

Sponsor Application

2013 E&P Standards Conference on Oilfield Equipment and Materials

June 24-28, 2013
Hyatt Regency Washington on Capitol Hill
Washington, DC

Return as follows:
Applications and artwork for [Bags](#) or [Lanyards](#)
(Along with [Marketing Flyers and Logos](#))
Due: May 10, 2013

Applications for other sponsor items
(Along with [Marketing Flyers and Logos](#))
Due: May 24, 2013

(For more details, see 2013 Sponsor, Exhibitor,
and Contributor Information.)

Fax your Sponsor Application and
Agreement, to 202-682-8222
No cover sheet necessary

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 _____

Company URL _____

Name of persons who will receive the complimentary registration _____

Phone _____ Fax _____

E-mail _____

Name of persons who will receive the discounted registration _____

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 if sponsorship is at least \$1,300; one (1) additional registration at 25% off if sponsorship is \$3,000 or more.
- A "Sponsor" ribbon affixed to the company representative's badge for easy identification.

Sponsorship Opportunities

Please check all opportunities you wish to apply for:
(5 available for each item listed)

- | | |
|--|----------|
| <input type="checkbox"/> Spouse/Guest Breakfasts | \$ 500 |
| <input type="checkbox"/> Central Coffee/Refreshment Breaks | \$1,300 |
| <input type="checkbox"/> SC 5 Welcome Breakfast/General Session (Monday) | \$ 1,400 |
| <input type="checkbox"/> Reception | \$ 1,500 |
| <input type="checkbox"/> Registration Lanyards | \$3,000 |
| <input type="checkbox"/> Registration Bags | \$4,000 |

Meeting Contributor

- | | |
|---|-------|
| <input type="checkbox"/> Meeting Contributor (Limited benefits) | \$500 |
|---|-------|

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 _____

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**.

All sponsors, exhibitors, and contributors must register separately from this sponsor activity and pay the appropriate registration fee to attend meetings.

Sponsor or Meeting Contributor Agreement

Please complete this agreement and return with your application form by **May 24, 2013 (Artwork due May 10, 2013)**

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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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1. **Registration Fee:** Sponsors must register and pay the appropriate event registration fee.
2. **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.
3. **Printed Notation:** An acknowledgment of sponsors and contributors will be included with registration packages. The exact wording will be at the discretion of API.
4. **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.
5. **Registration Program Inserts:** All sponsors agree to send API by, **May 24, 2013**, a **full page, 8 1/2 x 11, color marketing flyer** about the company services it provides, along with a company logo. Send flyer in a **high quality PDF file AND logo in a high quality JPEG file** to: Arnetta Smith at smitha@api.org.
6. **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".
7. **Insurance:** The sponsor acknowledges that API and the Hyatt Regency Washington on Capitol Hill 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.
8. **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.

9. **Sponsor Cancellation:** Sponsors may cancel their obligation up to **May 31, 2013**. 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.
10. **Assignment:** Neither API nor the sponsor may assign their rights under this Agreement without the express written consent of the other party.
11. **Sales:** No business transactions/solicitations are allowed at the "Sponsors Only Table" or during any API functions.
12. **Package Handling Fees:** We understand that the Hyatt Regency Washington on Capitol Hill 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.
13. **Shipping Information:** Your packages should be addressed to you as follows:

Company Representative's Name (**Hotel Guest**)
Hold for Arrival [**Representative's arrival date**]
Hyatt Regency Washington on Capitol Hill
400 New Jersey Avenue, NW
Washington, DC 20001
202-737-1234

Company/Organization

Representative's Name (Please print)

Representative's Phone Number

Representative's Signature

Date Signed

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Thank you for your support!