



Michelle Garcia
Winner, MA, CCC-SLP



Dena Gassner, LMSW

Re: 9th Annual “Back to School” Autism / Aspergers Conference August 23,24, 2014

Dear Friend,

We would like to invite you to participate as an **exhibitor / sponsor / advertiser** at the :
9th Annual “Back to School” Autism / Aspergers Conference. This is a two day event.

Our Keynote: Saturday Keynote - Michelle Garcia Winner, MA, CCC-SLP
Sunday Keynote - Dena Gassner, LMSW

We expect 300 to 700 in attendance, which includes parents, teachers, doctors and other professionals.

Our conference will be located at: Ramón C. Cortines School of Visual and Performing
450 N. Grand Ave Los Angeles, CA 90012

A major focus of the conference is to provide information to our participants from many exhibitors. The Conference will have designated break times for participants to visit the exhibit hall (two 1/2hr breaks in the am-pm / one 1 ½ hour lunch each day)

If you cannot attend, a donation to our raffle would be very much appreciated. We will also have Advertisement Placement in our conference syllabus, please contact us for more information.

Organized by Autism Conferences of America

In collaboration with : Autism Research Institute / ASU Autism/Asperger's Research Program / Autism Speaks LAUSD / Autism Society of California

If you have questions or would like more information, please contact us at:
(562)804-8790 (voice Live) (562)804-8790 (Fax) or email: Exhibitors@autism-conferences.com

Thank you in advance for your support and participation.

Sincerely,

Mr. Jerry Lundy
National Conference Organizer
National Exhibitor Coordinator
Autism Conferences of America



Organization Name: _____

Contact Name: _____ Daytime Phone: _____

Name(s) on Badge _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Fax: _____

Exhibitor Booth: Please Note: Booths are given out on a first-come, first served basis

The Cost of a Foray location is \$1000.00 for a tabletop display for the two day conference

The Cost of an Exhibit Hall location is \$800.00 for a tabletop display for the two day conference

Please Note: booth does not include the cost of entrance to the Sessions or CEU'S

\$1000.00 Foray location is a tabletop display for two days \$ _____

\$800.00 Exhibit Hall location is a tabletop display for two days \$ _____

\$400.00 for **OVERSIZE back drop (any back drop or display that will not fit on top of the table)**\$ _____

\$75.00 for each additional Name Badge (**Booth worker only**) #of Extra Badges _____ \$ _____

\$400.00 for each additional table # of additional tables _____ \$ _____

Freight Handling fee \$1000.00 IN & OUT \$500.00 IN ONLY \$500.00 OUT ONLY \$ _____

Arrangements for Freight Must be made 7 days prior to the conference

Electricity at booth is an additional fee of \$200.00 \$ _____

Arrangements for Electricity Must be made 7 days prior to the conference

Non-Profit Organization Booth Cost \$400.00 "501(c) 3" \$ _____

Booth includes one 3'x6'table ~ two chairs ~ two name Badges. Booth location is in the exhibit hall

Entrance to Sessions for Exhibitors:

\$100.00 Fri \$100.00 Sat \$190.00 2 Days / # of exhibitor entrances to Conference \$ _____

Note: This is a special price for Exhibitors only / Max # of entrances at this price is 4 persons

Name on badge _____

Advertisement: Artwork Deadline- August 15, 2014 (must be sent in a PDF no bleed marks or press marks)

The conference syllabus will be 8 1/2" X 11" (*company name must be listed as the file name*)

- Full Page Blk & Wht \$800.00 7 1/2" w X 10" h PDF \$ _____
- Half Page Blk & Wht \$400.00 7 1/2" w X 5" h PDF \$ _____
- Inside Front or Back cover Blk & Wht \$1000.00 7 1/2 w X 10" h PDF \$ _____
- Back Outside Cover Blk & Wht \$1,500.00 7 1/2 w X 10" h PDF \$ _____
- Back Outside Cover COLOR \$2,500.00 7 1/2 w X 10" h PDF \$ _____

Please Note: Should an exhibitor cancel the reservation of space for whatever reason, there shall be a 50% refund on or before June 15, 2014. Exhibitor cancellation must be made in writing and received before June 15, 2014. After June 15, 2014 NO REFUND WILL BE ISSUED. For 501(c) 3 discount - payment must be made by the non-profit & staffed by non-profit personnel

Method of Payment: PLEASE PRINT PAYMENT INFORMATION

Check # _____ **Made payable to: JWL EVENTS INC**

Send checks to: 12325 Imperial Hwy., Suite #279, Norwalk, CA 90650

Please charge to my Visa MasterCard AMEX **Total Amount to be charged \$** _____

Card number: _____ Exp. Date: _____ Security Code # _____

Print name as it appears on credit card: _____

Billing address for credit card: _____

Signature: _____

Please return completed form with payment to: **Jerry Lundy** via PDF/ exhibitors@autism-conferences.com or fax 562-804-8790 or mail to: 12325 Imperial Hwy., Suite # 279, Norwalk, CA 90650



Exhibit Hall Terms and Conditions

LAWS AND REGULATIONS. The exhibitor acknowledges that it is an independent contractor and assumes entire responsibility to protect, indemnify and defend Autism Conferences of America, its employees and agents harmless against all claims, losses and damages to persons or property caused by exhibitor's installation, removal, maintenance or use of exhibition premises or a part thereof.

Exhibitor agrees to abide by all laws, rules and regulations promulgated by any government unit pertaining to the operation of the event including complying with local fire and safety regulations. The specific requirements, including but not limited to set times for installations and dismantling of exhibits, must be followed.

It is understood that Autism Conferences of America and the conference location will have sole control of the exhibit hall and its regulations. Autism Conferences of America assumes no responsibility for the protection of the exhibitor, its officials, agents or employees, or the protection of the property used in connection with the exhibit from theft, damage, or destruction by fire, accident or any other cause.

RESERVATIONS.

Autism Conferences of America will assign all exhibit space on a first come, first serve basis, but will consider the preferences of individual exhibitors if possible. Reservations are not transferable. Autism Conferences of America reserves the right to modify original space assignment as necessary.

Autism Conferences of America reserves the right to refuse the application of any exhibitor based on lack of space, failure to submit applicable forms or deposits, a need to limit the number of similar products or services, incompatibility with the conference objectives, or any other reason at the complete discretion of the Exhibitor Coordinator.

PAYMENT.

Exhibit fees are to be paid in full at the time of application submittal. The exhibit fee allows only **one company per booth**. Multiple exhibits require a separate exhibit fee for each booth.

REFUND POLICY.

Should exhibitor cancel the reservation of space for whatever reason, there shall be a 50% refund on or before June 15, 2013. Exhibitor cancelation must be made in writing and received before June 15, 2013. After June 15, 2013, NO REFUND WILL BE ISSUED of fees previously paid. There will be no refunds for any occurrence, acts of nature, natural or manmade, beyond the control of the event management that forces the closure of the event or limits the size of the audience.

STAFFING.

Each exhibit booth may be staffed by two people. Fees for each booth entitle two people from each exhibiting company to participate in activities taking place in the **exhibit hall** only, including refreshments and social activities. There is a \$75 fee for each additional person staffing the booth.



FAILURE TO APPEAR: Should exhibiting company fail to appear for any reason by **7:00 A.M.**, Autism Conferences of America, without incurring liability, may re-rent or reassign the space as deemed appropriate.

INSURANCE.

The exhibitor understands that neither Autism Conferences of America nor the event location maintains insurance covering the exhibitor's property and it is the sole responsibility of the exhibitor to obtain such insurance. Exhibitors wishing to insure their goods must do so at their own expense.

PROMOTION.

Exhibitor shall vigorously promote this event through its customer base and other resources. All other pre-conference advertising and promotions are at the discretion of the exhibitor.

ETHICS.

Autism Conferences of America seeks to operate an ethical event that will inspire the confidence of all involved, attendees and exhibitors alike. ACOA reserves the right to approve all installations, displays and products, and further reserves the right to require removal from the event any items, displays or installations deemed in poor taste or unsuitable. The ACOA reserves the right to eject any person or persons deemed objectionable, from the event, without refund at their complete discretion.

NO ENDORSEMENT.

Autism Conferences of America does not approve, endorse, or recommend the use of any specific product or service. Exhibitor may not, therefore, imply either verbally, or in printed literature, that its products or services are approved, endorsed, or recommended by the ACOA by virtue of this Agreement to exhibit.

PERMITS/SALES TAX.

Exhibitor is responsible for obtaining any and all permits and licenses necessary to sell to the public.

BOOTH INCLUDES:

One 3'x6' table / 2 name badges (booth worker only) / 2 chairs. This is for a table top display only.

OVERSIZE BACK DROPS FEE: \$400.00

Due to the space limitations **OVERSIZE BACK DROPS** will be charged a fee of \$400.00

What is an oversize back drop: any display that is over 6' in length or 6' in height / anything that sits on the ground or takes up room on the floor. (Small stick up banners are ok 2'x 6')

BOOTH STAFF, EXTRA NAME BADGES: \$75.00

Your booth comes with 2 name badges / booth STAFF extra name badges are \$75.00 each

FREIGHT HANDLING FEE / SHIPMENT FEE: \$500.00 each DIRECTION

(This will include any shipment by UPS / FEDEX / ROADWAY / USPS or any ground or air packages. Any IN or OUT shipment arrangements must be made 7 days in advance. There is no storage at the location. Shipments will have restrictions for delivery date.



ELECTRICITY FEE: \$200.00

This is for two days. Arrangements must be made 7 days prior to the Conference

ENTRANCE TO SESSIONS FOR EXHIBITORS: Fri \$100.00 / \$100.00 SAT / \$190.00 both DAYS

Booth does not include the cost of entrance to the SESSIONS OR CEU'S. This price will not include CEU'S. You must go online and pay for professional rate to receive CEU'S.

FINE FOR LEAVING EXHIBIT HALL EARLY \$500.00

Exhibit hall hours are 7:30 AM to 3:30 PM EACH day. When your employees leave early it negatively affects other exhibitors. Therefore, there is a **\$500.00** "early breaking down" fee.

Keep in mind that it's in your interest to stay the whole time.

Hanging Signs or Banners: *there will be a \$500.00 fine for hanging signs / banners OR ANY OTHER ADVERTISEMENT with tape/pins or any kind of fasteners to walls/ air walls framed photos or the floor without the location or exhibitor manager's permission.*

If your company or agent cannot attend the full Exhibit hall hours and or days, Please DO NOT sign up to Exhibit.

This form must be completed and returned to **JERRY LUNDY** with full Payment. Booth will not be reserved until payment is made in full.

If paying by check, a copy of the check sent by fax or PDF to Jerry Lundy will hold your space.

Exhibitor or Company Name _____

Exhibitor or Company Agent Name: _____

Agent Signature: _____

By signing this you agree to all terms / conditions and polices of this contract.
Failure to comply to this contract is subject to fines and conditions listed above.

All payments and or checks are to be made to: **JWL EVENTS.**

Please return completed form with payment to: Jerry Lundy via PDF/ exhibitors@autism-conferences.com or fax 562-804-8790 or mail to: 12325 Imperial Hwy., Suite #279, Norwalk, CA 90650

If mailing a check please fax a copy of the check and the exhibitor form to hold you space.

Exhibitor Space is Limited for this Conference! Sign up early to get the best location.

Email questions to: exhibitors@Autism-Conferences.com

Artwork Deadline is August 15, 2014

The Exhibit location has FEES for ELECTRICTY.

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