



New Jersey Association for the Education of Young Children

June 2, 2018

Dear Friend of Early Childhood Educators,

The 2018 NJAEYC Annual Stateership Day and Conference is scheduled for October 19-20 at the DoubleTree Hotel in Somerset, New Jersey. We are staying in 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

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, 2018 from 7:00 pm – 10:00 pm and Friday, October 20, 2018 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. Please plan on staying till the end of lunch to afford all the attendees time to visit with you.
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 15th. Conference rates 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 19-20, 2018

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 or pay online at
www.njaeyc.org under 2018 Annual Conference.

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

DEADLINE: August 8, 2018

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 _____