

VENDOR INFORMATION and REGISTRATION

*Middle Atlantic Planetarium Society
Annual Conference
May 19-22, 2010
Hosted by the Southworth Planetarium*

INFORMATION FOR VENDORS

- ★ This registration form should be completed and returned to the address at the bottom of this form. Please also contact Jerry LaSala, Director or Steve Innes, 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 Eastland Park Hotel, please note a ceiling height of 17 feet, 8 inches. If you require specific information about this area, please contact Anca Potvin at 207-347-6594.
- ★ **The deadline for registration is April 23, 2010.** Late fees will be assessed after that date. See Section C.

Contact information: Jerry LaSala, Director 207-780-4557, lasala@usm.maine.edu
Steve Innes 207-780-5754, sinnes@usm.maine.edu
University of Southern Maine
96 Falmouth Street
MAPS Conference
Physics/ 370 Science
Portland, Maine 04104

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 twice during our rotating schedule on Thursday, May 20.**
- 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 4/23/2010

***Middle Atlantic Planetarium Society
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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: _____

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: _____ Beef _____ Chicken _____ Vegetarian

Please list any special dietary needs: _____

Please list other representatives below.

Name: _____ @ \$200.00 \$ _____

Banquet Choice: _____ Beef _____ Chicken _____ Vegetarian

Please list any special dietary needs: _____

Name: _____ @ \$200.00 \$ _____

Banquet Choice: _____ Beef _____ Chicken _____ Vegetarian

Please list any special dietary needs: _____

Name: _____ @ \$200.00 \$ _____

Banquet Choice: _____ Beef _____ Chicken _____ Vegetarian

Please list any special dietary needs: _____

Name: _____ @ \$200.00 \$ _____

Banquet Choice: ____ Beef ____ Chicken ____ 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: ____ Beef ____ Chicken ____ 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 23, 2010)

TOTAL for Section C: \$ _____

SECTION D: Please reserve a space in the MAPS 2010 Conference Exhibit Hall.

The exhibit dates are:

Set-up:	7:00 a.m. – 5:30 p.m.	Wednesday, 19 May
Full-day exhibit:	9:00 a.m. – 5:00 p.m.	Thursday, 20 May
Part-Day exhibit	9:00 a.m. – 12:00 noon	Friday, 21 May
Disassemble:	12:00 noon – 4:30 p.m.	Friday, 21 May

Total Exhibit Hall cost is \$100 for two 6-foot tables. (This cost is waived with 1st/2nd/3rd 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	+ \$_____
TOTAL amount	\$_____
Enclosed.	

Please make checks payable to MAPS.

Mail Check and registration materials to:

University of Southern Maine
96 Falmouth Street
MAPS Conference
Physics/ 370 Science
Portland, Maine 04104

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. Vendors will be located in the hotel ballroom, with a ceiling height of 17 feet, 8 inches. The ballroom will be available to vendors at 7:00 AM, Wednesday, May 19th. You will need to be out of the ballroom by 4:30PM, Friday May 21st, so the hotel staff can set the room up for the banquet. 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. Vendors may contact Anca Potvin for any specific questions concerning hotel amenities. Her phone number is 207-347-6594. We are told there is loading dock on the same level as the ballroom that is available for vendors who have larger equipment.

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 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: 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

1st - \$2,500+ Includes vendor tables, recognition as major sponsor/banquet, one (1) conference registration (n/c)

2nd - \$1,500+ Includes vendor tables, recognition as sponsor/lunch event, one (1) conference registration (n/c)

3rd - \$1000+ Includes vendor tables, recognition as sponsor/breaks, one (1) conference registration (n/c)

4th - \$500+ Includes vendor tables, recognition as sponsor/breaks

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

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. Please contact me to arrange a door prize contribution. You can also indicate your interest on the vendor registration form, which will be made available with the conference registration mailing. More specific information on where/how to ship your equipment will also be provided at that time. We wanted to give you as much information as possible now in order to assist you in planning for your 2010 conference participation.

Southworth Planetarium Specifications

62 seats, unidirectional
32 foot dome

Zeiss ZKP2 star projector. [No lift]

Automation system: Sky-Skan SPICE automation system

Audio: two channel stereo with an 18 inch subwoofer. All audio is fed into an Altec Lansing 24 channel mixer. All show soundtracks are stored on a Tascam MX-2424. Audio on tracks 1 and 2, SMTE time code on track 8.

We have a combination of slide, two video projectors, DVD players, and two Windows computer running Power Point as video sources. We also have three data projectors in shuttered boxes driven by three Mac Mini computers. They all have network access, Apple iWork package and other popular software.

We also have a collection of special effects projectors.

** Power is 110VAC only **