

2014 Sponsor, Exhibitor, and Contributor Information

Deadlines, Setup and Display Hours, Shipping Details, etc.

Thank you for your participation in the [E&P Winter Standards Meeting](#), January 20-24, 2014, at the InterContinental Dallas in Addison, Texas. Your interest and support of our sponsor and exhibitor program is greatly appreciated.

Please read the following information carefully and note the important deadlines below:

As a **Sponsor**, your company is entitled to:

- 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) registration if sponsorship is at least \$1,500; 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.

As an **Exhibitor**, your company is entitled to:

- A six-foot, tabletop exhibit space in the registration area to display company products and/or services Monday through Wednesday.
- Internet access Monday through Wednesday at your display table, if requested.
- All coffee/refreshment breaks will be set up in the same area as exhibitors.
- Printed acknowledgement of your exhibit 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.
- Company logo listed in the program.
- 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.
- Welcome breakfast, reception, and coffee/refreshment breaks for one company representative. *The fee for Additional Representatives is \$75 for food and beverage functions. (See Exhibitor Application).*

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

As a **Meeting Contributor**, your company is entitled to:

- Printed acknowledgement of your contribution in the on-site program with a brief description of what your company does.
- Use of "Sponsors Only Table" (shared table) in the registration area for distribution of company materials.
- A "Meeting Contributor" ribbon affixed to the company representative's badge for easy identification.

Important Requirements and Deadlines for Sponsors and Exhibitors:

Lanyards or registration bags <i>In order to produce these items in time to be shipped, the application and agreement, along with artwork, marketing flyers and logo are due December 13, 2013.</i>	Application and Agreement, along with the artwork in JPEG <u>and</u> EPS files due to API by December 13, 2013 . Please email files to Arnetta Smith at smitha@api.org . Fax your completed sponsor application and agreement to 202-682-8222 in order for work on the lanyards or bags to begin.
Sponsor and exhibitor applications and agreements <i>Please submit application and agreement along with the marketing flyer and logo referenced in the next three items</i>	Fax 202-682-8222 by December 20, 2013 . Please be sure your company information is provided appropriately as it will be listed as indicated on your application.
One-page, one-sided, color marketing flyer	Provide in a high quality PDF file by December 20, 2013 . Email to Arnetta Smith at smitha@api.org .
Company logo	Provide in a high quality JPEG file by December 20, 2013 . Email to Arnetta Smith at smitha@api.org .
Company URL	Email by December 20, 2013 to Arnetta Smith at smitha@api.org .

Exhibitor Set-Up and Exhibitor Hours:

Sunday, January 19	Set-Up	1:00 pm – 4:00 pm
Monday, January 20	Exhibit Hours	7:00 am – 5:00 pm
Tuesday, January 21	Exhibit Hours	7:00 am – 5:00 pm
Wednesday, January 22	Exhibit Hours	7:00 am – 5:00 pm
Wednesday, January 22	Tear-Down	Between 5:00 pm – 6:00 pm or earlier if you need leave.

Hotel staff will set up your tables in the afternoon, Sunday, January 19th. You may begin setting up your exhibit table Sunday at 1:00 pm. It would be helpful to set up on Sunday, if possible, so that if you need any assistance, the hotel staff can help. Sunday afternoon will be less busy than Monday morning since most people will be arriving on Monday.

Table selection will be made on a first-come, first-served basis. If you have questions regarding the location of your table before then, contact Arnetta Smith at 202-682-8149 or smitha@api.org.

Your **exhibit fee covers table set-up, two chairs, an additional table with three chairs, internet access, and a standard electrical outlet**. If you have additional electrical or audio/visual needs, contact Irene Soleymani, Director of Conference Planning, at 972-386-6000 or irene.soleymani@ihg.com, to make those arrangements at an additional cost.

Shipping Information

Come prepared with enough materials about your company to distribute to attendees. You may ship materials ahead of your arrival. **Please do not ship them to arrive at the InterContinental Dallas before Thursday, January 16th.** You may call the hotel and ask for Shipping and Receiving to verify that your packages have been received. The main hotel phone number is 972-386-6000.

[Please address packages to yourself as follows:](#)

[\[Company Representative's Name \(Hotel Guest\)\]](#)

[InterContinental Dallas](#)

[15201 Dallas Parkway](#)

[Addison, Texas 75001](#)

[Hold for Arrival: \[Representative's arrival date\]](#)

[Materials for the API E&P Winter Standards Meeting](#)

Please be aware that you may also be responsible for any package handling fees associated with the delivery of your items once they arrive at the hotel. You will also be responsible for the return shipment of your exhibits. You may make arrangements with Shipping and Receiving at the hotel. Be sure to bring your shipping account information if appropriate.

Exhibit Security

You will have access to limited storage in the API Office where you may secure **small** items such as monitors during the night, if you wish, or you may take them to your hotel room. However, the InterContinental Dallas and API cannot be responsible for your items in case of theft, loss or damage in any way. You are responsible for the security of your materials and products at all times. If you need to leave shipping crates in the hotel's loading dock area, be sure that they can be secured safely until you will need them for return shipment.

Hotel security personnel will insist that you safeguard laptops, computers, other valuable equipment, etc. Please do not leave them unattended at any time.

NOTE: Your signed Exhibitor Agreement is required by API before you can set up your exhibit table.

Exhibitor Raffle

In an effort to encourage attendees to visit with exhibitors, a special break will be held 2:30 pm – 3:00 pm on Monday and Tuesday. We've found this to be a great way for exhibitors to meet many of the attendees.

All exhibitors are encouraged (but not obligated) to bring at least 2 prizes (one for each day's drawing) for donation to the Registration Desk no later than 12:00 noon on Monday and Tuesday, January 20 and 21.

Please contact either Arnetta Smith at 202-682-8149 or smitha@api.org or Brittany Morrow at 202-682-8195 or morrowb@api.org if there are any questions regarding the above information.

Thank you for your participation. We look forward to seeing you.

Arnetta

Arnetta C. Smith, CMP

Senior Events Manager

Global Industry Services, Meeting and Conference Services

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smitha@api.org ✉ www.api.org/meetings/calendar/