

2022 Missouri Natural Resources Conference
February 1st, 2nd, 3rd - 2022
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. NEW FOR 2022: 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.

Return completed form **NO LATER THAN NOVEMBER 22, 2021** to:
 Samantha Holcomb, 783 Thunder Mountain Road, Camdenton, MO 65020. 573-346-2210 ext. 6471
 Samantha.Holcomb@mdc.mo.gov
Meeting rooms will be reserved and assigned first come-first served.

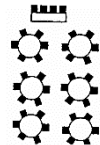
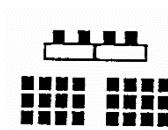
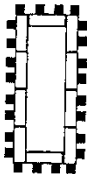
Name of Organization or Meeting Title: _____
 Contact Person: _____
 Mailing Address: _____
 City: _____ State: _____ Zip Code: _____
 Telephone: _____ E-mail: _____

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

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AUDIO-VISUAL NEEDS

AV Equipment:

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

Please indicate, by number needed, 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 |
|------------------------------------|---------|

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 |
|--|----------|

OTHER ITEMS AVAILABLE UPON REQUEST

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

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