

# Sponsor Application

## 78<sup>th</sup> Annual Federal Tax Forum

**May 7-8, 2012**  
**Westin Houston Memorial City**  
**945 Gessner**  
**Houston, Texas USA**

**Return by: April 27, 2012**  
 Fax your application to 202-682-8222  
 No cover sheet necessary

### Company Information

Company \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_

State/Province \_\_\_\_\_

Zip/Postal Code \_\_\_\_\_

Country \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Website: \_\_\_\_\_

Contact for company logo/description: PHONE: \_\_\_\_\_

Contact for company logo/description: EMAIL: \_\_\_\_\_

Name of Complimentary Registrant: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Materials Preference: *Please check one:* \_\_\_\_\_ Book \_\_\_\_\_ CD

### Sponsor/Exhibitor Opportunities:

- |   |        |
|---|--------|
| <input type="checkbox"/> Continental Breakfast – May 7th<br><i>Includes Exhibit Table</i> | \$5000 |
| <input type="checkbox"/> Networking Reception – May 7th<br><i>Includes Exhibit Table</i>  | \$5000 |
| <input type="checkbox"/> Continental Breakfast – May 8th<br><i>Includes Exhibit Table</i> | \$5000 |
| <input type="checkbox"/> Conference Program<br><i>Includes Exhibit Table</i>              | \$5000 |

### Method of Payment

**By Credit Card** - Please charge the following card

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> VISA             | <input type="checkbox"/> MasterCard  |
| <input type="checkbox"/> American Express | <input type="checkbox"/> Diners Club |

Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

Print Cardholder's Name \_\_\_\_\_

Cardholder's Zip Code \_\_\_\_\_

Signature \_\_\_\_\_

### As a Sponsor or Exhibitor you will receive:

- One complimentary registration to the Federal Tax Forum, with ability to bring 2 additional attendees at the flat rate of \$100 each (use the attached form and send in with your application).
- The use of a display table in a prominent location during your sponsored event.
- A sign with your company logo at the sponsored function.
- Sponsor name in conference program with sponsored event.
- An email sent to all registered attendees highlighting the Sponsors prior to the Conference.
- Following the conference you will receive a complete list of all attendees by name/company/title/address.

## Sponsor Agreement

## 78th Annual Federal Tax Forum

May 7-8, 2012

Westin Houston Memorial City

945 Gessner

Houston, Texas, USA

**Please complete this agreement and return with your application form by April 27, 2012.**

*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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- Printed Program Notation:** An acknowledgment of the level of support, item, or event sponsored will be made in the final printed program. 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 sponsor. The exact wording and type of recognition will be at the discretion of API.
- Display Items:** One 6' display table will be made available to each sponsoring and exhibiting company May 7-8, 2012.
- Liability and Security:** Each sponsor must make provisions for the safeguarding of his/her goods, materials, equipment and display at all times. Neither API, nor the Albuquerque Marriott, or their officers, representatives or employees will be responsible for any destruction, damage, theft or loss to the exhibitor's property.
- Indemnification:** The sponsor assumes entire responsibility and hereby agrees to protect, indemnify, defend, save and hold harmless API, the Westin Houston Memorial City Hotel, and its 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 sponsor'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.
- Insurance:** The sponsor acknowledges that API and the Argonaut Hotel do not maintain insurance covering sponsor's property and that it is the sole responsibility of sponsor to obtain business interruption and property damage insurance covering such losses by sponsor.
- 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 April 6, 2012; however, 50% of the sponsor fee is non-refundable. Notice of cancellation must be submitted in writing. Send to: American Petroleum Institute, 1220 L Street, NW, Washington, DC 20005-4070 (E-mail: [cunningham@api.org](mailto:cunningham@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:** Sponsors understand that the hotel may charge a fee for package handling. Sponsors agree to be responsible for paying these fees upon arrival at the hotel and take receipt of their shipment of materials.
- Shipping Information:** Any materials shipped by sponsors should be addressed as follows:  
  
Company Representative **[Name]**  
Hold for Arrival **[Date]**  
Westin Houston Memorial City  
945 Gessner  
Houston, TX 78056

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Company/Organization

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Representative's Name (Please print)

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Representative's Signature

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Date Signed

## Additional Sponsor Staff Registration Form

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As noted on the Sponsor Application, each sponsor may bring two (2) additional vendors at a flat rate of \$100 each. All vendors are given full conference registration. Any number beyond 2 must pay the full registration fee.

### Additional Vendor #1

Name \_\_\_\_\_  
 Company (if same as on sponsor application, write "same") \_\_\_\_\_  
 \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State/Province \_\_\_\_\_  
 Zip/Postal Code \_\_\_\_\_  
 Country \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Materials Preference: *Please check one:* \_\_\_\_\_ Book \_\_\_\_\_ CD

### Method of Payment

**(Only fill out if using a different credit card than that used for payment on Sponsor Application)**

**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 \_\_\_\_\_

**Additional Vendor Fee** **\$100**

### Additional Vendor #2

Name \_\_\_\_\_  
 Company (if same as on sponsor application, write "same") \_\_\_\_\_  
 \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State/Province \_\_\_\_\_  
 Zip/Postal Code \_\_\_\_\_  
 Country \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 E-mail \_\_\_\_\_  
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 Print Cardholder's Name \_\_\_\_\_  
 Cardholder's Zip Code \_\_\_\_\_  
 Signature \_\_\_\_\_

**Additional Vendor Fee** **\$100**