

Sponsor 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

Artwork due: April 27, 2012

All sponsors 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 attending representative above - not the company's marketing person. Marketing person may be sent a cc email.)
CC E-mail _____

Name of person who will receive the complimentary registration if your sponsorship is \$1,500.
Phone _____ Fax _____
E-mail _____

As a sponsor, you will receive:

- 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.
- Customized sign with the company name at the sponsored function.
- Your company listed as a sponsor on the API website with a link to your company website.
- Use of a "Sponsors Only Table" (shared table) in our registration area for distribution of company literature and hospitality invitations.
- One (1) complimentary registration with a \$1,500 sponsorship.
- A "Sponsor" ribbon affixed to the company representative's badge for easy identification.

Sponsorship Opportunities

Please check all opportunities you wish to apply for:

- Welcome Breakfast (Monday) \$1,200**
Six (6) sponsorships available @ \$1,200 each
- Central Coffee/Refreshment Breaks \$1,000**
Six (6) sponsorships available @ \$1,000 each
- Reception (Wednesday) \$1,500**
Six (6) sponsorships available @ \$1,500 each
- Spouse Program Activities \$1,000**
Five (5) sponsorships available @ \$1,000 each
- Registration Bags \$5,000**
- Registration Lanyards \$3,800**
- Internet Station \$ 800**
Five (5) sponsorships available @ \$800 each

Meeting Contributor

- Meeting Contributor (Limited benefits) \$500**

Method of Payment

By Credit Card - Please charge the following card

- VISA
- American Express
- MasterCard
- 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**.

Sponsor or Meeting Contributor 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 participate as a sponsor. We agree to abide by the following conditions and procedures and will brief our representatives accordingly:

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- Registration Fee:** Sponsors must register and pay the appropriate event registration fee.
- Sponsor Imprint:** Sponsor item (if appropriate) will be printed with your company's logo as well as the API logo. Text will also be imprinted indicating that your company is sponsoring the item only for this API event.

Artwork is due April 27, 2011.
- Printed Notation:** An acknowledgment of sponsors and contributors will be included with registration packages. The exact wording will be at the discretion of API.
- Registration Signage:** API will create a prominent sign or other form of recognition that features the company name of the sponsors. The exact wording and type of recognition will be at the discretion of API.
- 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**.
- Brochures:** Information/educational handouts or materials, to be distributed on a dedicated "Sponsors Table" in the registration area, should not be larger than approximately 9" x 12".
- Insurance:** The sponsor acknowledges that API and The Westin Westminster do not maintain insurance covering sponsor's property and that it is the sole responsibility of the sponsor to obtain business interruption and property damage insurance covering such losses by sponsor if appropriate.

Event Cancellation: If unusual circumstances prevail, and API must cancel the event, a full refund of the sponsor fee will be made within thirty (30) days of the cancellation. Sponsor waives all claims that may be made against API, its employees, agents and assigns, except the right to a refund of the sponsor fee.

- Sponsor Cancellation:** Sponsors may cancel their obligation up to **May 18, 2012**. However, 50% of the sponsor 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.
- Assignment:** Neither API nor the sponsor may assign their rights under this Agreement without the express written consent of the other party.
- Sales:** No business transactions/solicitations are allowed at the "Sponsors Only Table" or during any API functions.
- 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.
- Shipping Information:** Your packages should be addressed to you 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!