



**aspenn**<sup>®</sup>  
asperger autism spectrum education network

August 10, 2017

Dear Exhibitor:

ASPEN, the asperger/Autism SPectrum Education Network, would like to extend to you the opportunity to be an Exhibitor at ASPEN's 41st Conference on Sunday, October 29, 2017.

## **ASPEN's Annual Fall Conference Addressing Issues Across the Lifespan**

### **Keynote Presentations**

#### **Michelle Garcia Winner**

Founder, Social Thinking<sup>®</sup>

*-Executive Function for Organization in Tweens, Teens and Adults*

*-Adults on the Higher End of the Spectrum: How Can We Help?*

#### **Christine Ferraro**

Emmy-Award Winning Writer and Creator of Julia<sup>®</sup>

*-Sesame Street's Autism Initiative*

### **Afternoon Breakout Sessions**

- Bullying in the Schools: Diagnostic & Treatment Perspectives in the Legal Context
- Transition to Adulthood for Students with ASD
- Decluttering Your Life: A Blueprint for Tackling Clutter and Decreasing Stress
- College Success for Students with Autism Spectrum Disorder
- Special Needs Trusts: Who Needs Them and Why
- Finding Meaningful Employment
- Promoting Self-Esteem in Children and Adults with ASD
- On the Wrong Side of the Law: Misuse of the Internet and Electronic Media
- The Role of Assistive Technology for Students with Challenges in Executive Function
- The Journey to Community Housing with Supports

The conference brochure is enclosed and can also be downloaded from our website, [www.aspennj.org](http://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 after 9AM.**

Fees include breakfast, lunch 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 October 20, 2017.

### **Exhibitor Options and Fees**

One Six Foot Table with tablecloth (includes one representative):

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

Additional Representative Fees- \$160 (Limited to ONE extra representative. Additional 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 October 13, 2017**. Space is limited and will be filled as contracts are received. In the past, we have 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: Fall 2017 Conference Exhibitor

9 Aspen Circle

Edison, NJ 08820

If you have any questions please feel free to email or call us at [joanna@aspennj.org](mailto:joanna@aspennj.org) 732-321-0880.

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 October 2, 2017 all sums paid by the exhibitor will be refunded. Cancellation after October 2, 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

1) **Will** attend Afternoon Workshop A \_\_\_\_ B \_\_\_\_ C \_\_\_\_ D \_\_\_\_ E \_\_\_\_ and  
Afternoon Workshop F \_\_\_\_ G \_\_\_\_ H \_\_\_\_ I \_\_\_\_ J \_\_\_\_

2) Will **not** attend Afternoon Workshops \_\_\_\_\_

\_\_\_\_\_  
Name of Second Representative at Conference

1) **Will** attend Afternoon Workshop A \_\_\_\_ B \_\_\_\_ C \_\_\_\_ D \_\_\_\_ E \_\_\_\_ and  
Afternoon Workshop F \_\_\_\_ G \_\_\_\_ H \_\_\_\_ I \_\_\_\_ J \_\_\_\_

2) Will **not** attend Afternoon Workshops \_\_\_\_\_

\_\_\_\_\_  
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 after 9AM.**

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

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