



aspenn[®]
asperger autism spectrum education network

January 20, 2017

Dear Vendor:

ASPEN, the asperger/Autism SPectrum Education Network, would like to extend to you the opportunity to be an Exhibitor at ASPEN's 40th Conference on Sunday, April 2, 2017, World Autism Awareness Day.

ASPEN's 40th Conference
Celebrating 20 Years of Service to the ASD Community

Keynote Presentation
Caren Zucker and John Donovan

The Story of Autism: What a Small Town in Mississippi Teaches Us All About Acceptance

Morning Plenary
Liane Holliday Willey, Ed.D.

What Worked and What Didn't: My Personal Employment Journey

Afternoon Keynote
Valerie Gaus, Ph.D.

Living Well on the Spectrum: Incorporating a Positive Problem-Solving Approach to Meeting Your Goals in Adulthood

Afternoon Breakout Sessions

- **Adulting, It's Not Easy: Strategies for College and Career Readiness**
- **Stress Management for Aspies and Their Families**
- **Communication, Dating and Relationships**
- **DDD: The Who, What, When, Where, Why and How of Obtaining Services**
- **Girl Talk with Liane Holliday Willey: Thoughts on Life with ASD**

The conference brochure is enclosed and can also be downloaded from our website, www.aspennj.org. All booths are exposed to an estimated traffic flow of 250-350 attendees.

One 6 ft. table will be provided for each exhibitor; a second table can be requested for an additional fee. All display material must be confined to the tabletop and the space behind the table. Overnight storage will need to be arranged with the hotel, so please contact them directly at 732-494-4964. Vendors must set up and dismantle their exhibits. **Check in for vendors is**

from 7:00 am to 7:45 am. All booths MUST be set up prior to the doors opening at 8am, please plan accordingly. If you arrive after 7:45AM you will not be able to check in and set up your space until 9AM.

Fees include breakfast, lunch, & afternoon dessert and conference registration for **one** person for the full day.

You can also exhibit by placing printed material on our information table for the cost of \$75.00 per stack. We must receive the material and payment by March 27, 2017.

Exhibitor Options and Fees

One Six Foot Table:

Vendor- \$485 / Non-Profit-\$385

Additional Exhibitor Fees- \$160 (Limited to ONE extra representative-other representatives must register at the non-member professional conference rate of \$225 or the member professional rate of \$185 if a current ASPEN member.)

One additional 6 ft. Table: \$250

Please sign and return the enclosed Agreement, along with payment to ASPEN, **postmarked no later than March 18, 2017**. Space is limited and will be filled as contracts are received. At our last spring conference, we sold out of vendor space and expect to do so again.

Payment must be sent along with contract to the address below.
Contracts received without payment will not hold a space.

ASPEN

Attention: Spring 2017 Conference Vendor

9 Aspen Circle

Edison, NJ 08820

If you have any questions please feel free to email me at joanna@aspennj.org.

Sincerely,

Joanna Bauman
ASPEN Administrative Assistant

Exhibit Terms:

A duly authorized agent of the exhibitor MUST SIGN the application for exhibit space. Such signature will reflect the full reading and comprehension of all terms specified below.

Space Rental:

The standard as furnished by ASPEN will consist of one 6' draped table and two chairs. Additional furniture, draping, accessories, signs, electrical outlets, A/V equipment, etc. are the sole responsibility of the exhibitor and must be discussed with an ASPEN representative before the conference date.

USE OF THE EXHIBIT FACILITIES:

Use of Space: No exhibitor shall sublet, assign, or share any part of the space allocated to him/her without the written consent of ASPEN. Solicitations or demonstrations by exhibitors must be confined within the boundaries of their respective booths. **Construction:** Exhibits shall be constructed and arranged so that they do not obstruct the general view, impede the walkways, or obstruct the exhibits of others. **Set Up/Break Down:** It is the responsibility of the exhibitor to see that all of his/her materials are delivered to and removed from the exhibit area by the specified deadlines. More specific instructions on shipping ahead of time (cost incurred by exhibitor) and setting up and breaking down can be discussed with an ASPEN representative. **Facilities:** The exhibitor or his/her agent shall not injure or deface the walls, columns or floors of the exhibit facilities, equipment or furniture in the space. If such damage occurs, the exhibitor shall be liable to the owner of the property so damaged.

CANCELLATION:

If ASPEN receives written notice of intent to cancel by March 6, 2017 all sums paid by the exhibitor will be refunded. Cancellation after March 6, 2017 obligates the exhibitor to pay in full.

LIABILITY:

Security: Exhibitors shall assume full responsibility for the protection of their property. It is recommended that exhibitors take precautionary measures of their own, such as the securing of small or easily portable articles of value and the removal of them to a place of safekeeping after exhibit hours. **Storage:** All goods are stored at your own risk. ASPEN shall not be liable for any injury, damage, loss, theft, or destruction. **Insurance:** Neither ASPEN, nor the conference facility (APA Hotel Woodbridge) maintains insurance coverage for the exhibitor's property; it is the responsibility of the exhibitor to obtain such insurance. **Restrictions:** ASPEN reserves the right to restrict exhibits, which because of noise, method of operation, materials or any other reason become objectionable, and also to prohibit or evict an exhibit that in the opinion of ASPEN may detract from the general character of the conference as a whole. In the event of such restriction or eviction, ASPEN is not liable for any refund or other exhibit expenses.

AGREEMENT: The undersigned agrees to the conditions, rules and regulations set forth in the ASPEN Exhibit Terms:

Name of official representative (Please Print) Non-Profit ____ Yes ____ No

Signature Date

Organization name for Signage

Type of service or product

Name of Primary representative at Conference
Will Attend Afternoon Workshop A ____ B ____ C ____ D ____ E ____ or
Will Not attend afternoon Workshop _____

Name of Second representative at Conference
Will Attend Afternoon Workshop A ____ B ____ C ____ D ____ E ____ or
Will Not attend afternoon Workshop _____

Street address

City State Zip
(____)

Phone Your individual e-mail address
Do you need electric? _____ Yes _____ No (No additional cost)

First 6-foot table. For Profit- \$485 / Non-Profit-\$385 (**Circle One**)

Additional table \$250

One Additional Exhibitor Fee \$160

Printed Material for Information Table \$75

Total amount enclosed.

Check in for vendors is from 7:00 am to 7:45 am. All booths MUST be set up prior to the doors opening at 8am, please plan accordingly. If you arrive after 7:45AM you will not be able to check in and set up your space until 9AM.

Please make a photocopy for your records and send the original copy of this agreement with payment to:

ASPEN
Spring 2017 Conference Exhibitor
9 Aspen Circle
Edison, NJ 08820