

Sponsor/Exhibitor Application

2011 API Offshore Safe Lifting Conference & Expo

July 19-20, 2011

Hilton Houston North
Houston, Texas USA

Return by: July 6, 2011

Fax your 2 page application to 202-682-8222
Both pages required for processing
No cover sheet necessary

Company Information

Company _____
 Street Address _____
 City _____
 State/Province _____
 Zip/Postal Code _____ Country _____
 Phone _____ Fax _____
 E-mail _____
 Contact _____
 Complimentary Registrant (please print):
 Name: _____
 Phone _____ Fax _____
 E-mail _____
 Name of contact for graphics/logo requests (for Sponsors only):
 Name: _____
 Phone _____
 E-mail _____

As a sponsor you will receive:

- ✓ **One** complimentary registration (after one, each additional registrant pays a discounted registration fee of \$350);
- ✓ Admission to all conference sessions;
- ✓ The use of a 6' exhibit table during the conference;
- ✓ Reserved seating at table with Planning Committee operator company members during lunch on first or second day;
- ✓ Prominent exposure on a Sponsor Appreciation sign located in the registration area;
- ✓ A sign or poster with your company name at the sponsored function;
- ✓ A "Special Thanks to Sponsors" document inserted into all registration packages (this insert will feature a brief paragraph about your company and the products or services you provide, plus a marketing contact name and telephone number);
- ✓ Inclusion of one promotional piece to be inserted in the registration packet (please see agreement for specifications);
- ✓ Special recognition during the opening session.
- ✓ Contact list of conference attendees

As an exhibitor you will receive:

- ✓ The use of a 6' draped exhibit table during the conference;
- ✓ **One** complimentary registration (after one, each additional registrant pays a discounted registration fee of \$350).
- ✓ Electricity, chairs, garbage can
- ✓ Admission to all conference sessions;
- ✓ Contact list of conference attendees

Sponsorship Opportunities

Prior to making your selection please check:
www.api.org/meetings/topics/offshore/exhibitorsponsorlist.cfm
 This website is updated daily with the latest sponsorships available.
Sponsorships are not held until we receive your Application Form.

- | | |
|--|---------------|
| <input type="checkbox"/> Conference Bag with Logo | \$3500 |
| <input type="checkbox"/> Conference Lanyard with Logo | \$3500 |
| <input type="checkbox"/> Conference Signs | \$3500 |
| <input type="checkbox"/> Conference Onsite Program | \$3000 |

Tuesday, July 19, 2011

- | | |
|---|---------------|
| <input type="checkbox"/> Continental Breakfast | \$2500 |
| <input type="checkbox"/> Mid-Morning Refreshment Break | \$2000 |
| <input type="checkbox"/> Luncheon (Two Sponsorships Available) | \$3500 |
| <input type="checkbox"/> Afternoon Refreshment Break | \$2000 |
| <input type="checkbox"/> Networking/Exhibit-viewing Reception (Two Sponsorships Available) | \$4500 |

Wednesday, July 20, 2011

- | | |
|---|---------------|
| <input type="checkbox"/> Continental Breakfast | \$2500 |
| <input type="checkbox"/> Mid-Morning Refreshment Break | \$2000 |
| <input type="checkbox"/> Luncheon (Two Sponsorships Available) | \$3500 |
| <input type="checkbox"/> Afternoon Refreshment Break | \$2000 |

Other sponsorships can be customized to fit your needs.

Exhibitor Opportunities

- 6-foot Exhibit Table + One Complimentary Registration: **\$1,750**
All tables will be located directly outside conference room. Exhibit tables are selected on a first come, first served basis.

Method of Payment

- By Credit Card - (Preferred)** 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-UM019-7411**. Please mail the check with your registration form to: **American Petroleum Institute, P.O. Box 1425, Merrifield, VA 22116-1425.**

Sponsor/Exhibitor Agreement

2011 API Offshore Safe Lifting Conference and Expo

July 19-20, 2011
Hilton Houston North
Houston, Texas USA

Please complete this agreement and return with your application form by July 6, 2011.

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

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- Printed Program Notation:** An acknowledgment of the level of support, item, or event sponsored will be made in the final printed program. 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 sponsor. The exact wording and type of recognition will be at the discretion of API.
- Onsite Program Sponsor Descriptions:** All sponsors agree to send API by July 6, 2011 a brief description (not more than 5 short sentences) about the company and services it provides. Information should be sent by e-mail to cunningham@api.org or fax: 202-682-8222. Exact wording will be at the discretion of API.
- Display Items:** One 6' exhibit table will be made available to each sponsoring company during the conference. Free-standing displays are prohibited. The Exhibit area is immediately outside the conference hall.
- Promotional Piece:** One marketing piece no larger than 8.5" x 11" may be provided by each sponsoring company for insertion in the conference bag. *350 copies of your promotional piece must be delivered to Matthew Cunningham, c/o Hilton Houston North, not before July 14th and no later than July 16 to assure inclusion. If you wish to ship directly to the hotel by July 16, please use attached shipping label.*
- Liability and Security:** Each sponsor/exhibitor must make provisions for the safeguarding of his/her goods, materials, equipment and display at all times. Neither API, nor the Hilton Houston North, nor their officers, representatives or employees will be responsible for any destruction, damage, theft or loss to the exhibitor's property.
- Indemnification:** The sponsor /exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, save and hold harmless API, the Hilton Houston North, and its 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 sponsor'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 sponsor/exhibitor acknowledges that API and the Hilton Houston North do not maintain insurance covering sponsor or exhibitor's property and that it is the sole responsibility of sponsor to obtain business interruption and property damage insurance covering such losses by sponsor or exhibitor.
- Event Cancellation:** If unusual circumstances prevail and API must cancel the event, a full refund of the sponsor /exhibitor fee will be made within thirty (30) days of the cancellation. Sponsor/Exhibitor waives all claims that may be made against API, its employees, agents and assigns, except the right to a refund of the sponsor fee.
- Cancellation:** Sponsors/Exhibitors may cancel their obligation up to June 17, 2011. However, 50% of the 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: cunningham@api.org) or fax: 202-682-8222.
- Assignment:** Neither API nor the sponsor/exhibitor may assign their rights under this Agreement without the express written consent of the other party.
- Sales:** No business transactions/solicitations are allowed during any API functions.

Company/Organization

Representative's Name (Please print)

Representative's Signature

Date Signed

Thank You for Your Support!

Registration Form for *Additional Sponsors and Exhibitors* 2011 Offshore Safe Lifting Conference & Expo

July 19-20, 2011
Hilton Houston North
Houston, Texas USA

Note: Please use a separate form for each attendee. Photocopies are welcome. This is how your badge will read. Please print clearly.

Name	Nickname
Job Title	
Company/Organization	
Mailing Address	
City	State/Province
Zip/Postal Code	Country
Phone	Fax
E-mail	
<i>(Required information - If you do not have an e-mail address, please write in NONE)</i>	

Emergency Information/Special Needs:

In case of emergency, contact:

Name	Relationship
Day Phone	Evening Phone

If you have special needs (physical or dietary) that need to be addressed for you to fully participate, please indicate them here:

Registration for additional Sponsors and/or Exhibitors

Sponsor/Exhibitor \$350

Fee includes admission to all conference sessions. To be eligible for the above rate, Additional Sponsor/Exhibitor *must be a direct employee* of exhibiting or sponsoring company. API will request proof (i.e. business card) of direct employment and ID at the conference registration desk.

Substitutions, Cancellations and Refunds:

Substitutions may be made at any time by written request. Notice of cancellations and requests for refunds must be made in writing and received by July 6, 2011. A refund of your registration fee, less a \$100 cancellation fee, will be made if notice is received by this date. *No refunds given after July 6, 2011.*

If you have any registration questions, please e-mail registrar@api.org.

Method of Payment

Fax completed form with credit card payment information to 202-682-8222 by July 6, 2011. No cover sheet necessary.

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	Exp. Date	Cardholder's Zip Code
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 properly: **SS-2300-UM019-7411**. Mail the check with your registration form to: **American Petroleum Institute, P.O. Box 1425, Merrifield, VA 22116-1425.**

Please hand carry checks to on-site registration after June 22, 2011. Checks mailed after then might not be received in time for processing payment.