

# VENDOR INFORMATION and REGISTRATION

*Middle Atlantic Planetarium Society  
Annual Conference  
May 13-16, 2009  
Hosted by the Howard B. Owens Science Center*

## ***INFORMATION FOR VENDORS***

- ★ This registration form should be completed and returned to Patty Seaton, Planetarium Director. Please also contact Patty with any questions about sponsorship opportunities and costs.
- ★ Please read the [Planetarium Specifications](#) page for information about our planetarium.
- ★ For those setting up in the vendor area in the Bowie Comfort Inn and Conference Center, please note a ceiling height of 13 feet. If you require specific information about this area, please contact Cathy Martin at 301-464-0089.
- ★ **The deadline for registration is April 3, 2009.** Late fees will be assessed after that date. See Section C.
- ★ Contact information:           Patty Seaton, Planetarium Director  
                                          Howard B. Owens Science Center  
                                          9601 Greenbelt Road  
                                          Lanham-Seabrook, MD 20706  
                                          301-918-8750  
                                          pxts13@yahoo.com

## ***PLANETARIUM DEMOS***

We have limited time in the planetarium for demos. Any presentation you would like to make in the planetarium is limited by the following:

- Demos must be no more than 20 minutes in length, **and presented three times during our rotating schedule on Friday, May 15.**
- Demo must not interfere with the regular capabilities of the planetarium; i.e., equipment cannot block any existing equipment in the planetarium.
- All equipment must run off 110V AC power; 220V is **NOT** available.

If you would like to make a paper or poster presentation, please use the additional forms provided.

# VENDOR REGISTRATION FORM



**DUE 4/03/09**

***Middle Atlantic Planetarium Society  
Annual Conference  
May 13-16, 2009***

You must be a member of MAPS to attend the conference.  
MAPS Membership Dues are \$25.00 per person.

## **SECTION A – Membership Dues.**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

e-mail: \_\_\_\_\_ Web Site: \_\_\_\_\_

Number of People \_\_\_\_\_ @ \$25.00 per person.

**TOTAL for Section A:** \_\_\_\_\_

**SECTION B: Vendor Conference Registration**

If your company sponsors or supports the conference at the 1<sup>st</sup> Magnitude, 2<sup>nd</sup> Magnitude, or 3<sup>rd</sup> Magnitude level you are entitled to ONE conference registration at no charge.

Please check any that apply: See Vendor Benefits and Levels of Support Section.

We would like to be a 1<sup>st</sup> Magnitude Sponsor. \_\_\_\_\_ Enter Amount \$ \_\_\_\_\_

We would like to be a 2<sup>nd</sup> Magnitude Sponsor. \_\_\_\_\_ Enter Amount \$ \_\_\_\_\_

We would like to be a 3<sup>rd</sup> Magnitude Sponsor. \_\_\_\_\_ Enter Amount \$ \_\_\_\_\_

We would like to be a 4<sup>th</sup> Magnitude Supporter. \_\_\_\_\_ Enter Amount \$ \_\_\_\_\_  
**(must also pay conference registration)**

We would like to be a 5<sup>th</sup> Magnitude Supporter. \_\_\_\_\_ Enter Amount \$ \_\_\_\_\_  
**(must also pay conference registration)**

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Name of Company representative receiving complimentary registration:

\_\_\_\_\_

Banquet Choice: \_\_\_\_\_ Prime Rib of Beef \_\_\_\_\_ Chicken Picatta \_\_\_\_\_ Baked Salmon  
\_\_\_\_\_ Vegetarian

Please list any special dietary needs: \_\_\_\_\_

*Please list other representatives below.*

Name: \_\_\_\_\_ @ \$200.00 \$ \_\_\_\_\_

Banquet Choice: \_\_\_\_\_ Prime Rib of Beef \_\_\_\_\_ Chicken Picatta \_\_\_\_\_ Baked Salmon  
\_\_\_\_\_ Vegetarian

Please list any special dietary needs: \_\_\_\_\_

Name: \_\_\_\_\_ @ \$200.00 \$ \_\_\_\_\_

Banquet Choice: \_\_\_\_\_ Prime Rib of Beef \_\_\_\_\_ Chicken Picatta \_\_\_\_\_ Baked Salmon  
\_\_\_\_\_ Vegetarian

Please list any special dietary needs: \_\_\_\_\_

Name: \_\_\_\_\_ @ \$200.00 \$ \_\_\_\_\_

Banquet Choice:  Prime Rib of Beef  Chicken Picatta  Baked Salmon  
 Vegetarian

Please list any special dietary needs: \_\_\_\_\_

Name: \_\_\_\_\_ @ \$200.00 \$ \_\_\_\_\_

Banquet Choice:  Prime Rib of Beef  Chicken Picatta  Baked Salmon  
 Vegetarian

Please list any special dietary needs: \_\_\_\_\_

**Spouse/Guest Meals**

Thursday Lunch \_\_\_\_\_ people @ \$20.00 \$ \_\_\_\_\_

Friday Lunch \_\_\_\_\_ people @ \$20.00 \$ \_\_\_\_\_

Banquet \_\_\_\_\_ people @ \$40.00 \$ \_\_\_\_\_

Banquet Choice:  Prime Rib of Beef  Chicken Picatta  Baked Salmon  
 Vegetarian

Please list any special dietary needs: \_\_\_\_\_

\_\_\_\_\_

Spouse/Guest for name tag: \_\_\_\_\_

\_\_\_\_\_

**TOTAL for Section B: \$ \_\_\_\_\_**

**SECTION C – Late Registration fee.**

\$100.00 Late Registration Fee (AFTER April 3, 2009)

**TOTAL for Section C: \$ \_\_\_\_\_**

**SECTION D: Please reserve a space in the MAPS 2009 Conference Exhibit Hall.**

The exhibit dates are:

Set-up:	8:00 a.m. – 5:30 p.m.	Wednesday, 13 May
Reception with Vendors:	6:00 p.m. – 9:00 p.m.	Wednesday, 13 May
Full-day exhibit:	8:00 a.m. on	Thursday, 14 May
Disassemble:	8:00 a.m. – 5:00 p.m.	Friday, 15 May

Total Exhibit Hall cost is \$100 for two 6-foot tables. (This cost is waived with 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> magnitude sponsorship.)

\_\_\_ Instead of full payment, I will donate an approved door prize of value not less than \$50 for a reduced payment of \$50. (Door prizes may be brought and given to the conference host on the day of exhibit set-up in order to save on shipping costs.)

Please list the door prize you will provide:

\_\_\_\_\_

Additional tables can be provided at a cost of \$100/two 6-foot tables.

\_\_\_ additional tables x \$100/2 tables = \$\_\_\_\_\_

**TOTAL for Section D: \$\_\_\_\_\_**

Subtotal – Section A	\$_____
Subtotal – Section B	+ \$_____
Subtotal – Section C	+ \$_____
Subtotal – Section D	+ \$_____
<b>TOTAL</b> amount	\$_____
Enclosed.	

Please make checks payable to MAPS.

Mail Check and registration materials to:

Patty Seaton – MAPS 2009  
Howard B. Owens Science Center  
9601 Greenbelt Road  
Lanham-Seabrook, MD 20706

# **Vendor Benefits, Levels of Support and Additional Information**

## ***ABOUT EXHIBITS***

Vendors, institutions, or individuals may exhibit their products, services or research at the MAPS Conference with payment of appropriate fees, submission of appropriate forms, acceptance of this policy, and acceptance by the conference host. **The exhibit space at the hotel is limited with a ceiling height of 13 feet.** Each vendor (upon registration and/or sponsorship) will be allotted two (2) 6-foot tables with standard electric access (additional tables available at \$100/2 tables). Please note that all electrical power is the standard 110Vac wall outlet. Extension cords, multiple outlets, cord covers, etcetera are your responsibility. Banners, posters, cloth projection screens, and the like can be hung on the walls provided no marks (including pin holes) remain when you break down.

Exhibits may consist of:

1. Posters, photos, literature and other 2 dimensional materials.
2. Electronics, optics and other 3 dimensional materials.
3. Audiovisual play back devices.
4. Other items.

Guidelines:

1. Exhibits should be in good taste.
2. Exhibits should be designed so as to not interfere with or cause disturbance to visitors or to exhibitors at nearby exhibits, i.e. if an audio track needs to be loud, use headphones.
3. Exhibits can be of any size that can be accommodated by the available exhibition space.
4. Exhibits should be mechanically and electrically sound and safe to visitors and not pose a fire or security hazard to the host site.
5. The Conference Host will have the authority to determine if an exhibit is appropriate, tasteful and safe.
6. The exhibitor will be fully responsible for all liability associated with the exhibit caused by accident, injury, theft, or fire.
7. Exhibit size, format and components should be specified by the exhibitor to the Conference Host prior to its acceptance as an exhibit.

Who may exhibit:

1. Any member of MAPS.

## ***SPONSORSHIP***

Sponsorship is a major form of support for any conference and especially one like ours. Since the Middle Atlantic Planetarium Society is a non-profit professional organization, the success of our event is contingent on finding additional resources to fund the activities of our conference. With this in mind, your vendor table will be included with a minimum sponsorship of \$500. If you are unable to sponsor, but would still like a vendor table at the hotel, the exhibit hall cost will be \$100. We sincerely thank you for your past and future support of our annual conference and hope you will make a generous contribution to our event this year. The following levels of sponsorship are available:

Magnitude Level

- 1<sup>st</sup> - \$2,500+ Includes vendor tables, recognition as major sponsor/banquet, one (1) conference registration (n/c)
- 2<sup>nd</sup> - \$1,500+ Includes vendor tables, recognition as sponsor/lunch event, one (1) conference registration (n/c)
- 3<sup>rd</sup> - \$1000+ Includes vendor tables, recognition as sponsor/breaks, one (1) conference registration (n/c)
- 4<sup>th</sup> - \$500+ Includes vendor tables, recognition as sponsor/breaks

(all levels of sponsorship include listing in Conference Book, Newsletter, and Webpage)

Companies wishing to sponsor conference venues such as the opening reception, hospitality suite, and meals should contact Patty Seaton at [pxts13@yahoo.com](mailto:pxts13@yahoo.com) or 301-918-8750 as soon as possible for details.

Companies that require setup time in the planetarium need to contact Patty Seaton by April 3. A schedule will need to be worked out for your planetarium presentation. Due to the limited staff at the Owens Science Center, all-night set up is NOT available; the building is closed by 10:00 PM. The planetarium will be available for setup after 1:30 PM Tuesday, May 12 and after 8:00 AM, Wednesday, May 13. All equipment must be out of the planetarium before Noon on Saturday, May 16<sup>th</sup>, and the vendor hall by 5:00 PM on Friday, May 15<sup>th</sup>. Owens Science Center staff can be available to assist upon request in either setup or take-down.

***VENDOR SCAVENGER HUNT***

Our Wednesday evening opening reception this year is specifically designed to highlight YOU. We are planning to send our delegates on a "scavenger hunt" for information that can only be found at your booths! Please take a moment to consider now at least one major piece of information you would like each delegate to know about your company, your latest product, your capabilities. Please list at least one item below that should be included in our list of items the delegates need to "find" (for example: Chronos Hybrid system):

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# Planetarium Specifications

170 seats, unidirectional  
55 foot perforated dome

Minolta MS-15 (Viewlex Series IV) star projector. [No lift]

Projectors controlled by Sky-Skan SPICE automation system.  
Star projector motions controlled by East Coast Control Systems automation system.  
Sound system: Fostex D-108 routed to a 6.1 sound system (14 speakers arranged in clusters). Three portable remote microphones available.

Dell Computer hooked to BARCO 708 Projector on CONIC X-Y Mount. Internet Access through Windows 2000 computer (with Office 2000).

6 Slide Projectors arranged in L-C-R Dissolve Pairs  
4 Slide Projectors arranged in L-C (dissolve pair)-R  
4 Slide Projectors arranged as dissolve pairs in additional locations  
Slide Projector with wide lens along front horizon  
2 full Panoramas (12 projectors each)  
2 full All-Skys (6 projectors each)  
1 Automatic Slew Projector  
1 Manual Slew Projector  
1 Zoom Projector  
3 Wide Angle Projectors (2 arranged as dissolves)  
Several Special FX Projectors such as: Snow, aurora, sunset clouds, rain.

Pioneer V7400 DVD Player  
2 Pioneer Laser Disc Players  
1 VCR Player

Non-programmable 6-CD changer CD player for entrance/exit music

Crowded Cove Area