

**2012 Missouri Natural Resources Conference
January 30-February 3, 2012
AFFILIATED MEETING REGISTRATION FORM**

This form must be completed for all affiliated meetings at Tan-Tar-A 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. Payment will be direct-billed to the MNRC Conference and then passed on to your organization. **There will be a minimum charge of \$100.00 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 25, 2011** to: Dennis Rhoades, Lake of the Ozarks Forestry, 176 Shadetree Dr., Camdenton, Mo. 65020, phone: (573) 346-4955, e-mail: lakeozarkforestry@yahoo.com

Meeting rooms will be reserved and assigned first come-first served.

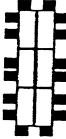
Name of Organization or Meeting Title: _____
 Contact Person: _____
 Mailing Address: _____
 City: _____ State: _____ Zip Code: _____
 Telephone: _____ E-mail: _____

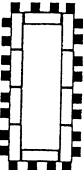
Anticipated group size: _____ **Changes to increase or decrease group size must be reported ASAP.**
 If there are any associated penalties for the reduction or cancellation of this meeting, once arrangements have been made in conjunction with the MNRC contract, your group will be responsible for charges. Changes in group size must be reported no later than **December 28, 2011.**

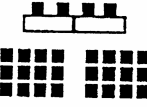
Meeting Date: _____ **Meeting Start Time:** _____ **Meeting End Time:** _____
Setup Time Needed: _____

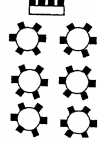
Seating Arrangement (choose one):

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** Water Soda Coffee
AFTERNOON Water 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.

**2012 Missouri Natural Resources Conference
February 1-3, 2012
AUDIO VISUAL NEEDS for AFFILIATED MEETINGS**

AV Equipment:

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

Please check the AV equipment to have provided by Tan-Tar-A (Fees Apply).

All AV fees will be added to your meeting room charges.

PROJECTORS

<input type="checkbox"/>	2500 ANSI Lumen LCD Projector	\$300.00
<input type="checkbox"/>	4200 ANSI Lumen LCD Projector	\$400.00
<input type="checkbox"/>	Standard Overhead Projector	\$45.00
<input type="checkbox"/>	100' VGA Cable	\$35.00
<input type="checkbox"/>	50' VGA Cable	\$15.00
<input type="checkbox"/>	High Intensity Overhead Projector	\$60.00

VIDEO: MONITORS, PLAYERS/ RECORDERS & CAMCORDERS

<input type="checkbox"/>	27" Monitor with Cart	\$100.00
<input type="checkbox"/>	VHS Player/Recorder	\$55.00
<input type="checkbox"/>	Digital Video Production Camera W/ Tripod	\$325.00
<input type="checkbox"/>	Wired Mic (handheld)	\$30.00
<input type="checkbox"/>	Wireless Mic (handheld or Lavalier)	\$110.00
<input type="checkbox"/>	Cassette Player/Recorder	\$50.00
<input type="checkbox"/>	CD Player	\$35.00
<input type="checkbox"/>	4 Channel Microphone Line Mixer	\$50.00
<input type="checkbox"/>	6 Channel 300w Mixer w/Amp & Speakers	\$150.00

MEETING ROOM AIDS

<input type="checkbox"/>	Flip Chart Easel w/ Pads & Markers	\$30.00
<input type="checkbox"/>	Display Easel	\$15.00
<input type="checkbox"/>	Flipchart Pad	\$15.00
<input type="checkbox"/>	Whiteboard w/ Markers	\$25.00
<input type="checkbox"/>	Laser Pointer	\$20.00
<input type="checkbox"/>	Rolling Carts	\$25.00
<input type="checkbox"/>	Speaker Phone	\$55.00
<input type="checkbox"/>	Blank Audio Tape	\$8.00
<input type="checkbox"/>	Blank Removable Thumb Drive	\$25.00
<input type="checkbox"/>	Extension Cord	\$10.00
<input type="checkbox"/>	Power Strip	\$10.00
<input type="checkbox"/>	Internet, hard wired or wireless	\$75.00

SCREENS

<input type="checkbox"/>	8' (96" x 96") Screen	\$55.00
<input type="checkbox"/>	9' x 12' Screen (please specify front or rear projection)	\$150.00
<input type="checkbox"/>	12' x 12' Front screen	\$125.00
<input type="checkbox"/>	12' x 16' Truss Frame Screen (please specify front or rear projection)	\$225.00
<input type="checkbox"/>	Dress Kit for Fastfold Screens (black velour) per linear foot	\$20.00

OPERATOR/TECHNICIANS

<input type="checkbox"/>	Technician (per man hr-2 hr minimum)	\$75.00
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\$25.00 per call charge, if a Technician is requested to help with the group's personal equipment.

OTHER ITEMS AVAILABLE UPON REQUEST

All prices are subject to a standard service charge of 22%, plus applicable state tax.

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

\$10.00 Floor fee for every piece of equipment rented the day of the event.

Please note: For the house sound system, an audio mixer is required for more than one audio source, or for any line level audio source (such as a CD Player or Cassette Player).