



January 19, 2018

Dear Exhibitor:

ASPEN, the asperger/Autism SPectrum Education Network, would like to extend to you the opportunity to be an Exhibitor at our 42nd Conference on Sunday, April 15, 2018.

ASPEN's Annual Spring Conference
Getting a Head Start in the Real World

Keynote Presentation

Steve Silberman

Author of *The New York Times* Bestseller,
NeuroTribes: The Legacy of Autism and the Future of Neurodiversity
Award-Winning Editor and Writer, *Wired Magazine* "The Geek Syndrome"

Morning Plenary

Panel Discussion: Employment Success

Afternoon Workshop Topics

- Independent Living, Executive Functioning, and College Placement
- Employment Options and How to Pursue Them
- Transition to Adult Healthcare
- Sexuality and the Spectrum
- Life Planning: Securing the Future
- Transportation Options
- Preparing Adults with ASD for Workplace Success

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 exhibitors 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 April 6, 2018.

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 March 28, 2018**. 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
Spring 2018 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 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 March 15, 2018 all sums paid by the exhibitor will be refunded. Cancellation after March 15, 2018 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 Session I Workshop A ____ B ____ C ____ D ____

Will attend Afternoon Session II Workshop E ____ F ____ G ____ H ____

2) Will **not** attend Afternoon Workshops _____

Name of Second Representative at Conference

1) **Will** attend Afternoon Session I Workshop A ____ B ____ C ____ D ____

Will attend Afternoon Session II Workshop E ____ F ____ G ____ H ____

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 & send the original copy of this agreement with payment to:

ASPEN
Spring 2018 Conference Exhibitor
9 Aspen Circle
Edison, NJ 08820