

Exhibitor Application 2014 Fall Committee on Petroleum Measurement Standards Meeting

October 6-10, 2014
The Westin Westminster
Westminster, Colorado

Return by: September 1, 2014
Fax your application, along with the
appropriate agreement, to 202-682-8222
No cover sheet necessary

The registration fee to attend meetings is not
included in sponsor or exhibitor fees.

Company _____
Street Address _____
City _____
State/Province _____
Zip/Postal Code _____
Country _____
Phone _____ Fax _____
Representative _____
Representative's E-mail _____
*(Email address must be for the representative above - not the
company's marketing person.)*
Company URL _____
CC E-mail _____
(Marketing or other alternate contact if you wish)

Exhibitor Opportunities

(See Exhibitor Benefits Summary for details)

- 6-foot Exhibit Table: **\$1,500**
(10) Exhibit Tables Available)
- Additional Representative – Breakfasts, Reception, Coffee
Breaks: **\$75** *(does not include registration to 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

Thank you for your support!

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.
- ✓ Internet access Monday through Wednesday at your display
table, *if requested*.
- ✓ 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

Card Number		
Exp. Date:	Cardholder's Zip Code:	Card Security Code (CSC):
Print Cardholder's Name		
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-UM008-7411**. Please mail the check
with your application form to: **American Petroleum Institute,
P.O. Box 1425, Merrifield, VA 22116-1425**. *If you mail the
application, please also fax a copy to 202-682-8222.*

**All sponsors, exhibitors, and contributors
must register and pay the appropriate registration fee
to attend meetings.**

Exhibitor Agreement

Please complete this agreement and return with your application form by **September 1, 2014**.

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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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Westminster, Colorado

Fee: There is a \$1,500 charge that includes one exhibit space. Only items and literature that will fit conveniently on a standard 6-foot hotel table may be displayed.

- Program Inserts:** All sponsors agree to provide
 - An 8 1/2 x 11, one-page, color marketing flyer about the company in a **high quality PDF** file (created with crop marks)
 - A company logo in a **high resolution JPG** file.

These items should be sent to Arnetta Smith at smitha@api.org by **September 1, 2014**.

- 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 **small** 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.
- 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.
- 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, 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 exhibitor fee.
- Exhibitor Cancellation:** Exhibitors may cancel their exhibitor obligation up to **September 8, 2014**, 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.
- Assignment:** Neither API nor the exhibitor 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 exhibit tables 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 as follows:

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

Company/Organization (Please print)

Representative's Name (Please print)

Representative's E-mail (Please print)

Representative's Phone Number (Please print)

Representative's Signature (Please print)

Date Signed

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