

AED Application & Contract for Hospitality Suite



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

AED Summit 2018 – Las Vegas, NV
AED's Summit Convention & Expo
Jan 16th to 19th 2018
Mirage Las Vegas

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 suite correspondence)

Contact Name: _____

Address: _____

City: _____ ST/PR: _____ Zip/Postal Code: _____ Country: _____

Phone #: _____ Fax #: _____ Email: _____

Selection	Suite Type	AED Participation Fee (paid to AED)	Location	In Suite Meeting Space	Room Rate / Night (paid to hotel)	Bedroom Type
<input type="checkbox"/>	1 Bedroom Tower Suite	\$5,300	26 th to 28 th floors	Sitting area and table for 4	\$249	King
<input type="checkbox"/>	1 Bedroom Penthouse Suite	\$5,700	Top 2 floors of hotel	Sitting area and table for 4	\$249	King
<input type="checkbox"/>	2 Bedroom Tower Suite	\$6,000	26 th to 28 th floors	Sitting area and table for 4	\$349	King / King
<input type="checkbox"/>	2 Bedroom Penthouse Suite	\$6,750	Top 2 floors of hotel	Sitting area and table for 4	\$349	King / King
<input type="checkbox"/>	2 Bedroom Hospitality Suite	\$9,000	Multiple floor locations	Sitting area and table for 6	\$399	King / Double Queen

Payment Information

Suites are assigned on a first-come, first-served basis. A deposit of 50% of the applicable **AED Participation Fee** must accompany this form. Assignments will not be made without this deposit. All remaining balances are due October 11th, 2017. Applications & Contracts received after October 11th, 2017 must be accompanied by the full amount of suite space AED Participation Fee. Defaults in payment may result in reassignment of space or cancellation.

All reservations must be guaranteed by one night's room and tax, which will be charged at the time the reservation, is made. Room cancellation policy is 3 days; (72 hours). Removal of furniture will result in an additional charge of \$200 plus the cost of a second room for storing the furniture at \$109 per night in addition to the room rate. If you choose to remove furniture, you will need to book the suite one day in advance and the last day to put the furniture back. **Only the beds may be removed from the suites.**

ARRIVAL*	DEPARTURE*
January _____ 2018	January _____ 2018
* NOTE: Hotel check-in time is 3pm- Check out time is 11am	

Cancellation/Refund Policy:
All cancellations and downsizes of suite space must be made in writing
 On or before August 9th, 2017: 100% refund of total AED Participation Fee
 August 9th to October 11th, 2017: 50% refund of total AED Participation Fee
After October 11th 2017: No refund

Method of Payment (US funds only)

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 11th, 2017
 Authorized Initials: _____

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

Participant Acceptance

Signing this document constitutes a binding legal agreement. Suite participant 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, Suite participant agrees to abide by all terms and conditions of this contract, including the rules and regulations, as well as any convention show policies in effect provided to the Participant in writing.

Authorized Signature: _____ Date: _____

Print Name: _____ Title: _____

Associated Equipment Distributors Participation Agreement Terms & Conditions

This is an agreement between the Associated Equipment Distributors as the first party, hereinafter called AED, and the Party named on the reverse side of this form as the second party, hereinafter called the Participant, for participation in the hospitality suites related to AED's 99th Summit to be held at the **Mirage Las Vegas, Las Vegas, NV, January 16th to 19th, 2018.**

WITNESSETH:

That AED in consideration of the mutual covenants herein, set forth and the faithful performance thereof, by the Participant, hereby grants the Participant the right to use the hospitality headquarters assigned as indicated on the reverse side of this form, during the dates of occupancy mutually agreed to by both parties.

For the purposes of this agreement, the term "Headquarters" shall refer to suites or other spaces used for hospitality suite purposes.

This agreement is made and entered into upon the following terms and conditions, which are mutually agreed by both parties:

FIRST: That the Hotel's Rules and Regulations shall be and are hereby made a part of this agreement.

SECOND: AED shall not be liable for loss or damage to property of the Participants, his agents or employees by theft, fire, accident or other cause. In particular, AED shall not be responsible for any damage to or loss of goods or property including any property remaining in the hospitality headquarters after the Participant vacates the headquarters. Participant shall indemnify and hold harmless AED, its agents and employees from any and all actions, damages, liability and expenses of any kind arising from any action, misconduct, negligence or omission attributable to the Participants, its agents or employees.

THIRD: The Participant hereby covenants and agrees to pay for the right to use said premises the total participation fee stated on the reverse side of this form as invoiced by the AED. A deposit of 50% of the full AED participation fee remitted is due with this agreement. The balance of the participation fee shall be due on October 13, 2016. Failure to make such payment shall render this agreement subject to cancellation and AED may reassign the space at its option.

No refunds will be made on cancellations received after October 11th, 2017.

FOURTH: 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 AED from furnishing the said premises for occupancy by said Participant for uses herein specified, then and thereupon this agreement shall terminate the Participants shall, and does, hereby waive claim for damages or compensation, except the return of such pro rata portion of the amount paid for participation fees as may be deemed equitable by AED.

FIFTH: Associated Equipment Distributors will make assignments of space guided, insofar, as practicable by expressed requirements and preferences of Participants, but reserves the right to change headquarters assignments and to assign or reassign Participants according to the best interests of the Annual Meeting as a whole.

SIXTH: Participant hereby represents that Participant has insurance in effect covering loss or damage to hospitality headquarters, materials and property for whatever cause and for injury to persons or property occurring during the Annual Meeting and within the hospitality headquarters, and will keep such insurance in force until the conclusion of the use of the hospitality headquarters and the removal of Participant's property from the hospitality headquarters.

IN WITNESS WHEREOF, the parties have signed these presents on the reverse side of this form. This agreement shall bind the parties hereto, their successors, heirs, executors and administrators.

Please Note: All convention attendees, including suite 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.