

# AED Application & Contract for CONDEX Exhibit Space



**Return completed contract with payment to:**

Associated Equipment Distributors  
 Attn: Sandy Brassel  
 650 E. Algonquin Rd, Suite 305  
 Schaumburg, IL 60173  
 Email: sbrassel@aednet.org

**CONDEX 2018 – Las Vegas, NV**  
**AED's Summit Convention & Expo**  
**Exhibit Dates: Jan 17<sup>th</sup> and 18<sup>th</sup> 2018**  
**Mirage Las Vegas**  
**Mirage Events Center**

**Please do not write in this box (for office use only)**

Date Rec'd: \_\_\_\_\_

ID#: \_\_\_\_\_ Space #: \_\_\_\_\_

Cost \$: \_\_\_\_\_

Deposit Rec'd \$: \_\_\_\_\_

Balance Due \$: \_\_\_\_\_

Check #: \_\_\_\_\_

## Company Information

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ ST/PR: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Website: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Title: \_\_\_\_\_

E-mail: \_\_\_\_\_

## Mailing Contact (if different from above, to receive all booth correspondence)

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ ST/PR: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

## Booth Requirements (minimum booth size 10' x 10' = 100 sq. ft.) Metric Conversion Factor 1 sq. ft. = 0.09 sq. meters; 100 sq. ft. = 9.29 sq. meters

Dimensions: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ Total square feet

**HALL IS CARPETED**

Booth Location Preference: 1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_ NOTE: AED does not guarantee assignment of choices

Product Category Listing (25 words or less – may be edited for the convention registration booklet and your exhibitor listing on the AED website)

## Payment Information

Application & Contract must be accompanied with a 50% deposit (non-refundable after October 11<sup>th</sup>, 2017). Remaining balances will be due on October 11<sup>th</sup>, 2017. Applications & Contracts received after October 11<sup>th</sup>, 2017 must be accompanied by the full amount of booth space rental. *Default in payment may result in reassignment of space or cancellation.*

**Cancellation/Refund Policy: All cancellations and downsizes of exhibit space must be made in writing.**

On or before August 9 <sup>th</sup> , 2017:	100% refund of total booth cost
August 9 <sup>th</sup> to October 11 <sup>th</sup> , 2017:	50% refund of total booth cost
<b>After October 11<sup>th</sup> 2017:</b>	<b>No refund</b>

**NOTE: In addition to booth space rental, all exhibitor personnel MUST register for the convention separately (at the reduced rate of \$300). Registration & Housing information will be sent out in September.**

## Method of Payment (US funds only)

Member Rate: \$2,100 for the first 10'x10' Standard Booth; \$1,850 for any additional 10'x10' booths.  
 Member Rate: \$2,350 for the first 10'x10' Premium Booth; \$1,850 for any additional 10'x10' booths. (all corner booths)  
 Non-member Rate: \$2,900 for the first 10'x10' Standard Booth; \$2,350 for any additional 10'x10' booths.  
 Non-member Rate: \$3,150 for the first 10'x10' Premium Booth; \$2,350 for any additional 10'x10' booths. (all corner booths)  
**\* NOTE: AED manufacturer members displaying equipment requiring a booth larger than 20x20 should contact Jon Cruthers at [jcruthers@aednet.org](mailto:jcruthers@aednet.org) or 630-468-5127 for special booth pricing information**

Check enclosed, payable to Associated Equipment Distributors

Account #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Charge Amount: \_\_\_\_\_

Print Name of Cardholder: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

Charge the remaining balance to this credit card on October 11<sup>th</sup>, 2017
 Authorized Initials: \_\_\_\_\_

Bill my member AED account (available to good standing AED members only)

## Exhibitor Acceptance

Signing this document constitutes a binding legal agreement. Exhibitor agrees that upon acceptance of this contract by Associated Equipment Distributors, with or without appropriate payment, this contract shall become a legally binding contract. By signing this agreement, Exhibitor agrees to abide by all terms and conditions of this contract, including the rules and regulations, and in the exhibitor service manual, as well as any trade show policies in effect provided to the Exhibitor in writing.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

# Associated Equipment Distributors

## Exhibit Space Lease Terms & Conditions

This is a lease between the Associated Equipment Distributors as the first party, hereinafter called the Lessor, and the exhibitor named on the reverse side of this form as the second party, hereinafter called the Lessee, for exhibit space at AED's 2018 Summit Convention & CONDEX to be held at the *Mirage Las Vegas, Las Vegas, NV January 16<sup>th</sup> -19<sup>th</sup>, 2018*.

### Contract Acceptance

That the said Lessor, in consideration of the mutual covenants herein set forth, and the faithful performance thereof by the Lessee, hereby grants the Lessee the right to use the exhibit space assigned, as indicated on the reverse side of this form, equipped by the Lessor as specified in the Exhibitor Manual Rules and Regulations. This contract shall become binding and effective only when it has been signed on the reverse side of this form by Exhibitor, and accepted as valid by a duly authorized representative of AED. Evidence of contract acceptance will be a formal confirmation of assigned booth space and the related financial specifics. The final exhibit space specifics may be different from the exhibitor's original request.

### Contractor Services

Official contractors have been designated by AED to perform services for the Lessee. Non-exclusive services may be performed by exhibitor-appointed contractors governed by the Exhibitor Manual Rules and Regulations.

### Certificate of Insurance

Exhibitor shall, at its own expenses, secure and maintain at all times during the event, including move-in and move-out days, the following:

- Comprehensive General Liability insurance with limits not less than \$1,000,000 each occurrence, \$2,000,000 aggregate.
- Automobile Liability insurance with limits not less than \$500,000 each occurrence.
- Workers compensation and employer's liability insurance complying with the laws of the state in which the Event is being held.

The Exhibitor's Comprehensive General Liability and Automobile Liability insurance policies shall name as additional insured's (1) Associated Equipment Distributors, and (2) the Event facility. Certificates of Insurance or policies shall provide that they may not be cancelled without 30 days advance written notice to AED.

### Indemnification

Exhibitor shall on a current basis indemnify, defend, and hold Associated Equipment Distributors, its employees, and the Exhibit Facility harmless from any and all claims, demands, suits, liabilities, damages, losses, costs, and expenses of any kind arising from any action, misconduct, negligence or omission attributable to the Lessee, its agents or employees.

### Assignment of Exhibit Space

Associated Equipment Distributors will make assignments of space on a first-come, first-serve basis and reserves the right to change the floor plan or to move an Exhibitor to another booth location prior to or during the Event if it is for the best interest of the exposition as a whole, as described in the Exhibitor Manual Rules and Regulations.

### Cancellation by Exhibitor

If Exhibitor desires to cancel this agreement, Exhibitor may only do so by giving notice thereof in writing sent to Associated Equipment Distributors. In such case, Exhibitor will continue to be liable for 50% of the total exhibit fee, if cancellation is received after August 9<sup>th</sup> 2017. Exhibitor is 100% liable for total exhibit fees if cancellation is received after October 11<sup>th</sup>, 2017. These dates are related to the Event date and not to the date of this agreement, thus dates shall apply regardless of the date on which this agreement is executed. Failure to make payment for exhibit space shall render this lease subject to cancellation and or reassignment of the exhibit space by the Lessor at its option. The date of cancellation shall be the date Associated Equipment Distributors receives the cancellation notice. Associated Equipment Distributors reserves the right to treat an Exhibitor's downsizing of booth space as cancellation of the original space and purchase of new booth space. An Exhibitor may be required to move to a new location if it requests a downsizing of space.

### Cancellation by Associated Equipment Distributors

In case said premises shall be destroyed by fire or by the elements, or by any other cause, or in case any other circumstances shall prevent the Lessor from furnishing the said premises for occupancy by said Lessee for uses herein specified, then and thereupon this lease shall terminate the Lessee shall, and does, hereby waive claim for damages or compensation, except the return of such pro rata portion of the amount paid for space rental as may be determined to be equitable by Associated Equipment Distributors.

### Exhibit Space Occupancy

Hours and dates for installing, occupying and dismantling exhibits shall be those specified by Associated Equipment Distributors. If Exhibitor fails to install its display in its assigned space by 5:00 pm on January 16<sup>th</sup>, 2018, or leaves its space unattended during the Exhibit hours, Associated Equipment Distributors shall have the right to take possession of the space and no refund will be due to Exhibitor. **Exhibitor may not dismantle the display until the Event is officially closed by Associated Equipment Distributors.** Penalty for teardown of booth before official closing time on the last day of the show will mean loss of priority in space selections for the next trade show or may be subject to a refundable deposit to act as a bond.

### Exhibitor Manual

Associated Equipment Distributors will provide an Exhibitor Manual to the designated representative of the exhibitor listed on the contract. The Exhibitor Manual will include information integral to participation at the Event, including but not limited to: additional exhibitor rules and regulations, official contractor order forms, shipping and drayage, utilities and building services, and move-in, move-out schedules.

### Violation of Rules and Regulations

Violation of these rules and regulations, as well as those published in the Exhibitor Manual, will give AED the right to terminate the Exhibitor's contract prohibiting the Exhibitor from exhibiting at the current year's Exhibition and will forfeit all booth payments.

**Please Note: All convention attendees, including exhibitor personnel MUST register for the convention. (Exhibitors discounted registration rate is \$300).**

**For members participating in both Hospitality Headquarters and CONDEX, the higher fee of either the Hospitality Headquarters AED participation fee or CONDEX booth space rental will apply. You will not be required to pay both fees.**