

REGISTRATION and DUES – VENDOR FORM

DUE 4/15/08

Middle Atlantic Planetarium Society

Annual Conference

May 14-17, 2008

Hosted by the Schenectady Museum & Suits-Bueche Planetarium

The Schenectady Museum and Suits-Bueche Planetarium in Schenectady, New York is the host facility for the 2008 MAPS Conference. We hope that you will participate in the conference and show the delegates what you have to offer.

INFORMATION FOR VENDORS

- ★ This registration form should be completed and returned to Megan Dominguez, Assistant Planetarium Manager. Questions about sponsorship opportunities and costs should be directed to Steve Russo.
- ★ Please read the [Planetarium Specifications](#) page for information about the Suits-Bueche Planetarium.
- ★ For those setting up in the vendor area in the Holiday Inn, please note a ceiling height of 8 feet. If you require specific information about this area, please contact Kimberly Spiak at 518-393-4141 or catering@hischenectady.com.
- ★ **The deadline for registration is April 15, 2008.** Late fees will be assessed after that date. See Section C.
- ★ Contact information: Steven LJ Russo, Planetarium Manager
Suits-Bueche Planetarium
Schenectady Museum
Nott Terrace Heights
Schenectady, NY 12308
518-382-7890 X 253
russo@schenectadymuseum.org

★ Conference web site:
<http://www.maps-planetarium.org>

or: http://www.look-to-the-skies.com/maps_conference_2008.htm

VENDOR FORM - DUES

DUE 4/15/08

***Middle Atlantic Planetarium Society
Annual Conference
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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: \$ _____

Name: _____

SECTION B – VENDOR Conference Registration.

If your company sponsors or supports the conference at the 1st Magnitude, 2nd Magnitude, or 3rd 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 1st Magnitude Sponsor. _____ Enter Amount \$ _____

We would like to be a 2nd Magnitude Sponsor. _____ Enter Amount \$ _____

We would like to be a 3rd Magnitude Sponsor. _____ Enter Amount \$ _____

We would like to be a 4th Magnitude Supporter. _____ Enter Amount \$ _____
(must also pay conference registration)

We would like to be a 5th Magnitude Supporter. _____ Enter Amount \$ _____
(must also pay conference registration)

Name of Company representative receiving complimentary registration:

Banquet Choice: _____ Prime Rib of Beef. _____ Champagne Chicken. _____ Vegetable Pasta Primavera

Please list if you have any special dietary needs: _____

Please list other representatives below.

Name: _____ @ \$200.00 \$ _____

Banquet Choice: _____ Prime Rib of Beef. _____ Champagne Chicken. _____ Vegetable Pasta Primavera

Please list if you have any special dietary needs: _____

Name: _____ @ \$200.00 \$ _____

Banquet Choice: _____ Prime Rib of Beef. _____ Champagne Chicken. _____ Vegetable Pasta Primavera

Please list if you have any special dietary needs: _____

Name: _____ @ \$200.00 \$ _____

Banquet Choice: _____ Prime Rib of Beef. _____ Champagne Chicken. _____ Vegetable Pasta Primavera

Please list if you have any special dietary needs: _____

Name: _____

SECTION B (cont.):

Spouse/Guest Meals

Thursday Lunch _____ people @ \$20.00 \$ _____

Friday Lunch _____ people @ \$20.00 \$ _____

Banquet _____ people @ \$40.00 \$ _____

Banquet Choice: ____ Prime Rib of Beef. ____ Champagne Chicken. ____ Vegetable Pasta Primavera

Please list if there are 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 15, 2008) \$ _____

Subtotal – Section A	\$ _____
Subtotal – Section B	+ \$ _____
Subtotal – Section C	+ \$ _____
TOTAL amount	\$ _____
Enclosed.	

Please make checks payable to MAPS.

Mail Check and registration materials to:

Megan EN Dominguez – MAPS 2008
Schenectady Museum and Suits-Bueche Planetarium
15 Nott Terrace Heights
Schenectady, NY 12308

Vendor Benefits, Levels of Support And Vendor Information

<u>1st Magnitude</u> (\$2,500+)	<u>2nd Magnitude</u> (\$1,500+)	<u>3rd Magnitude</u> (\$1,000+)	<u>4th Magnitude</u> (\$500+)	<u>5th Magnitude</u> (\$300+)
30 min. in dome 1 Conference registration (n/c) Vendor tables Recognition as a major conference sponsor	20 min. in dome 1 Conference registration (n/c) Vendor tables Recognition as a conference sponsor	15 min. in dome 1 Conference registration (n/c) Vendor tables Recognition as a conference sponsor	10 min. in dome Must pay registration Vendor tables Recognition as a conference supporter	No dome time Must pay registration Vendor tables Recognition as a conference supporter

Each vendor set-up will contain two 6' tables and chairs. Standard electric will be available. For specific electrical needs, please contact Kimberly Spiak at the Holiday Inn. If you require additional tables or space, please contact Steven Russo at the Schenectady Museum no later than April 15, 2008. Setup times for Vendors (as of this time), will be on Wednesday, May 14th, from 6:00 PM until Midnight.

The limits for the dome times listed are very strict, and please consult the tentative schedule for Vendor Dome Time. Due to the size of our dome (30') there will be limited space for your equipment and setup. Please contact us if you have any questions. Every reasonable effort will be made to accommodate you, however, the conference host will have the final decision.

Also, please be advised that the Suits-Bueche Planetarium has 60 seats. Therefore, if the registration numbers warrant, the delegates will be divided into 2 groups. If necessary, you may have to give your presentation twice.

Companies wishing to sponsor conference venues such as the opening reception, hospitality suite, conference bags, and meals should contact Steve Russo at russo@schenectadymuseum.org or 518-382-7890 X 253 as soon as possible for details.

Companies that require setup time in the planetarium need to contact Steve Russo by April 15. A schedule will need to be worked out for your planetarium presentation. Due to the limited staff at the Suits-Bueche Planetarium, all-night set up or alignments may not be possible. Due to public program schedules, setup cannot occur until 10:00 AM, Wednesday, May 14th. All equipment must be out of the planetarium before Noon on Saturday, May 17th, and the vendor hall by 2:00 PM on Friday, May 16th.

It is hoped that as a vendor, you would like to have a product featured as a door prize that we will give away at the conclusion of the conference. All door prizes will be listed in the conference materials. Door prizes are above and beyond the sponsorship levels listed above and the values of the door prizes are not included in sponsorship level calculation.

Please contact Steve Russo at the Suits-Bueche Planetarium to arrange for a door prize contribution.

Conference Vendor Exhibit Policy

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. Exhibitors are responsible for any set-up of exhibit hardware and materials, rental, or other fees charged by the conference location site (i.e. table rental, table skirting, special power requirements, etc.) in addition to the fees charged for this conference.

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. If additional space is needed, you must contact Steve Russo at russo@schenectadymuseum.org or 518-382-7890 X 253 no later than April 15, 2008
4. Exhibits should be mechanically and electrically sound and safe to visitors and not pose a fire or security threat 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.



Suits-Bueche Planetarium Specifications

60 seats, "chevron style", plus 5 portable seats.
30 foot perforated dome.

GOTO Chronos Space Simulator.

East Coast Control Systems automation system.

Pleiades incandescent cove lighting system.

Fostex VF160 Digital Multitracker.

Stereo sound system (4 speakers). Two portable remote Microphones.

Dell Computer (Windows 2000) hooked to LCD Projector. Internet Access.

6 Kodak E III Slide Projectors arranged in L-C-R Dissolve Pairs.

6 Kodak E III Slide Projectors arranged as Six Part Pan for "abutted" images.

6 Kodak E III Slide Projectors arranged as Six Part Pan for "overlapping" images.

1 Slew Projector (E III).

1 Zoom Projector (E III).

1 Wide Angle Projector (E III).

Several Special FX Projectors such as:

Nebula, Asteroid, Lunar Eclipse, Lunar Eclipse Path, Rot'n Galaxy, Black Hole, Ripple Wheel (Kodak AF-2), Walker Constellation Projectors.

SONY Multiscan VHPD50 HT Projector hooked to ECCS System.

SONY VPH1041Q Projector hooked to DVD Player (Non-ECCS controlled).

Panasonic PT-LC76U LCD Projector hooked up to Planetarium Computer.

Pioneer V7400 DVD Player. Hooked to ECCS System.

Sony 5-Disk CD Player.

Panasonic AG-5710 SVHS Video Cassette Recorder/Player. Hooked to ECCS System.

Magnavox DVD Player (Non-ECCS controlled).

Small Cove Area

No "All-Skies"