



# CONTRACT FOR HOSPITALITY SUITE

**AED Summit 2016, National Harbor, MD, January 19-22**

**Return completed contract with payment to:**

Associated Equipment Distributors  
 Attn: Sandy Brassel, sbrassel@aednet.org  
 600 W. 22<sup>nd</sup> St, Suite 220  
 Oak Brook, IL 60523  
 Direct: 630-468-5126; FAX: 630-468-5139

*Please do not write in this box*

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

ID # \_\_\_\_\_ Suite# \_\_\_\_\_

AED Fee \$ \_\_\_\_\_

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

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

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

Notes: \_\_\_\_\_

**COMPANY INFORMATION**

Company Name							
Address							
City		State		Zip or Postal		Country	
Phone		Fax		URL			
Primary Suite Contact				Title			
Suite Contact Email							

GAYLORD NATIONAL	AED PARTICIPATION FEE	HOSPITALITY AREA	HOTEL RATE/PER NIGHT (INCLUDES HOSPITALITY AREA) CHECK ONE/CIRCLE TYPE	
Executive Suite	\$5,250	850 sq. ft.	\$695 (limited amount)	<input type="checkbox"/> Suite Riverview/Atrium
			\$960 (limited amount)	<input type="checkbox"/> 1 Double connector No View
			Riverview \$960 (limited amount)	<input type="checkbox"/> 1 Double connector
			Atrium view \$960 (limited amount)	<input type="checkbox"/> 1 Double connector

**METHOD OF PAYMENT**

Cards
  Check enclosed, Payable to Associated Equipment Distributors

Account Number	
Expiration Date	
Charge Amount	
Signature	
Printed Name	

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 November 2, 2015.

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 a charge of \$150 plus the cost of a second room for storing the furniture. 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.**

In addition to the Hospitality Headquarters participation fee, **all participants must register for the convention** separately at a reduced rate of **\$225** per person. Non-AED members will be able to host an AED Hospitality Suite one time at an additional charge of \$500.

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

Please indicate the dates you would like to occupy your suite parlor (if no dates are indicated, Jan. 20-23, 2016 will be used for your reservation.)

ARRIVAL *	DEPARTURE
January __, 2016	January __, 2016

**\*Note: Hotel check-in time is 3 p.m. check-out is 11 a.m.**

# AED Summit 2016 - Participation Agreement

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 97th Summit to be held at the **Gaylord National Resort & Convention Center, National Harbor, MD, January 20-23, 2016.**

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 Nov. 2, 2015. 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 Nov. 3, 2015.**

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.

CANCELLATION POLICY	
<b>On or before Sept. 7, 2015</b>	<b>100% refund of total cost</b>
<b>On or before Nov. 2, 2015</b>	<b>50% refund of total cost</b>
<b>After Nov. 3, 2015</b>	<b>No refund</b>

**Associated Equipment Distributors | AED Summit 2016**

600 W. 22<sup>nd</sup> Street, Suite 220, Oak Brook IL 60523 | 630-574-0650 or 800-388-0650 | Fax 630-468-5139 | [www.aednet.org](http://www.aednet.org)