

Exhibitor Application & Contract for Suite/Meeting Room



Return completed contract with payment to:
 Associated Equipment Distributors
 650 E. Algonquin Rd, Suite 305
 Schaumburg, IL 60173
 eMail: aedsummit@aednet.org

Suites and Meeting Rooms
Monday Jan 19th to Wednesday Jan 21st 2026
Hilton Anatole – Dallas TX

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 (Primary contact will receive all Suite related communications including registered attendee lists AND will be the contact for Hyatt services)

Company Name: _____
 Address: _____
 City: _____ ST/PR: _____ Zip/Postal Code: _____ Country: _____
 Contact Name: _____ Contact Title: _____
 Contact Phone #: _____ Contact Cell #: _____ Contact Email: _____
 Check-in Contact Name: _____ Check-in Contact Phone #: _____ Check-in Contact Email: _____

Check One	Suite/Meeting Room Type (qty)	Suite Exhibitor Fee – member/nonmember (paid to AED)	Sq Ft	Select # of connectors (hotel rate / night – paid to the hotel not AED)								
				<input type="radio"/>	Suite only	\$309	<input type="radio"/>	Suite w/1 connector	\$618	<input type="radio"/>	\$927	Suite w/2 connectors
<input type="radio"/>	Grand Presidential Suite (5)	\$13,000 / \$26,000	2325 to 1440	<input type="radio"/>	Suite only	\$309	<input type="radio"/>	Suite w/1 connector	\$618	<input type="radio"/>	\$927	Suite w/2 connectors
<input type="radio"/>	Presidential Suite (4)	\$10,000 / \$20,000	1,300	<input type="radio"/>	Suite only	\$309	<input type="radio"/>	Suite w/1 connector	\$618	<input type="radio"/>	\$927	Suite w/2 connectors
<input type="radio"/>	Premier Parlor Suite (11)	\$9,000 / \$18,000	1180	<input type="radio"/>	Suite only	\$309	<input type="radio"/>	Suite w/1 connector	\$618	<input type="radio"/>	\$927	Suite w/2 connectors
<input type="radio"/>	Deluxe Parlor Suite (50)	\$8,500 / \$17,000	880	<input type="radio"/>	Suite only	\$309	<input type="radio"/>	Suite w/1 connector	\$618	<input type="radio"/>	\$927	Suite w/2 connectors
<input type="radio"/>	Signature Junior Parlor Suite (10)	\$8,000 / \$16,000	610	<input type="radio"/>	Suite only	\$309	<input type="radio"/>	Suite w/1 connector	\$618	<input type="radio"/>	\$927	Suite w/2 connectors
<input type="radio"/>	Grand/East Atrium Meeting Room (17)	\$8,500 / \$17,000	532 to 1372	n/a								
Suite Check In/Check Out	Check-in date	Check out date	If no dates are given, check-in for suites will be set for Sunday, January 18 th 2026 and check out will be set for Thursday, January 22 nd 2026 *NOTE: Hotel check-in time is 4pm, check-out time is 11am									

Payment Information

Suites and Meeting Rooms are assigned on a first-come, first-served basis (and from largest square footage to smallest, if applicable). You must opt in for the Suite connectors above for them to be included with your suite reservations (for hotel room suites only)

Application & Contract must be accompanied by a minimum **50% deposit** of the applicable Suite Rate. The deposit is non-refundable after July 22nd 2025. All remaining balances will be due on October 20th 2025. Application & Contract received after October 20th 2025, must be accompanied by the full payment of the applicable Suite Rate within 30 days of invoice or paid in full by January 18th 2026, whichever is sooner. Defaults in payment may result in reassignment of space or cancellation at AED's sole discretion. **Cancellation/Refund Policy: All cancellations and changes of Suite space location must be made in writing: On or before July 22nd 2025, =100% refund, After July 22nd 2025, and before October 20th 2025 = 50% refund less deposit, On or after October 20th 2025 = No Refunds**

Bed removal is available (for hotel room suites) and is an additional charge of \$250 plus \$309 per room night for storage (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.** Standard guest rooms with beds removed will hold a maximum of 12 people with a round table. If you choose to remove beds, you will need to book the suite one day in advance and one day after use for furniture removal and replacement and will be charged the per night rates for the room as noted above.

Payment Schedule

Pay in full (refundable until July 22nd 2025) OR 50% deposit with remainder due on October 22nd 2025

Payment Method

Invoice with Net 30-day terms (for AED members only)

Credit Card #: _____ Exp. Date: _____ CVV#: _____ Billing Zip Code: _____ Total Amount: _____
 Print Name of Cardholder: _____ Signature: _____

Participant Acceptance

The company named above ("Participant") does hereby apply to participate in a Suite/Meeting Room at the 2026 AED Summit. Participant has read, understands, and agrees to abide by the terms and conditions on the face and reverse side of this Application & Contract. Participant understands that this Application & Contract shall be legally binding, with or without payment, upon acceptance, in writing, by a duly authorized representative of Associated Equipment Distributors ("AED"). The undersigned represents and warrants that they are duly authorized to execute this Application & Contract on behalf of and legally bind the Participant.

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

Please Note: All company attendees participating in Suites or Meeting Rooms representing the company MUST register separately for AED Summit at the Exhibitor Rate applicable at the time of registration. Registration is not included in the Suite/Meeting Room rate.

AED Summit – Application & Contract for Suite/Meeting Room Terms & Conditions

1. General Terms and Conditions

This Application & Contract does not constitute an offer to Participant to enter into an agreement of any kind, oral or written, with AED. Participant expressly acknowledges that AED reserves the right to accept or reject any Application & Contract, in its sole discretion, with or without cause. As a condition of participating in AED Summit (the "Event"), Participant expressly agrees to comply with: (a) the terms and conditions of this Application & Contract; (b) the rules, regulations, policies, procedures, and guidelines set forth in the Attendee Conduct Guidelines; (c) all applicable laws, ordinances, regulations, and codes, including, but not limited to, fire, utility, and building codes, environmental and health and safety laws; (d) all applicable rules, regulations and policies of the Hilton Anatole (the "Venue"). For the purposes of this agreement, the term "Suites" shall refer to hotel room suites or other meeting room spaces used for private meeting purposes during the Event.

2. Attendee Conduct Guidelines

AED will provide, and Participant's employees, agents, and attendees shall be required to sign and consent to, the Attendee Conduct Guidelines as part of the Event registration process.

3. Event Date, Location, and Hours

Event dates, locations, and hours are subject to change at the sole discretion of AED.

4. Event Space Assignments

AED will assign Suites on a first-come, first-served basis. AED does not guarantee that Participant will be assigned any specific Suite(s) or Meeting Room(s), and the Suite or Meeting Room assigned by AED may be different from the Suite or Meeting Room requested by Participant. AED reserves the right, at its sole discretion, to change the arrangement of the Suite(s) and Meeting Room(s) and/or assign Participant to another Suite or Meeting Room at any time. Participant may not assign, sublet, or share, in whole or in part, its assigned Suite or Meeting Room without prior written consent of AED.

5. Insurance

Participant shall, at its own expenses, procure 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, and \$2,000,000 aggregate.
- Workers compensation and employer's liability insurance complying with the laws of the state in which the Event is being held.

Participant's Comprehensive General Liability and Automobile Liability insurance policies shall name AED and the Venue as additional insureds on a primary and non-contributing basis. Participant shall provide Certificates of Insurance or copies of the above policies to AED within thirty (30) days of the Event. Such Certificates of Insurance or copies of the above policies shall provide that they may not be cancelled without thirty (30) days advance written notice to AED.

6. Release of Liability & Indemnification

To the fullest extent permitted by law, Participant agrees to release AED, its affiliates, the Venue, and their respective officers, directors, agents, employees, insurers, successors, and assigns (the "Released Parties") from liability, for responsible for: (a) injury that may occur to any attendee, participant, or participant's employee or agent; or (b) loss of use of, damage to, or loss of, the property of participants, whether due to theft, damage by fire, accident, vandalism, or any other cause; and Participant expressly waives and releases any claim or demand it may have against the Released Parties by reason of such injury, loss of use, damage, or loss. The Released Parties shall not be liable to Participant for any consequential, indirect or special damages, whether foreseeable or unforeseeable, whether based upon lost goodwill, lost profits, loss of use of the Event space or assigned booth, or otherwise, and whether arising out of breach of any express or implied warranty, breach of contract, negligence, misrepresentation, strict liability in tort, or otherwise, and whether based on this Application & Contract, any transaction performed or undertaken under or in connection with this Application & Contract, or otherwise, and Participant hereby waives any and all legal rights it may have to such damages. In no event shall the liability of the Released Parties to Participant exceed the amount of the applicable participation fee paid by Participant. Participant further agrees to indemnify, defend, and hold harmless the Released Parties from and against any and all claims, losses, and liabilities of any nature and kind arising out of or related to its acts or omissions and the acts or omissions of its agents or employees. Participant agrees that its defense and indemnity obligations hereunder include any and all judgments, awards, settlements, penalties, fines, interests, costs, and expenses, including attorneys' fees, arising out of or related to such claims, losses, and liabilities.

7. Cancellation by Participant

Participant may cancel its participation as a participant at the Event by providing written notice to AED. The date of cancellation shall be the date AED receives such written notice of cancellation. For cancellation after July 22nd 2025, but prior to October 20th 2025, Participant shall pay AED a cancellation fee equal to 50% of the full amount of the applicable Suite or Meeting Room rate. For cancellation on or after October 20th 2025, Participant shall pay AED a cancellation fee equal to 100% of the full amount of the applicable Suite or Meeting Room rate. Any deposits made by Participant will be applied to any cancellation fees. AED reserves the right to treat a Participant's downsizing of Suite space as cancellation of the original space and purchase of new Suite or Meeting Room space. Participant may be required to move to a new location if it requests a downsizing of space. Downsizing requests shall become effective when approved, in writing, by a duly authorized representative of AED. Participant acknowledges and agrees that the cancellation fees set forth in this Section 7 are liquidated damages, and not a penalty, in accordance with Section 9 below.

8. Default by Participant

In the event that Participant fails to pay any deposit or installment of the applicable Suite or Meeting Room rate at the times specified in this Application & Contract, or fails to comply with any other provisions of this Application & Contract or any of the documents referred to in Section 1 above, AED reserves the right, at its sole discretion, to cancel or restrict Participant's participation, remove, relocate, or restrict any exhibits, persons, displays, or activities, and/or take possession of Participant's assigned Suite and may assign the same, or any part thereof, to such parties as it may deem proper. Participant acknowledges and agrees that, in the event a default by Participant, Participant shall forfeit any deposits and installments of the applicable participation fee paid by Participant, and such deposits and installments paid by Participant shall be retained by AED as liquidated damages, and not a penalty, in accordance with Section 9 below.

9. Liquidated Damages

Participant acknowledges and agrees that AED will sustain substantial losses in the event Participant cancels its participation in the Event or defaults in its obligations under this Application & Contract. Due to the difficulty of determining and detailing said losses, Participant agrees to pay the cancellation fees and/or forfeit the deposits and installments set forth in Sections 7 and 8 above, respectively, as liquidated damages. Participant acknowledges and agrees that all cancellation fees and retention of forfeited deposits and installments by AED pursuant to this Application & Contract are fully earned by AED and specifically designed to compensate AED for its losses, and not as a penalty, in consideration for the costs and expenses incurred by AED and in consideration for AED having reserved space and provided services to Participant until the date of cancellation, downsizing, or default, and, thereby, losing or deferring the opportunity to provide Suite or Meeting Room space and its service to others.

10. Force Majeure

AED shall not be deemed to be in default if performance of any or all of its obligations under this Application & Contract are delayed or diminished or becomes inadvisable, illegal, impossible, or commercially impracticable because of any act of God, earthquake, fire, flood, natural disaster, war or threat of war, acts or threats of terrorism, public enemy, civil disorder, unauthorized strikes, material or labor shortage, governmental regulation or advisory, change in law, power outage (whether whole or partial), damage to or destruction or evacuation of premises, wholly or in part, epidemic or threat of epidemic or other recognized health threat as determined by the World Health Organization, the Centers for Disease Control and Prevention, or local government authority or health agency (including, but not limited to, the health threats of COVID-19, H1N1, influenza, any coronavirus, or similar infectious diseases), curtailment of transportation facilities, or other similar occurrence beyond the control of AED. In the event that such occurrence prevents Participant from occupying an assigned Suite or Meeting Room during part or all of the Event, Participant will be charged for the Suite or Meeting Room only for the period the Suite or Meeting Room was or could have been occupied. AED will refund to Participant the amount of the participation fee previously paid for the period the space could not have been occupied, less a share of costs and expenses incurred by AED, in full satisfaction of all liabilities of AED to Participant; and Participant waives any claim against AED for losses or damage of any kind or type which may arise or result from such occurrence.

11. Miscellaneous

- a. Any and all matters not specifically covered in these terms and conditions shall be subject solely to the discretion of AED. AED reserves the right to amend and/or make additions to these terms and conditions from time-to-time. AED further reserves the right to make specific exceptions to, or changes in, these terms and conditions without establishing a precedent or applying those exceptions or changes beyond the specific cases involved. The interpretation of the Application & Contract and terms and conditions set forth herein are subject to the sole discretion of AED.
- b. The laws of the State of Illinois shall govern the validity, interpretation, and enforcement of this Application & Contract, without regard to its conflicts of law principles. Participant agrees the exclusive venue for the enforcement of this Application & Contract and/or litigation between the parties shall be the Circuit Court of Cook County, Illinois, and hereby consents to the jurisdiction of, and waives any arguments based on forum or venue by, that court.
- c. If any section, clause, phrase, provision, or portion of this Application & Contract, or the application thereof to any person or circumstance, shall be invalid or unenforceable under applicable law, such event shall not affect, impair, or render invalid or unenforceable the remainder of this Application & Contract, nor shall it affect the application of any other section, clause, phrase, provision, or portion hereof to other persons or circumstances.
- d. This Application & Contract represents the entire agreement between Participant and AED, and supersedes any and all prior verbal or written agreements or statements by any party or any of its representatives relating to the subject matter of this Application & Contract.

Please Note: All company attendees participating in Suites or Meeting Rooms representing the company MUST register separately for AED Summit at the Exhibitor Rate applicable at the time of registration. Registration is not included in the Suite/Meeting Room rate.