



## New Jersey Association for the Education of Young Children

February 20, 2020

Dear Friend of Early Childhood Educators,

We are proud to announce that we are hosting our 2<sup>nd</sup> Annual Leadership Institute to be held on May 8<sup>th</sup> at the DoubleTree Hotel in Somerset, NJ.

Our institute attracts key people in the field of early childhood education. **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.**

Attached you will find the Exhibitor's contract. Please return the contract as soon as possible. Space is limited, so sign up early! You can also register and pay online at [www.njaeyc.org](http://www.njaeyc.org). Tables will be assigned on a first come, first served basis.

Sincerely,

Helen Muscato  
Executive Director

DON'T DELAY. SPACE IS LIMITED. REGISTER TODAY!
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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. The Somerset DoubleTree will be the host hotel for our NJAEYC 2020 Leadership Institute. Please make your lodging reservations by calling (732) 469-2600 no later April 8th. Conference rates will be offered based on availability.
5. 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.
6. 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 or email at [mail@njaeyc.org](mailto:mail@njaeyc.org) .

**NJAEYC LEADERSHIP INSTITUTE – May 8, 2020**

**EXHIBITOR'S CONTRACT**

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

FEES: One 6' table \$200  
Two 6' tables \$300  
Electrical connection \$50.00 per outlet  
Make check payable to NJAEYC or register and pay online at  
[www.njaeyc.org](http://www.njaeyc.org)

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: April 8, 2020

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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 \_\_\_\_\_