

Sponsor Application

2010 API/AGA Joint Committee on Oil & Gas Pipeline Field Welding Practices

January 27-28, 2010
InterContinental New Orleans
New Orleans, Louisiana

Return by: December 28, 2009
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 _____
E-mail _____
Representative _____
(Name of person attending meeting, not company marketing person)

Sponsorship Opportunities

Please check all opportunities you wish to apply for:

- Central Coffee/Refreshment Breaks \$ 300**
(Wednesday and Thursday)
Three (3) sponsorships available @ \$300 each
- Thursday Continental Breakfast \$ 500**
Three (3) sponsorships available @ \$500 each

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

Sponsorship Benefits

As a meeting sponsor, your company will receive:

Printed acknowledgement of the sponsorship in the on-site program, featuring a full page, 8 1/2 x 11, color flyer about the company and services it provides along with marketing contact information. This should be **sent in a high resolution JPG or PDF file** by e-mail to: Arnetta Smith at smitha@api.org by **December 28, 2009**.

Customized sign with the company name at the sponsored function.

Use of a "Sponsor Table" in the area of the meeting for distribution of company literature.

A "Sponsor" ribbon affixed to the company representative's badge for easy identification.

Method of Payment

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 _____

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-UM004-7411**. Please mail the check with your registration form to: **American Petroleum Institute, P.O. Box 1425, Merrifield, VA 22116-1425**.

Sponsor Agreement

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Please complete this agreement and return with your application form by **December 28, 2009**.

We plan to attend the API event indicated below, and would like to participate as a sponsor or contributor. We agree to abide by the following conditions and procedures and will brief our representatives accordingly:

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1. **Printed Notation:** An acknowledgment of sponsors will be included with registration program. The exact wording will be at the discretion of API.
2. **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.
3. **Registration Program Inserts:** All sponsors agree to send API by **December 28, 2009** a full page, 8 1/2 x 11, color flyer about the company and services it provides. Information should be **sent in a high resolution JPG or PDF file** by e-mail to: Arnetta Smith at smitha@api.org.
4. **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".
5. **Insurance:** The sponsor acknowledges that API and the InterContinental New Orleans 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.

All sponsors must register and pay the appropriate registration fee to attend meetings.

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.

6. **Sponsor Cancellation:** Sponsors may cancel their obligation up to January 4, 2010. 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: registrar@api.org) or fax: 202-682-8222.
7. **Assignment:** Neither API nor the sponsor may assign their rights under this Agreement without the express written consent of the other party.
8. **Sales:** No business transactions/solicitations are allowed at the "Sponsors Only Table" or during any API functions.
9. **Package Handling Fees:** We understand that the InterContinental New Orleans 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.
10. **Shipping Information:** Your packages should be addressed as follows:

Company Representative's Name (**Hotel Guest**)
Hold for Arrival [**Representative's arrival date**]
InterContinental New Orleans
444 St. Charles Avenue
New Orleans, Louisiana
504-525-5566

Company/Organization

Representative's Name (Please print)

Representative's Phone Number

Representative's Signature

Date Signed

Thank you for your support!