



## Annual Fall Meeting October 4-8, 2010



Dear Prospective MAFS Exhibitor:

The Midwestern Association of Forensic Scientists (MAFS) is holding its 39th Annual Fall Meeting in Kansas City, Missouri. We would like to invite you and your company to participate in our conference as an exhibitor and/or sponsor.

The 2010 fall meeting, hosted by the Johnson County Crime Laboratory and the Kansas Bureau of Investigations will be held October 4-8, 2010 at the Kansas City Marriott Downtown. The hotel is located in downtown Kansas City in the Power and Light District. This area is near many popular attractions including Sprint Arena, Municipal auditorium, the Liberty/WWI Memorial, numerous restaurants and entertainment.

MAFS is a regional organization consisting of approximately 800 scientists representing local, state, and federal forensic science laboratories. The annual meeting brings together scientists from a wide variety of forensic disciplines to provide training and promote the sharing of new developments in the field of forensic science. Exhibitors will be provided with a list of all meeting registrants. We have designated an area for the display of your products and services and have organized our program to maximize interactions with conference attendees.

As an exhibitor and/or sponsor, you will have an ideal opportunity to interact with hundreds of forensic scientists from all over the Midwest. Companies are offered advertising opportunities through donating door prizes, providing items to be placed in registration packets, placing advertisements in the printed program and/or sponsoring food and beverage breaks. Enclosed you will find an Exhibitors Agreement and a Sponsorship Agreement. Spaces for exhibitors are limited and available on a first-come/first-served basis. Therefore, please complete and return the enclosed agreement forms today!

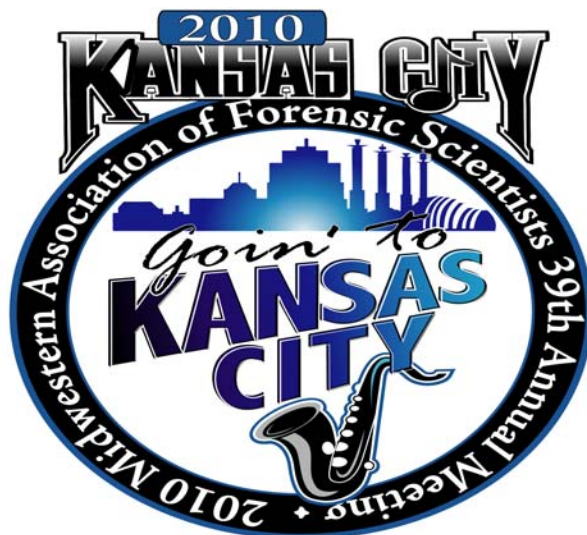
If you are unable to attend due to schedule conflicts, we would like to offer you the opportunity to become a General Sponsor without setting up a booth. This will allow your company to receive table space for the distribution of literature and to receive recognition in the printed program. If you have any questions, please feel free to call, write or email the 2010 exhibitor committee:

Jeremiah Morris - Exhibitor Coordinator  
Kristine Olsson - Exhibitor Coordinator  
Johnson County Crime Laboratory  
6000 Lamar Ave., Mission, Kansas 66202  
Phone: 913-826-3209 Fax: 913-826-3286

Email: [jeremiah.morris@jocogov.org](mailto:jeremiah.morris@jocogov.org) or [Kristine.olsson@jocogov.org](mailto:Kristine.olsson@jocogov.org)

We look forward to having you participate in the MAFS 39th Annual Fall Meeting in Kansas City.

# "SCIENTIFIC SIZZLE"



The 2010 Midwestern Association of Forensic Scientists 39<sup>th</sup> Annual Meeting is being held at the Kansas City Marriott Downtown in Kansas City, Missouri.

Dates: October 4-8, 2010

The Kansas City Marriott Downtown is located in the heart of downtown which offers dining, entertainment, historic sporting attractions at the Power & Light District and the Sprint Center area. The hotel provides internet access and is a smoke-free facility. On-site parking is available for an additional fee. Additional amenities include a new in-room fitness program, health club and lap pool on the top floor.

For more hotel information visit Kansas City Marriott Downtown website at [https://resweb.passkey.com/Resweb.do?mode=welcome\\_ei\\_new&eventID=2494292](https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=2494292)

Room rates for this conference:  
\$129.00 plus tax

The Kansas City International Airport (MCI) is serviced by multiple airlines including United, Delta, Northwest, Continental, Midwest, Great Lakes, Southwest, US Airlines, and Frontier. For additional information about the Kansas City Airport visit their website at [www.flykci.com](http://www.flykci.com)



## General Vendor Information

### The Exhibit Booth fee of \$850 includes:\*

- 8" x 10" pipe and draped booth
- one skirted table
- two chairs and wastepaper basket
- 2 registrations
- 2 luncheon tickets

**SPECIAL ELECTRICAL NEEDS ARE HANDLED THROUGH THE KANSAS CITY MARRIOTT** (please see the enclosed Display Booth Special Request Form)

### Vendor Schedule:

#### Wednesday October 6, 2010

##### 8:00 am – 4:00 pm

Tours/Workshops  
(Ticket required)

##### 8:00 am – 4:00 pm

Vendor set up

##### 4:00 pm – 6:00 pm

Vendor Area open - Wine & Cheese Reception in Vendor Area

#### Thursday October 7, 2010

##### 8:00 am – 12:00

Vendor area open

##### 12:00 – 1:00 pm

Lunch (provided)

##### 1:00 pm – 5:00 pm

Vendor area open

##### 6:00 pm – 10 pm

Scientific Sizzle Banquet  
(Tickets required)

#### Friday October 8, 2010

##### 8:00 am – 12:00

Vendor area open

##### 12:00 – 4:00 pm

Vendor tear down

Kansas City Marriott Downtown is a "smoke free" hotel with wireless internet available in guestrooms and public areas. Reservations can be made at

[www.marriott.com/hotels/travel.mcidt-kansas-city-marriott-downtown/](http://www.marriott.com/hotels/travel.mcidt-kansas-city-marriott-downtown/) MAFS group rate available.

\* Tours, workshops, and Scientific Sizzle Banquet tickets are not provided in registration packet. Tickets can be purchased separately.

# EXHIBITOR'S AGREEMENT

We wish to participate as an exhibitor at the 2010 Fall Meeting at the Midwestern Association of Forensic Scientists on October 4-8, 2010 at the Kansas City Marriott Downtown in Kansas City, Missouri.

We agree to pay an exhibitor's fee of \$850, which will include a 8' by 10' space with one skirted table, two chairs, one wastepaper basket, pipe and draping, one ID placard, two registrations and two luncheon tickets. Any and all other expenses shall be the responsibility of the exhibitor. The exhibitors are welcome to attend the sessions and hospitality hours.

Exhibitors may set up their booths on Wednesday morning, October 6, 2010. The exhibit area will be open to the conference attendees Wednesday evening, all day Thursday and Friday morning. A schedule of the exhibit hours will be included in the registration packet.

By signing, we agree to the below *Hold Harmless Clause* as required by the Hotel:

"The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the Hotel premises and will indemnify, defend, and hold harmless the Hotel, its owner, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims."

Please make Check payable to MAFS, Inc.

Name of Company \_\_\_\_\_

Contact Person Information:

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

Name \_\_\_\_\_

Address \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Telephone Number \_\_\_\_\_

Telephone Number \_\_\_\_\_

Email address \_\_\_\_\_

Email address \_\_\_\_\_

Date \_\_\_\_\_

Booth space is limited and will be assigned on a first-come, first-served basis and only if full payment is enclosed. Please be advised that \$100 is non-refundable and no refunds will be made after August 2, 2010 (fee will double after August 2, 2010).

Questions? Contact:

Jeremiah Morris, Exhibit Coordinator  
Kristine Olsson, Exhibit Coordinator  
Johnson County Crime Laboratory  
6000 Lamar Ave.  
Mission, Kansas 66202  
Phone: 913-826-3209  
Fax: 913-826-3286  
Email: [Jeremiah.Morris@jocogov.org](mailto:Jeremiah.Morris@jocogov.org) or [Kristine.Olsson@jocogov.org](mailto:Kristine.Olsson@jocogov.org)

## **SPONSORSHIP AGREEMENT**

We wish to participate as a sponsor of the 2010 Fall Meeting of the Midwestern Association of Forensic Scientists, which will be held October 4-8, 2010 at the Kansas City Marriott Downtown in Kansas City, Missouri. Please select from the following options (you may choose more than one):

- A. General Sponsor:** We agree to pay a General Sponsor's fee of \$250 for which we shall receive both table space for the display and distribution of our literature and recognition in the printed program.
- B. Advertising Sponsor:** We agree to pay an Advertising Sponsor's fee of \$250 for which we shall receive a full page advertisement in the printed program. Advertisements must be received by August 1, 2008 for inclusion in the program.
- C. Break Sponsor:** We agree to pay for **1, 2, 3, or 4** (circle one) break(s) at a fee of \$500 per break for which we shall receive both printed and verbal recognition.
- D. Door Prize Sponsor:** We agree to furnish a Door Prize(s) as described below which will be distributed by random drawings held during the breaks and luncheon, for which we shall receive both printed and verbal recognition.

Door Prize(s) to be donated: \_\_\_\_\_

- E. Registration Packet Sponsor:** We agree to donate items for the registration packet (pens, key chains, etc.) for which we shall receive printed recognition.

Item(s) to be donated: \_\_\_\_\_

**We have selected the following option(s):    A    B    C    D    E**  
**(Please circle all that apply)**

Name of Company \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Authorized Signature \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Email Address \_\_\_\_\_  
Date \_\_\_\_\_

Please make the check payable to **MAFS, Inc.**

Send payment and/or door prizes to:  
Jeremiah Morris or Kristine Olsson  
Johnson County Crime Laboratory  
6000 Lamar Ave.

Mission, Kansas 66202

Phone: 913-826-3209

Fax: 913-826-3286

## **BOOTH AMENITIES AND SHIPPING OPTIONS**

### **Booth Amenities**

The draperies for your vendor booth at the 2010 Midwest Association of Forensic Scientists Conference are provided by MAFS through Liberty Exposition Services, Inc. While the basic necessities for your booth are provided for you by MAFS as a part of your vendor packet, Liberty Exposition Services, Inc. is also able to offer additional booth furnishings for your booth space (such as furniture, carpeting, signs, etc.) if you would like to add these amenities.

To explore the options available to you through Liberty Exposition Services, Inc., and to download the service kit forms you need, you may log onto their website:

[www.libertyexpo.com](http://www.libertyexpo.com)

Service kit password: 1047751

### **Shipping Options**

If you would like to have your booth materials shipped to the hotel, there are two options available to you.

1. **Ship directly to Marriott Downtown – See attached document for details**  
Mike Fischer, Shipping and Receiving Manager  
Kansas City Marriott Downtown  
200 W. 12<sup>th</sup> Street  
Kansas City, Mo. 64105  
816-421-6800 ext. 4636
2. **Ship through Liberty Exposition Services, Inc. – See above web site for details**  
Liberty Exposition Services, Inc.  
3615 Gardner Ave.  
Kansas City, MO 64120  
Phone: 816-891-9500  
Fax: 816-891-9507

## STORAGE / HANDLING RATES FOR INCOMING PARCEL

The following are guidelines and rates for incoming parcel received by the Shipping & Receiving Department for the Kansas City Marriott Downtown.

Name of Guest and Meeting or Convention: \_\_\_\_\_

Items to be delivered: (Boxes, Crates, Booths, etc.) \_\_\_\_\_

Number of Items to be delivered: \_\_\_\_\_

Freight Company Used: (UPS, Fedex, Yellow Frt., etc.) \_\_\_\_\_

Date of Delivery: \_\_\_\_\_

Items to be addressed to Hotel as follows:

**Kansas City Marriott Downtown**

200 W. 12<sup>th</sup> Street

Kansas City, Mo. 64105

Attn: Aaron D. Cutchlow

Group Name

Guest Name

### Rate Information:

Crates - (1 ft. - 5 ft.), per crate	\$50.00
Crates - (6 ft. and up), per crate	\$75.00
Boxes	\$5.00 / Box (regardless of size or weight)
Booths	\$15.00 / Booth (regardless of size or weight)
Trunks	\$15.00 / Trunk (regardless of size or weight)
Hotel Truck Usage	\$75.00 - Flat rate, per load*
Skids	\$75.00 / Per skid
* - Items must fit on hotel truck	Total Charge: _____

### Receiving Note:

Deliveries must not be more than 3 days before the date of Meeting or Convention. An additional handling and storage fee of \$10.00 / day will apply if these conditions are not met.

### Please Read:

The Kansas City Marriott Downtown coordinates with Shipping and Receiving to accommodate our guests who utilize these facilities. The KC Marriott assumes no liabilities for items damaged or lost while in transient to the hotel. All discrepancies will be annotated on the shipping form upon being received at the hotel.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(Signature indicates acceptance of all above terms)*

*For any questions or inquiries, please contact Mike Fischer, Shipping & Receiving Manager,  
at (816) 421-6800, Ext. 4636*

SCAN DATE 2009/12/28 15:59

**Kansas City Marriott Downtown  
Display Booth Special Request Form**

**MAFS 2010 Conference  
October 4-8, 2010**

Company Name \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 \_\_\_\_\_ Fax \_\_\_\_\_  
 On Site-Contact \_\_\_\_\_

**Total Number Needed**

**Total Charges**

_____ 110 Volt Outlet	\$35.00/day each	_____
_____ 220 Volt Outlet (single phase)	\$100.00/day each	_____
_____ 220 Volt Outlet (three phase)	\$150.00/day each	_____
_____ Phone Line	\$35.00/day + calls	_____
_____ Extension Cord / Power Strip	\$7.75/ day	_____

20% Service Charge \_\_\_\_\_

**SUB TOTAL** \_\_\_\_\_

9.35% Tax \_\_\_\_\_

Amount to be pre-paid 2 weeks prior to event = **TOTAL** \_\_\_\_\_

Authorized by \_\_\_\_\_

Charge to Credit Card # \_\_\_\_\_ Expires \_\_\_\_\_

**If your package is less than 250 pounds and you wish to ship to the hotel, please label each:**

**Kansas City Marriott Downtown  
C/O Aaron Crutchlow  
200 West 12<sup>th</sup> Street  
Kansas City, MO 64105**

MAFS 2010 Conference  
Number of Packages: \_\_\_\_\_

**Please return this form 2 weeks prior to your convention with a check or credit card # to:**

**Kansas City Marriott Downtown  
C/O Aaron Crutchlow  
200 West 12th Street  
Kansas City, MO 64105  
Phone: 816-855-4464  
Fax: 816-471-5631**

SCAN DATE 2009/12/28 16:00