

Jenni Newbury, Convention Coordinator
3406 Frist Campus Center
Princeton, NJ 08544
Phone: 908-581-4957
Email: jnewbury@princeton.edu

Name of Exhibitor _____

Organization Contact, Pre-Convention _____

Names Of Those Staffing Exhibit Table (For Name Tags) _____

Address _____

City _____ **State** _____ **Zip** _____

Daytime Phone _____ **Evening Phone** _____

Email _____

I. Application Fees (Please check one):

- All Organizations Registered By October 17.....\$50
 - All Organizations Registered Between October 17 and October 24.....\$100
- (Check if applicable)
- Additional \$25 charge for the sale of any items at Exhibits..... \$25

Total Amount Due _____

II. Exhibit Hours

Set-Up and Check-In	8-10 am
Exhibit Hours	10 am – 8 pm
Take Down	8 pm – 9 pm

III. Exhibit Application Process

- A. Complete “Exhibit Application” form and “Exhibitor Description” form
- B. Enclose payment in full
- C. Email or mail to Convention Coordinator
- D. If you exhibit is accepted, you will receive a confirmation form
- E. If your exhibit is not accepted, you will be notified & your payment returned
- F. **Limited space is available on a first-come, first-served basis** subject to acceptance and confirmation by the convention coordinator

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IV. Terms and Conditions

- A. One table per Exhibitor.
- B. Exhibitors are responsible for their own set-up and take-down within the hours indicated.
- C. It is recommended that all tables be staffed during exhibit hours. If requested, we will try to group exhibit locations so that coverage may be coordinated.
- D. The convention coordinator reserves the right to deny space to any Exhibitor before and/or during the convention.
- E. Any and all state and/or local requirements (e.g. sales tax, business licenses, etc.) are the sole responsibility of the Exhibitor.
- F. Upon receipt of completed forms and fees, you will be notified of the status of your application.
- G. Any Exhibitor planning to attend the Convention program must register for the event
- H. Cancellation Policy
 - a. A cancellation charge of 25% of the appropriate fee category will be imposed on any Exhibitor who cancels before October 17.
 - b. After October 17, no refunds will be issued.

V. Method of Payment

Check payable to **Princeton University Class of 2010** in the Amount of \$ _____

VI. I have read and agree to the conditions stated above. I/We hereby release the National Down Syndrome Congress, its officers, directors, employees, agents, members and their successors, and assigns from any and all claims due to injury, or loss or damage to property that might occur while I/we exhibit materials at the Turning the World Upside-DOWN Conference, Saturday, November 17.

Signature _____

Print Name of Exhibitor _____

VII. Return no later than **October 17, 2007** with payment in-full to:
Jenni Newbury, Convention Coordinator
3406 Frist Campus Center
Princeton, NJ 08544
Phone: 908-581-4957
Email: jnewbury@princeton.edu

Exhibit Application Form
Turning the World Upside-DOWN
Princeton University

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Princeton, NJ 08544
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Email: jnewbury@princeton.edu

Please type all information. This information will be printed in the 2007 Compendium given to all attendees upon arrival to the conference on Saturday, November 17.

I. Name and complete contact information for Organization/Agency/Company/Person exhibiting information or wares.

II. Description of Organization/Agency/Company/Person and nature of exhibit. Please limit to 75 words or less.

Completed by:

Name _____

Signature _____

Date _____

Sample Exhibitor Copy:

Camp PALS
12 Dow Drive
Hillsborough, NJ 08844
(800) 884-0635 phone
www.CampPALS.com

Camp PALS is a one sleep-away camp for young adults with Down Syndrome held at Cabrini College in Radnor, PA. Camp PALS aims to offer young adults with Down syndrome the best week of their summer while providing a variety of experiences, new opportunities, and a chance to become more independent. We strive to create an impassioned community— campers, counselors, parents, and friends who encourage each other and grow together.