



Dear Exhibitors,

The Association for Young Children Europe cordially invites you to exhibit at our Spring 2017 “Healthy Connections: Ready, Set, Grow” Conference, 24-25 March 2017. The conference will be held at the Armstrong’s Club on Vogelweh Housing Base Kaiserslautern, Germany.

If you need more information, please contact us in one of the following ways: (remember Germany is 6 hours ahead of the east coast).

Clorissa Rickman – (011) (49) 152 53 418996

Or you can address questions via email to ayceurope@yahoo.com

The AYCE Board of Directors will host a reception for members of the Board and exhibitors on Friday afternoon. Exhibit hours will be Saturday from 8-5. Set up will be Friday following a luncheon, from 3:00 pm on.

We would like to offer you the opportunity to co-sponsor with the AYCE Board. Sponsorships levels are set as follows: Gold - \$800, Silver - \$500, Bronze - \$275. In-kind services will be considered. Sponsorship will include extensive publicity and recognition during the conference and the following:

Gold - \$800 2 tables in highest traffic area with sign designating sponsorship
Name/Logo featured in conference program & AYCE Website
Mailing addresses/Information of attendees/members
Company Advertising in AYCE Quarterly Newsletter

Silver - \$500 - 2 tables for designating sponsorship Name/Logo featured in conference
program & AYCE Website Company Advertising in AYCE Quarterly
Newsletter

Bronze - \$275 1 table for designating sponsorship featured in conference program

We look forward to seeing you in Vogelweh!

APPLICATION AND CONTRACT FOR EXHIBIT SPACE
2017 AYCE SPRING CONFERENCE
Armstrong's Club Vogelweh Kaiserslautern, Germany
24-25 March 2017

We are hereby applying for exhibit space at the forthcoming Spring conference of the Association for Young Children Europe, 24-25 March 2017, at the Armstrong's Club Vogelweh Kaiserslautern, Germany.

_____	Gold	\$800
_____	Silver	\$500
_____	Bronze	\$275

Company/Firm Name _____

Mailing Address _____

Names of Representatives _____

E-mail Address _____

- We intend to ship _____ boxes to the AYCE Conference. All boxes will be numbered prior to shipping.

Address boxes: **AYCE, Rhine Ordnance Barracks, APO AE 09054**. Clearly mark the boxes **HOLD FOR THE AYCE CONFERENCE 24-25 March 2017**. Please be sure to include the attention line with AYCE Spring Conference name in the address.

- We have read and fully understand all of the details as set forth and agree to abide by all exhibit rules and regulations which are part of this contract.
- Sign and return this **contract via email to: ayceurope@yahoo.com**.
- Be sure to retain a copy for your records.
- Please make check payable to: **AYCE**

**Mail Checks to: Keisha Mock Yen
Rhine Ordnance
Barracks
APO AE 09067**

Authorized Signature

Signature (print or type)

CONTRACT INFORMATION

Refund policy: No refunds will be made for cancellations received after March 01, 2017. No refunds will be made if space is not used nor will any refund be made on space used for a part or portion of the exhibit period.

Conducting Exhibits: The exhibit hall area will be open and ready for setup at **3:00 p.m. Friday, 24 March 2017**. The schedule for Sat. will be 0800 - 1700. Any materials left in the exhibit area will become property of AYCE. If you have shipped supplies to address listed above, AYCE will have them at the Armstrong's Club for when you arrive. **Exhibits must be staffed at all times the exhibit hall is open.** Our exhibitor committee will be happy to assist with any breaks. Exhibitor's who play recorded or live music in the exhibit hall must furnish waivers for the composers and performers stating that neither BMI nor ASCAP will collect fees from AYCE.

Liability and Insurance: Exhibitors agree to protect and hold harmless the Association for Young Children Europe, the Vogelweh Housing Armstrong's Club and its managers, employees, and agents from any and all claims for damages, suits, etc, by any and all persons or others which may result on account of injury, loss or damage sustained upon the space occupied by the exhibitor, or on account of machinery and property under the control of an exhibitor, his representatives or employees. Neither AYCE nor the Armstrong's Club will be responsible for any loss, injury or damage, including that by fire or theft, which may occur to an exhibitor or to his agents or employees or to his or their property or wares arising from any course whatsoever, prior, during, or subsequent to the period of the exhibition. Each exhibitor, by signing the application and contract to exhibit, understands that he/she releases AYCE, its agents and the Armstrong's Club from and agrees to indemnify each against any and all claims from any such loss, injury or damage.

Security and Insurance: AYCE cannot guarantee against loss or damage of any kind but will endeavor to protect exhibitors by providing a secure place to store materials that are sent to the APO addresses and securing the exhibit halls during closure hours. Exhibitors wishing to insure their exhibit materials, goods, and/or wares on exhibit against theft, damage by fire, accident or loss of any kind must do so at their own expense.

Interpretation and Violation: Any points not covered above or elsewhere are subject to settlement by the AYCE management team.

Shipping: Items may be shipped to the following address, will be secured upon receipt and available at the conference site. (Please arrange to ship well in advance of conference to insure delivery prior to conference.)

ADDRESS TO MAIL MATERIALS:

AYCE
ATTN: Keisha Mock Yen
Rhine Ordnance Barracks
APO AE 09054

Items Appropriate for Exhibit: AYCE reserves the right to refuse to display inappropriate materials.

Promotional Items: Vendors are encouraged to provide giveaways/promotional items that can be placed in each of the attendees bags for additional marketing and promotional opportunities for their company. Items for giveaway should be marked as such and mailed to the address listed above by 15 November 2016 to ensure they arrive in time and are accounted for. Average conference attendee totals can be obtained by emailing ayceurope@yahoo.com in order to ensure sufficient supply of giveaways/promotional items are shipped for conference attendees.