



## New Jersey Association for the Education of Young Children

July 10, 2017

Dear Friend of Early Childhood Educators,

The 2017 NJAEYC Annual Leadership Day and Conference is scheduled for October 20-21, 2017 at the DoubleTree Hotel in Somerset, New Jersey. We are moving back to central New Jersey to be more accessible to all NJ early childhood educators.

Our conference attracts key people in the field of early childhood education. With the increased need for our services, we are experiencing enormous growth and are always shopping! Our participants are interested and responsible for purchasing developmentally appropriate materials and equipment for their child care centers and family child care programs. We urge you to bring items available for sale.

We want our relationship with our vendors to be one that is mutually beneficial and NJAEYC is interested in exploring ways we can better support each other.

Enclosed you will find the Exhibitor's contract. Please return the contract as soon as possible. Space is limited, so sign up early! Tables will be assigned on a first come, first served basis.

Sincerely,

Helen Muscato  
Conference Coordinator

**DON'T DELAY. SPACE IS LIMITED. REGISTER TODAY!**

For more information contact Helen Muscato at (732) 329-0033 or [mail@njaeyc.org](mailto:mail@njaeyc.org)

## **NJAEYC ANNUAL CONFERENCE TERMS AND CONDITIONS**

1. Space assignments will be made on a first-come, first-served basis.
2. Fees are non-refundable. No exhibitor will be permitted to set up unless NJAEYC has received payment in full.
3. Exhibitors must confine their activities to the table space. Exhibitor display will not be allowed to extend beyond assigned table space into the aisle.
4. Exhibit set-up will be Thursday, October 19, 2017 from 7:00 pm – 10:00 pm and Friday, October 20, 2017 from 5:00 am to 7:00 am. All tables must be set up by 7:00 am. Exhibits will be open on Friday from 7:30 am – 4:00 pm and Saturday 7:00 am – 1:30pm.
5. The Somerset DoubleTree will be the host hotel for our NJAEYC 2017 Annual Conference. Please make your lodging reservations by calling (732) 469-2600 no later than September 15<sup>th</sup>. Conference rates of \$129 will be offered based on availability.
6. It is mandatory that each exhibitor carry adequate liability and property insurance. Liability insurance should provide public liability coverage for bodily injury and property damage occurring from an accident in your exhibit booth. Property insurance should cover theft or damage of your property from the time materials leave their point-of-origin until they reach their post-show destination including the time on the show floor. Some exhibitors also insure against non-arrival of freight or exhibit material at the show site.
7. Exhibitors may also show support of the conference by sponsoring special events or giveaways or donating door prizes. If your company is interested, or if you have any questions, please give us a call at (732) 329-0033.

**NJAEYC CONFERENCE – OCTOBER 20-21, 2017**

**EXHIBITOR'S CONTRACT**

LOCATION: DoubleTree Hotel  
200 Atrium Drive  
Somerset, NJ 08872  
(732) 469-2600

FEES: One 6' table \$400  
Two 6' tables \$700  
Electrical connection \$50.00 per outlet  
Make check payable to NJAEYC

CONTACT: Helen Muscato/NJAEYC  
P.O. Box 1024  
Barnegat Light, NJ 08006  
Phone (732) 329-0033  
Fax (732) 230-2758  
e-mail: [mail@njaeyc.org](mailto:mail@njaeyc.org)

DEADLINE: August 8, 2017

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Please fill in completely, as this information will be used for the exclusive vendor listing in our packets.

**Name of Company:** \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

E-mail \_\_\_\_\_ Number of tables \_\_\_\_\_

Electricity Needed @ \$50.00/outlet: YES \_\_\_\_\_ NO \_\_\_\_\_

Total Amount Enclosed \_\_\_\_\_