Winkler 1329 Baltimore Ave Kansas City, MO 64105 DUE BY: May 20, 2026	Email Erin Winkler for credit card authorization form DUE BY: May 15, 2026	Erin Winkler erin.winkler@hilton.com 816-303-1627	Email MO tax exempt form to Carrie Matthews: carrie.matthews@hilton.com 816-303-1626
Hotel Indigo Kansas City Downtown	Hotel Indigo Downtown	ATTN: James Wendleton 101 W 11th Street Kansas City, MO 64105 DUE: Prior to arrival	Email James Wendleton for credit card authorization form	James Wendleton james.wendleton@pjmhotels.com	Email MO tax exempt form to James Wendleton: james.wendleton@pjmhotels.com
Hotel Phillips Kansas City	Hotel Phillips	ATTN: Sales Dept 106 W 12th Street Kansas City, MO 64105 DUE: Prior to arrival	Email Sarah Burke for credit card authorization form DUE: 5 days before check-in	Sarah Burke hotelphillipsSC@barborlodging.com 816-221-7000	MO State or Federal tax exempt form required Email Irma Rose: irose@barborlodging.com
Kansas City Marriott Downtown	Kansas City Marriott Downtown	ATTN: DI 2026/Accounting Department 200 W 12th Street Kansas City, MO 64105 DUE BY: April 27, 2026	Email Lori George for credit card authorization form DUE BY: April 27, 2026	Lori George ccauth@kcmarriott.com 816-855-4442	Certified State of Missouri Sales and Use Tax Exemption Certificate. If school is not from the State of Missouri, please provide certified tax exemption letter from your home state. If your home state does not provide a certified tax exemption letter, please provide home state's required tax exemption form and IRS letter of determination. Non-Missouri schools may also apply for a Missouri Sales & Use Tax Exemption (Form 149) at https://dor.mo.gov/to-guarantee-State-tax-exemption-eligibility . The approval process takes 1-2 months. Form is due by April 27th, 2026. Email form to Alicia Le: ale@kcmarriott.com
Loews Kansas City Hotel	KC Hotel Property Owner	ATTN: Loews Kansas City Hotel 1515 Wyandotte St Kansas City, MO 64108 DUE: upon receipt of invoice	Email Katie Lane for credit card authorization form DUE: upon receipt of invoice	Katie Lane kansascitycredit@loewshotels.com 615-340-5795	Email MO tax exempt form to Samantha Vievera: samanthavievera@loewshotels.com 816-897-7069
Residence Inn by Marriott Kansas City Downtown Convention Center	Residence Inn Kansas City Downtown/Convention Center	ATTN: Will Brubaker 1535 Baltimore Ave Kansas City, MO 64108 DUE BY: May 4, 2026	Email Will Brubaker for credit card authorization form DUE: One week prior to arrival	Will Brubaker wbrubaker@charwellhospitality.com 816-945-5968	Exemption for State Tax: Must provide a Tax Exemption Certificate for the State of Missouri to be exempt from state taxes. Occupancy tax and City Fee are not Tax Exempt. Email form to Will Brubaker: wbrubaker@charwellhospitality.com
Sheraton Kansas City Hotel at Crown Center	The Sheraton Kansas City Crown Center	ATTN: Chelsea Jones 2345 McGee Street Kansas City, MO 64108 DUE BY: May 4, 2026	Email Elio Fraenig or Chelsea Jones for credit card authorization DUE BY: May 12, 2026	Elio Fraenig elio.fraenig@marriott.com 816-474-4400 OR Chelsea Jones chelsea.jones2@marriott.com 816-564-7780	Only Missouri State Tax Exemption Forms will be accepted by the hotel; forms from other states cannot be accepted. Attendees who qualify for Missouri State Tax Exemption must provide a printed copy of their approved Missouri form to present to the front desk at check in. Email form to Elio Fraenig: elio.fraenig@marriott.com
The Westin Kansas City at Crown Center	The Westin Kansas City Crown Center	ATTN: Chelsea Jones 1 East Pershing Rd Kansas City, MO 64108 DUE BY: May 4, 2026	Email Emma Biays or Chelsea Jones for credit card authorization DUE BY: May 12, 2026	Emma Biays emma.biays@westin.com 816-474-4400 OR Chelsea Jones chelsea.jones2@marriott.com 816-564-7780	Only Missouri State Tax Exemption Forms will be accepted by the hotel; forms from other states cannot be accepted. Attendees who qualify for Missouri State Tax Exemption must provide a printed copy of their approved Missouri form to present to the front desk at check in. Email form to Emma Biays: emma.biays@westin.com