

Exhibitor Application

2012 E&P Standards Conference on Oilfield Equipment and Materials

June 11-15, 2012
The Westin Westminster
Westminster, Colorado

Return by: May 11, 2012

Fax your application, along with the appropriate agreement, to 202-682-8222
No cover sheet necessary

All exhibitors must register and pay the appropriate registration fee to attend meetings.

Company _____
Street Address _____
City _____
State/Province _____
Zip/Postal Code _____
Country _____
Phone _____ Fax _____
Representative _____
E-mail _____
(Email address must be for the representative above - not the company's marketing person.)
CC E-mail _____

Exhibitor Opportunities

(See Exhibitor Benefits Summary for details)

- 6-foot Exhibit Table: **\$1,400**
(10) Exhibit Tables Available
- Additional Representative – Breakfasts, Reception, Coffee Breaks: **\$75** *(does not include meetings)*

1 – Name of Additional Representative _____
Phone _____ Fax _____
E-mail _____

2 – Name of Additional Representative _____
Phone _____ Fax _____
E-mail _____

Electrical Request

A 6-foot draped table, two chairs, and one electrical outlet, if required, will be provided for your display area. Please indicate below if you have standard electrical requirements:

Will you require electricity? Yes No

As an exhibitor, you will receive:

- ✓ A six-foot, tabletop exhibit space in the registration area to display company products and/or services Monday through Wednesday where you will have direct exposure to a targeted audience. All coffee/refreshment breaks will be set up in the same area as exhibitors.
- ✓ Printed acknowledgement of the sponsorship in the on-site program, featuring a one-page, color marketing flyer with information about the company and listing a marketing representative and contact information.
- ✓ Your company listed as an exhibitor on the API website with a link to your company website.
- ✓ An "Exhibitor" ribbon affixed to the company representative's badge for easy identification.
- ✓ Breakfasts, reception, and coffee/refreshment breaks for one company representative. *The fee for Additional Representatives is \$75 for food and beverage functions. (See Exhibitor Application).*

Method of Payment

By Credit Card - Please charge the following card

- VISA MasterCard
- American Express Diners Club

Card Number _____
Expiration Date _____
Print Cardholder's Name _____
Cardholder's Zip Code _____
Signature _____

By Check – Please make sure your check is payable to the American Petroleum Institute and indicate the following reference number on the check to ensure payment is credited to you properly: **SS-2300-UM006-7411**. Please mail the check with your registration form to: **American Petroleum Institute, P.O. Box 1425, Merrifield, VA 22116-1425.**

Exhibitor Agreement

Please complete this agreement and return with your application form by **May 11, 2012**.

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We plan to attend the API event indicated below, and would like to exhibit company products and services of interest to the petroleum industry. We agree to abide by the following conditions and procedures and will brief our representatives accordingly:

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1. **Fee:** There is a \$1,400 charge that includes one exhibit space. Only items and literature that will fit conveniently on a standard 6-foot hotel table may be displayed.
2. **Program Inserts:** All sponsors agree to provide a full page, 8 1/2 x 11, color flyer about the company and its services in a **high resolution PDF file, along with a company logo in a high resolution JPG file**. These items should be sent to Arnetta Smith at smitha@api.org by **May 11, 2012**.
3. **Liability and Security:** Each exhibitor must make provisions for the safeguarding of his/her goods, materials, equipment and display at all times. API will allow items to be locked in the API office at The Westin Westminster during the hours that the meeting is not in session. However, neither API nor The Westin Westminster, their officers, representatives or employees will be responsible for any destruction, damage, theft or loss to the exhibitor's property.
4. **Indemnification:** The exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, save and hold harmless API, The Westin Westminster, and their employees and agents against all claims, losses and damages to persons or property, governmental charges or fines, and reasonable attorney's fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy or use of the display premises or part thereof, excluding any such liability caused by the sole negligence of API.
5. **Insurance:** The exhibitor acknowledges that API and The Westin Westminster do not maintain insurance covering exhibitor's property and that it is the sole responsibility of exhibitor to obtain business interruption and property damage insurance covering such losses by exhibitor.

6. **Exhibitor Cancellation:** Exhibitors may cancel their exhibitor obligation up to **May 18, 2012**. However, 50% of the exhibitor fee is non-refundable. Notice of cancellation must be submitted in writing. Send to: Arnetta Smith, American Petroleum Institute, 1220 L Street, NW, Washington, DC 20005-4070
E-mail: smitha@api.org or fax: 202-682-8222.
7. **Assignment:** Neither API nor the exhibitor may assign their rights under this Agreement without the express written consent of the other party.
8. **Sales:** No business transactions/solicitations are allowed at the exhibit tables or during any API functions.
9. **Package Handling Fees:** We understand that The Westin Westminster may charge a fee for package handling. We agree to be responsible for paying these fees when we arrive at the hotel and take receipt of our shipment of materials.
10. **Shipping Information:** Your packages should be addressed as follows:

Company Representative's Name (**Hotel Guest**)
Hold for Arrival [**Representative's arrival date**]
The Westin Westminster
10600 Westminster Boulevard
Westminster, Colorado 80020
303-410-5000

Company/Organization

Representative's Name (Please print)

Representative's Phone Number

Representative's Signature

Date Signed

Thank you for your support!