

AED Application & Contract for CONDEX Exhibit Space



CONDEX 2019 – Orlando, FL

AED's Summit Convention & Expo
Exhibit Dates: Feb 5th and 6th 2019
Orlando World Center Marriott
Cypress Ballroom

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

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 (NOTE: Primary contact will receive all suiteh related communications)

Company Name: _____
 Address: _____
 City: _____ ST/PR: _____ Zip/Postal Code: _____ Country: _____
 Phone #: _____ Fax #: _____ Website: _____
 Primary Contact: _____ Contact Title: _____ Contact E-mail: _____

Booth Selection (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

CONDEX Booth Rates	Standard Booth (first 10' x 10' space)	Premium Corner Booth (first 10' x 10' space)	Each additional 10' x 10' space
Member Rate:	\$2,100	\$2,350	\$1,850
Non-Member Rate:	\$2,900	\$3,150	\$2,350

Booth includes: Signage, back and side walls (non-island booths only), registered attendee list
Booth does not include: tables, chairs, electric, registration and other booth services

Dimensions: _____ x _____ = _____ Total square feet

HALL IS CARPETED

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

CONDEX Programs and Services

I am a member exhibiting for the 1 st time in CONDEX and I am interested in participating in the 1 st Time Exhibiting Member Program	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
I am interested in participating in the CONDEX Dealer's Preview issue of CED in December 2018	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
I am interested in Lead Management Services from AED at Summit	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
I am interested in participating in the New Product or Service Showcase at Summit with a product or service introduced in 2018 or 2019	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Payment Information

Booths are assigned on a first come, first serve basis. Application & Contract must be accompanied with a 50% deposit (non-refundable after August 9th, 2018) of the applicable booth rate. All remaining balances will be due on November 7th, 2018. Applications & Contracts received after November 7th, 2018 must be accompanied by the full amount of booth space rental rate. Defaults 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.

Before August 9th, 2018: 100% refund of total booth cost
 August 9th, 2018 to November 7th, 2018: 50% refund of total booth cost
After November 7th, 2018: 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 November 7th, 2018
 Bill my member AED account (available to good standing AED members only without open invoices > 30 days) Authorized Initials: _____

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 Agreement Terms & Conditions

This is a lease between the Associated Equipment Distributors (AED) as the first party, hereinafter called the Lessor, and the CONDEX participant named on the reverse side of this form as the second party, hereinafter called the Lessee or Exhibitor, for exhibit space at AED's 2019 Summit to be held at the **Orlando World Center Marriott from February 4th to 7th**.

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) AED, 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 AED, it's 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, it's agents or employees.

Assignment of Exhibit Space

AED 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 AED. In such case, Exhibitor will continue to be liable for 50% of the total exhibit fee, if cancellation is received after August 9th, 2018. Exhibitor is 100% liable for total exhibit fees if cancellation is received after November 7th, 2018. 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 AED receives the cancellation notice. AED 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 AED

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 AED.

Exhibitor Manual

AED 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 Terms and Conditions

Violation of these terms and conditions, 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 Summit booth staff MUST register for AED Summit. Exhibitors discounted registration rate is \$300.

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