January 24, 2020

Dear Exhibitor:

ASPEN, the asperger/autism SPectrum Education Network, would like to extend to you the opportunity to be an Exhibitor at our 46th Conference on Sunday, April 19, 2020 at the APA Hotel Woodbridge, 120 Wood Avenue South, Iselin, NJ 08830.

ASPEN’s Annual Spring Conference
Adulting on the Autism Spectrum

Keynote Presentation
Becca Lory Hector, CAS, BCCS
Autism Consultant, Advocate, Author and Speaker
Self-Defined Living for Individuals on the Autism Spectrum

Young Adult/Adult Panel Discussion
In Our Own Voices

Afternoon Keynote
Anthony Pacilio
Vice President and Global Head, Autism at Work, JPMorgan Chase
Autism/Neurodiversity @ Work: A Spectrum of Talent

Afternoon Workshops
Building Job Skills Needed for the Future & Tapping Into Your Passion
What About Driving?
Succeeding in College: Making the Right Choices—Before You Go & Once You Are There!
Sexuality and the Spectrum: Lessons on Sex, Dating, and Love, Autism Style
Your Financial Life Path: A Walk Down Two Roads
The conference postcard is enclosed and can also be downloaded from our website, www.aspennj.org. All exhibitors are exposed to an estimated traffic flow of 250-300 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, without obstructing the view of other exhibitors. Overnight storage will need to be arranged with the conference center, so please contact them directly at 732-494-6200. Vendors must set up and dismantle their own exhibits. **Check in for exhibitors is from 7:00 am to 7:45 am. All exhibits 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 5th.

**Exhibitor Options and Fees**

One Six Foot Table with tablecloth (includes one representative):
For Profit- $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 (does not include an additional representative)

Please sign and return the enclosed Agreement, along with payment to ASPEN, **postmarked no later than March 23rd.** 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 the completed and signed contract to the address below.

Contracts received without payment will not hold a space.

ASPEN
Spring 2020 Conference Exhibitor
9 Aspen Circle
Edison, NJ 08820

If you have any questions please feel free to email or call us at info@aspennj.org or 732-321-0880.

Sincerely,

Elisa Buono, 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 one chair. 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 tables. 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 19, 2020 all sums paid by the exhibitor will be refunded. Cancellation after March 19, 2020 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)__________________________

Signature                                                                              Date

Organization name for signage

Type of service or product

Name of Primary Representative at Conference

1) Will attend Afternoon Session Workshop A B C D E
2) Will not attend Afternoon Workshops

Name of Second Representative at Conference

1) Will attend Afternoon Session Workshop A B C D E
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 Representative fee $160

___________ Each additional Representative fee $225

___________ Printed material for Information Table $75

___________ Total amount enclosed

Check in for vendors is from 7:00 am to 7:45 am. All tables MUST be set up prior to the doors opening at 8am, please plan accordingly. If you arrive after 7:45 AM 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 signed copy of this agreement with payment to:
ASPEN Spring 2020 Conference Exhibitor
9 Aspen Circle, Edison, NJ 08820