

**2024 Missouri Natural Resources Conference**  
**February 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, 2024**  
**AFFILIATED MEETING REGISTRATION FORM**

This form must be completed for all affiliated meetings at Tan-Tar-A 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, and so on. **There will be a minimum charge of \$110.00 plus 24% service charge and tax per meeting room setup; estimated total charges will be provided with confirmation. NEW FOR 2024: Prepayment prior to the conference is required.** This form must be used if you expect 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 the meeting.

Return completed form **NO LATER THAN JANUARY 5th, 2023**  
 Paul Johnson, 2630 N. Mayfair, Springfield, MO. 65803 417-895-6881 ext. 1631  
[Paul.Johnson@mdc.mo.gov](mailto:Paul.Johnson@mdc.mo.gov)  
**Meeting rooms will be reserved and assigned first come-first served.**

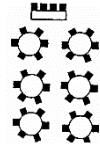
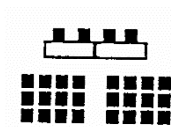
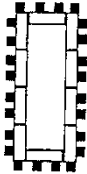
Name of Organization or Meeting Title: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**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**

# 2024 Missouri Natural Resources Conference

February 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> - 2024

## 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	\$362.25
_____ high-lumen lcd projector	\$461.00
_____ document camera	\$164.65

#### SCREENS

_____ 8' Screen	\$72.45
_____ 12'x12' cradle screen (front prj.)	\$164.65
_____ 7'x10' screen with drape kit	\$329.30
_____ 12'x16' screen with drape kit	\$428.10
_____ 18' tall black pipe & drape/linear ft.	\$15.80

#### VIDEO

_____ 55" flat screen television/monitor	\$263.45
_____ 37" flat screen television/monitor	\$197.55
_____ 32" flat screen television/monitor	\$164.65
_____ dvd/vhs player	\$72.45
_____ fire stick streaming device	\$19.75

#### MICROPHONES

_____ wireless microphone	\$144.90
_____ wired microphone	\$46.10

#### MEETING ROOM AIDS

_____ laptop	\$164.65
_____ tripod easel	\$19.75
_____ flipchart with pad and markers	\$39.50
_____ flipchart pad	\$19.75
_____ whiteboard with markers	\$32.90
_____ large whiteboard with markers (4x6')	\$61.00
_____ laser pointer	\$26.35
_____ wireless presenter remote	\$46.10
_____ standing lectern	\$26.35
_____ multi image vga component switcher	\$164.65
_____ 4-way vga switch box	\$32.90
_____ 100' vga cable	\$46.10
_____ 50' vga cable	\$19.75
_____ cable tv hookup	\$30.50
_____ rolling projector cart with electricity	\$46.10
_____ polycom speaker phone	\$85.60
_____ raffle drum	\$32.90
_____ extension cord with power strip	\$13.20
_____ power strip	\$6.60
_____ masking tape	\$6.60

#### AUDIO EQUIPMENT

_____ sound patch into house system	\$59.25
_____ 4 channel mixer	\$59.25
_____ 12 channel mixer	\$98.80
_____ 16 channel mixer	\$230.50
_____ 2 chan. 12" 2-way powered speaker	\$131.70
_____ cd player/radio	\$46.10
_____ bose audio system	\$296.35

#### INTERNET PACKAGES

_____ wired ethernet 10mb internet access	\$98.80
_____ wireless internet	\$164.65

#### TECHNICIANS - PER HOUR

_____ A/V technician, 2 hr minimum	\$98.80
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#### LIGHTING ENHANCEMENTS

_____ 18' beaded column with led lights	\$98.80
_____ spandex cone with colored gel	\$131.70
_____ lekos light gobo projection	\$46.10
_____ follow spotlight	\$98.80
_____ led lighting	\$19.75
_____ track lighting	\$59.25
_____ stage lighting package (call for quote)	

#### VISUAL ENHANCEMENT PACKAGE

_____ Includes 18' tall black drape, (2) white spandex backdrops, led up lighting, and (2) 18' tall beaded columns	\$493.95
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#### OTHER ITEMS AVAILABLE UPON REQUEST

\*\*Prices include a service charge of 24%, plus applicable state tax. If you are tax exempt 6.225% tax will be deducted from the above prices.

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