

2020 Missouri Natural Resources Conference
February 4th, 5th, 6th - 2020
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 22% service charge and tax per meeting room setup; estimated total charges will be provided with confirmation.** 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: pre-payment; billed to sleeping room charges; or credit card. For multiple meetings, please copy this form and submit one for each meeting.**

Return completed form **NO LATER THAN NOVEMBER 22, 2019** to: Kyle Steele, 401 Fairgrounds Road, Rolla, MO, MO 65401, 573-341-7457, Kyle.Steele@usda.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.

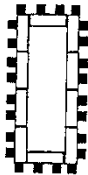
Meeting Date: _____ **Meeting Start Time:** _____ **Meeting End Time:** _____
Setup Time Needed: _____

Seating Arrangement (choose one):

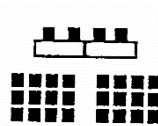
Conference: (20 or less)



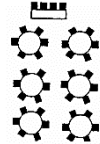
Hollow Square: (20 or less)



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

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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	\$335.00
_____ high-lumen lcd projector	\$427.00
_____ document camera	\$152.50

SCREENS

_____ 8' Screen	\$67.10
_____ 12'x12' cradle screen (front prj.)	\$152.50
_____ 7'x10' screen with drape kit	\$305.00
_____ 12'x16' screen with drape kit	\$396.50
_____ 18' tall black pipe & drape/linear ft.	\$14.64

VIDEO

_____ 55" flat screen television/monitor	\$244.00
_____ 37" flat screen television/monitor	\$183.00
_____ 32" flat screen television/monitor	\$152.50
_____ dvd/vhs player	\$67.10

MICROPHONES

_____ wireless microphone	\$134.20
_____ wired microphone	\$42.70

MEETING ROOM AIDS

_____ laptop	\$152.50
_____ tripod easel	\$18.30
_____ flipchart with pad and markers	\$36.60
_____ flipchart pad	\$18.30
_____ whiteboard with markers	\$30.50
_____ large whiteboard with markers (4x6')	\$61.00
_____ laser pointer	\$24.40
_____ wireless presenter remote	\$42.70
_____ standing lectern	\$24.40
_____ multi image vga component switcher	\$152.50
_____ 4-way vga switch box	\$30.50
_____ 100' vga cable	\$42.70
_____ 50' vga cable	\$18.30
_____ cable tv hookup	\$30.50
_____ rolling projector cart with electricity	\$42.70
_____ polycom speaker phone	\$79.30
_____ raffle drum	\$30.50
_____ extension cord with power strip	\$12.20
_____ power strip	\$6.10
_____ masking tape	\$6.10

AUDIO EQUIPMENT

_____ sound patch into house system	\$54.90
_____ 4 channel mixer	\$54.90
_____ 12 channel mixer	\$91.50
_____ 16 channel mixer	\$213.50
_____ 2 chan. 12" 2-way powered speaker	\$122.00
_____ cd player/radio	\$42.70
_____ bose audio system	\$274.50

INTERNET PACKAGES

_____ wired ethernet 10mb internet access	\$91.50
_____ wireless internet	\$152.50

TECHNICIANS - PER HOUR

_____ A/V technician, 2 hr minimum	\$91.50
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LIGHTING ENHANCEMENTS

_____ 18' beaded column with led lights	\$91.50
_____ spandex cone with colored gel	\$122.00
_____ lekos light gobo projection	\$42.70
_____ follow spotlight	\$91.50
_____ led lighting	\$18.30
_____ track lighting	\$54.90
_____ 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	\$457.50
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OTHER ITEMS AVAILABLE UPON REQUEST

**Prices include a service charge of 22%, plus applicable state tax.

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