

AED Summit - Application & Contract for Hospitality Suite



AED Summit 2020 – Chicago

AED's Summit Convention & Expo
Jan 13th – 16th 2020
Hyatt Regency Chicago

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 suite related communications)

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

Selection	Suite Type	Tower	Sq Ft Total / Parlor	Capacity	Member Participation Fee	Non-Member Participation Fee	Select # of connectors (hotel rate / night)		
<input type="checkbox"/>	Avenue	East	420 / 84	15 to 20	\$5,750	\$6,750	<input type="checkbox"/> No connector (\$325)	<input type="checkbox"/> 1 connector (\$470)	<input type="checkbox"/> 2 connectors (\$615)
<input type="checkbox"/>	Junior	East or West	720 / 204	30-40	\$6,000	\$7,000	<input type="checkbox"/> No connector (\$250)	<input type="checkbox"/> 1 connector (\$395)	<input type="checkbox"/> 2 connectors (\$540)
<input type="checkbox"/>	State	East	700 / 284	30-40	\$6,000	\$7,000	<input type="checkbox"/> No connector (\$525)	<input type="checkbox"/> 1 connector (\$670)	
SOLD OUT	Park	East	620 / 486	50-65	\$6,250	\$7,250	No connector (\$425)	1 connector (\$570)	2 connectors (\$715)
SOLD OUT	Directors	East	700 / 378	20-25	\$7,000	\$8,000	No connector (\$425)	1 connector (\$570)	2 connectors (\$715)
<input type="checkbox"/>	Regency	West	800 / 204	20-25	\$7,250	\$8,250	<input type="checkbox"/> No connector (\$425)	<input type="checkbox"/> 1 connector (\$570)	<input type="checkbox"/> 2 connectors (\$715)
<input type="checkbox"/>	Plaza	West	648 / 487	40-50	\$7,750	\$8,750	<input type="checkbox"/> No connector (\$875)	<input type="checkbox"/> 1 connector (\$1,020)	<input type="checkbox"/> 2 connectors (\$1,165)
<input type="checkbox"/>	Astor	East	1056 / 524	40-55	\$8,000	\$9,000	<input type="checkbox"/> No connector (\$875)	<input type="checkbox"/> 1 connector (\$1,020)	
<input type="checkbox"/>	Presidential	West	1994 / 1350	50-75	\$9,000	\$10,000	<input type="checkbox"/> No connector (\$1,050)	<input type="checkbox"/> 1 connector (\$1,195)	
SOLD OUT	Monarch	East	2295 / 1728	75-100	\$10,000	\$11,000	No connector (\$2,100)	1 connector (\$2,245)	

Please indicate the dates you would like to occupy your suite. If no dates are indicated, Monday January 13th to Friday January 17th 2020 will be used for your reservation

Check in Date: January 2020 Check out Date: January 2020 * NOTE: Hotel check in time is 3pm, check out time is 11am.

Payment Information

Suites are assigned on a first come, first serve basis. Application & Contract must be accompanied with a 50% deposit of the applicable participation fee. All remaining balances will be due on October 17th, 2019. Applications & Contracts received after October 17th, 2019 must be accompanied by the full amount of the participation fee. All suite 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) for the one night's room and tax. Removal of furniture is an additional charge of \$250 plus \$99 per room night paid to the hotel. **Only the beds may be removed from the suites and connectors. Removal of other furniture will require prior approval from the hotel and additional charges will apply.** If you choose to remove furniture, you will need to book the suite one day in advance and one day after use for furniture removal and replacement and will be charge the per night rates for the room as noted above.

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

Before July 19th, 2019: 100% refund of total suite cost
 July 19th, 2019 to October 17th, 2019: 50% refund of total suite cost
 After October 17th, 2019: No refund

Method of Payment (US funds only)

VISA MasterCard DISCOVER AMERICAN EXPRESS 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)

Participant Acceptance

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

Authorized Signature: _____ Date: _____
 Print Name: _____ Title: _____

Associated Equipment Distributors Suite Participation 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 2020 Summit to be held at the **Hyatt Regency Chicago from January 14th to 16th 2020.**

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 hospitality suite space assigned, as indicated on the reverse side of this form. For the purposes of this agreement, the term "Hospitality Suite" shall refer to suites or other spaces used for hospitality suite purposes. This contract shall become binding and effective only when it has been signed on the reverse side of this form by Suite Participant, and accepted as valid by a duly authorized representative of AED. Evidence of contract acceptance will be a formal confirmation of assigned hospitality suite space and the related financial specifics. The final suite space specifics may be different from the Suite Participant's original request.

Certificate of Insurance

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

Indemnification

Suite Participant shall on a current basis indemnify, defend, and hold AED, it's employees, and the Hospitality Suite 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. AED shall not be liable for loss or damage to property by the Suite Participants, his agents or employees by theft, fire, accident or other cause. AED shall not be responsible for any damage to or loss of goods or property including any property remaining in the hospitality suite after the Suite Participant vacates the suite.

Facility Rules

The Hospitality Suite Facility's Rules and Regulations shall be and are hereby made a part of this agreement.

Assignment of Hospitality Space

AED will make assignments of space on a first-come, first-serve basis and reserves the right to move a Suite Participant to another suite location prior to or during the Event if it is for the best interest of the exposition as a whole.

Cancellation by Suite Participant

If Suite Participant desires to cancel this agreement, Suite Participant may only do so by giving notice thereof in writing sent to AED. In such case, the Suite Participant will continue to be liable for 50% of the total exhibit fee, if cancellation is received after July 19th, 2019. Suite Participant is 100% liable for total exhibit fees if cancellation is received after October 17th, 2019. 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 suite space shall render this lease subject to cancellation and or reassignment of the suite 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 Suite Participants' downsizing of suite space as cancellation of the original space and purchase of new hospitality 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.

Violation of Terms and Conditions

Violation of these terms and conditions, as well as those published by the Facility, will give AED the right to terminate the Suite Participant's contract prohibiting the Suite Participant from participating at the current year's and will forfeit all suite payments.

Please Note: All Summit hospitality suite participants MUST register for AED Summit. Suite participant 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.