

MAPS Vendor Policy

The Middle Atlantic Planetarium Society (MAPS) values the participation and support of vendors. As a valuable asset to the planetarium community, vendors are encouraged to share their expertise/knowledge at our annual conferences.

Vendors wishing to participate in the annual MAPS conference must be a paid member of the organization and complete vendor registration forms.

The MAPS Conference Host and Conference Planning Committee is available to answer your specific questions and to assist with planning procedures.

Opportunities for vendors include the following:

Vendor Exhibit Area

- The host will provide vendors with specifics for vendor exhibit area, including ceiling height, floor space, electrical/power availability, and specific setup/takedown times.
- Vendors are responsible for the setup/takedown of their exhibit.
- Vendors are to abide by hotel policies concerning use of tape, thumbtacks, staples, etc. for displaying materials
- Vendors must adhere to conference venue safety and liability standards.
- Vendors may be required to pay additional fees related to special power requirements, equipment rentals, additional tables, etc.
- Exhibit space consists of:
 - 10' x 10' floor space
 - one 8-foot table (or available equivalent)
 - two chairs
- Additional exhibit space may be available upon request for an additional cost.
- All exhibits should maintain a professional appearance.
- Exhibits should not interfere with, or cause disturbance to, visitors or to other vendors at nearby exhibits.
- The final authority for the vendor exhibit rests with the MAPS Conference Host.

Vendor Presentations

- Vendor presentations include paper sessions, demonstrations under the dome, workshops, and panel discussions.
- Any special requirements or requests need to be communicated to the Conference Host in advance.
- In some cases, facility capacity limitations (dome size/seating/power availability) may impact the number of opportunities for presentations. These issues will be addressed by the Conference Host on a first come, first served basis.
- MAPS and the Conference Host will ensure that there will be specific dedicated time allotted for exhibit hall and dome presentations.
- Vendor paper sessions/workshops will be blocked together; however, they may be concurrent with other paper sessions/workshops.

Sponsorships

- Vendors have the opportunity to sponsor various conference events based on their level of support.
- Four levels of support are offered to the vendors:
 1. 1st Magnitude - \$2,500+ Includes exhibit space, recognition as major sponsor (i.e. banquet), one (1) conference registration (n/c), full page ad in the Fall Equinox edition of The Constellation, logo on inside cover of conference program
 2. 2nd Magnitude - \$1,500+ Includes exhibit space, recognition as sponsor (i.e. opening reception), one (1) conference registration (n/c), half page ad in the Fall Equinox edition of The Constellation
 3. 3rd Magnitude - \$1000+ Includes exhibit space, recognition as sponsor (i.e. breakfast or lunch), one (1) conference registration (n/c), quarter page ad in the Fall Equinox edition of The Constellation
 4. 4th Magnitude- \$500+ Includes exhibit space, recognition as sponsor (i.e. breaks)

All levels of sponsorship include recognition in the conference program, listing in The Constellation, and MAPS Web site (logos can be provided by the vendor for the Web site and The Constellation).

Door Prizes

- Vendors are encouraged to provide door prizes of their choosing for the conference.
- The Conference Host will compile a list of door prize contributors.
- Door prize contributors will be recognized on the MAPS Web site and in the Fall Equinox edition of The Constellation.