

# Sponsor Application 2010 Exploration & Production Winter Standards Meeting

January 25-29, 2010  
InterContinental New Orleans  
New Orleans, Louisiana

**Return by: December 28, 2009**

Fax your application, along with the appropriate 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 \_\_\_\_\_

Name of person who will receive the 50% 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.
- 50% discount on one (1) registration with a \$1,000 sponsorship.
- 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)

- Spouse/Guest Breakfasts \$ 500
- Internet Station \$ 700
- Central Coffee/Refreshment Breaks \$ 800
- Breakfasts: Check one:  Tuesday  Wednesday \$ 1,000
- SC 5 Welcome Breakfast/General Session (Monday) \$ 1,000
- Reception (Wednesday) \$ 1,300
- Registration Badges and Lanyards \$3,000
- Registration Bags \$3,800

## Meeting Contributor

- Meeting Contributor (Limited benefits) \$300

## 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**.

**All sponsors, exhibitors, and contributors must register 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 **December 28, 2009**.

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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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- Registration Fee:** Sponsors must register and pay the appropriate event registration fee.
- 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.
- Printed Notation:** An acknowledgment of sponsors and contributors will be included with registration packages. 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 sponsors. The exact wording and type of recognition will be at the discretion of API.
- 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](mailto:smitha@api.org).
- 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".
- 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.

- 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 January 4, 2010. 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](mailto:smitha@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:** 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.
- Shipping Information:** Your packages should be addressed to you 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 70130  
504-525-5566

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Company/Organization

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Representative's Name (Please print)

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Representative's Phone Number

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Representative's Signature

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Date Signed

**Thank you for your support!**

# Exhibitor Application 2010 Exploration & Production Winter Standards Meeting

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Company \_\_\_\_\_  
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 Zip/Postal Code \_\_\_\_\_  
 Country \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Representative \_\_\_\_\_  
 E-mail \_\_\_\_\_  
*(Email address must be for the **representative above** – **not** the company's marketing person.)*

## 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.
- ✓ 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.
- ✓ 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).

## Exhibitor Opportunities

*(See Exhibitor Benefits Summary for details)*

- 6-foot Exhibit Table: **\$1,300**  
*(10 Exhibit Tables Available)*
- Additional Representative – Breakfasts, Reception, Coffee Breaks: **\$75** *(does not include 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

## 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 \_\_\_\_\_

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- Fee:** There is a \$1,300 charge that includes one exhibit space. Only items and literature that will fit conveniently on a standard 6-foot hotel table may be displayed.
- 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 items to be locked in the API office at the InterContinental New Orleans during the hours that the meeting is not in session. However, neither API nor the InterContinental New Orleans, 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 InterContinental New Orleans, 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 InterContinental New Orleans 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.

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Representative's Name (Please print)

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Date Signed

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