2027 Missouri Natural Resources Conference
February 2, 3, and 4th 2027
AFFILIATED MEETING REGISTRATION FORM

This form must be completed for all affiliated meetings at Margaritaville Conference Center during the week of the conference. Information submitted on this form will be used to finalize meeting room arrangements. Each group **must** assign **one** contact person to be responsible for providing accurate information, conveying changes in group size and equipment needs, etc. **There will be a minimum charge of $137.50 for tax exempt organizations per meeting room setup. Non tax exempt will have taxes added to this price. Estimated total charges will be provided with confirmation. Prepayment prior to the conference is required. This form must be used to receive the discounted conference rate. No direct billing will be allowed for meetings that incur a charge of less than $3,000. For meeting charges of less than $3,000, alternate forms of acceptable payment are: billed to sleeping room charges; or credit card. For multiple meetings, please copy this form and submit one for each meeting. If payment has not been received by Margaritaville Lake Resort 7 days prior to your scheduled meeting, the hotel has the right to cancel.**

Return completed form by email **NO LATER THAN JANUARY 10th, 2027**
Christin Byrd, christin.byrd@usda.gov, 417-596-3010
Subject Line: Affiliated Meeting Registration
Meeting rooms will be reserved and assigned first come-first served.

Name of Organization or Meeting Title: _____

Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ E-mail: _____

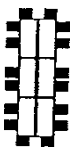
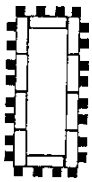
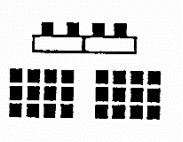
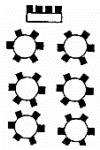
Anticipated group size: _____ **Changes to increase or decrease group size must be reported ASAP.**

Meeting Date: _____ **Meeting Start Time:** _____ **Meeting End Time:** _____

Setup Time Needed: _____

Seating Arrangement (choose one):

Conference: (20 or less)☐ Hollow Square: (20 or less) ☐ Theater: ☐ Round Table:☐

During your meeting, will there be a coffee break? NO☐ YES☐ Time(s) Desired:_____

If yes, check all appropriate for: **MORNING** Soda☐ Coffee☐

AFTERNOON Soda☐ Coffee☐

Will there be a meal served? YES☐ NO☐

There will be additional charges for drinks, meals, AV equipment, and technical support.
NO OUTSIDE FOOD OR BEVERAGES ALLOWED.

Audio-visual Equipment ordered via page 2 of this document

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AUDIO-VISUAL NEEDS

AV Equipment:

Please list what AV equipment that your group will provide: _____

_____

Please check the AV equipment to have provided by Tan-Tar-A Conference Center (Fees Apply).
All AV fees will be added to your meeting room charges.

PROJECTORS

_____	mid-lumen lcd projector (4000-6000)	$466.92
_____	high-lumen lcd projector (6000-9000)	$600.33

SCREENS

_____	8' x 8' Screen	$73.37
_____	12'x12' cradle screen (front prj.)	$166.76
_____	9'x12'' screen with drape kit	$333.51
_____	9'x16' screen with drape kit	$433.57
_____	18' tall black pipe & drape/linear ft.	$16.00

VIDEO

_____	55" flat screen television/monitor	$266.81
_____	37" flat screen television/monitor	$210.10
_____	32" flat screen television/monitor	$166.76
_____	fire stick streaming device	$20.01

MICROPHONES

_____	wireless microphone	$146.75
_____	wired microphone	$460.03

MEETING ROOM AIDS

_____	laptop	$166.76
_____	tripod easel	$20.01
_____	flipchart with pad and markers	$40.02
_____	flipchart pad	$20.01
_____	whiteboard with markers	$33.35
_____	large whiteboard with markers (4x6')	$66.70
_____	standing lectern	$26.68
_____	multi image HDMI component switcher	$166.76
_____	100' HDMI cable	$66.70
_____	50' HDMI cable	$33.35
_____	rolling projector cart with electricity	$60.03
_____	raffle drum	$33.35
_____	extension cord with power strip	$13.34

AUDIO EQUIPMENT

_____	sound patch into house system	$60.03
_____	4 channel mixer	$60.03
_____	12 channel mixer	$166.76
_____	2 chan. 12" 2-way powered speaker	$133.40
_____	Bose audio system	$300.16

INTERNET PACKAGES

_____	wired ethernet 10mb internet access	$93.75
_____	wireless internet	$156.25

TECHNICIANS - PER HOUR

_____	A/V technician, 2 hr minimum	100.05

LIGHTING ENHANCEMENTS

_____	18' beaded column with led lights	$100.05
_____	spandex cone with colored gel	
_____	lekos light gobo projection	$60.03
	led lighting (colored)	$26.68
_____	stage lighting	$60.03
_____		

OTHER ITEMS AVAILABLE UPON REQUEST

**Prices include the service charge of 25%, plus applicable state tax. If you are tax exempt 6.725% tax will be deducted from the above prices.

**** IF YOU DON'T SEE IT, JUST ASK ****