

Thank you for your participation in the **2017 Fall Refining and Equipment Standards Meeting, November 13-16, 2017**, at the Hyatt Regency Dallas. 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. **(See ad specs.)**
- Customized sign with the company name at the sponsored function.
- If reception sponsorship is chosen, your company logo will also be displayed electronically during the reception.
- Use of a display table during the Monday night Welcome Reception, if desired.
- Your company listed as a sponsor on the API website with a link to your website.
- One (1) complimentary registration with a \$2,000 or larger sponsorship. Complete a separate registration form for this person and reference this sponsorship benefit.
- A "Sponsor" badge for easy identification.

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

- A six-foot, tabletop exhibit space near the registration area to display company products and/or services Monday and Tuesday. (Setup 1:00 pm – 5:00 pm)
- Wi-Fi access at your display table.
- All coffee/refreshment breaks during the day; special networking break, 2:30 pm – 3:00 pm, Monday and Tuesday.
- Printed acknowledgement of the exhibit display in the on-site program; featured one-page, color marketing flyer about your company with marketing contact information. **(See ad specs.)**
- Your company listed as an exhibitor on the API website with a link to your company's website.
- An "Exhibitor" badge for easy identification.
- Welcome breakfast (general session), reception, and coffee/refreshment breaks for one company representative.

Important Requirements and Deadlines for Sponsors and Exhibitors:

Sponsor and exhibitor applications and agreements	Fax 202-682-8222 by October 6, 2017 . Please be sure your company information is provided appropriately as it will be listed as indicated on your application.
Lanyards, registration bags, or portable power packs <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 <u>September 29, 2017</u>.</i>	Application and Agreement, along with the artwork in both JPEG and EPS files (with vector art) due to API by September 29, 2017 . Please email files to Marshall Raikin at raiskinm@api.org . Fax your completed sponsor application and agreement to 202-682-8222 in order for work on the lanyards or bags to begin.
On-site program two-page insert <i>In order to produce the on-site program in time to be shipped, the application and agreement, along with the 2-page layout and logo are due <u>September 29, 2017</u>.</i>	Application and Agreement, along with the 2-page layout in a high quality PDF file due to API by September 29, 2017 . Please email files to Marshall Raikin at raiskinm@api.org . Fax your completed sponsor application and agreement to 202-682-8222 in order for work on the lanyards or bags to begin.
One-page, color marketing flyer	Provide an <u>one-page, color marketing flyer</u> about the company in a high quality PDF file. Please see attached ad specs. Flyer is due by October 6, 2017 . Email to Marshall Raikin at raiskinm@api.org .
Company logo	Provide a high quality JPEG file by October 6, 2017 . Email to Marshall Raikin at raiskinm@api.org .
Company URL	Email by October 6, 2017 to Marshall Raikin at raiskinm@api.org .



AMERICAN
PETROLEUM
INSTITUTE

Sponsor/Exhibitor Information

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

Exhibitor Set-Up and Exhibitor Hours:

Sponsor and exhibitor table setup will begin at 1:00 pm on Sunday, November 12th.

API will post the name of your company on your tables for identification. Please look for your table when you arrive. You will have 6-ft. table, draped, and two chairs. **Please do not move the location of your table.** *Should you have questions or concerns about where your table is located, please see Arnetta Smith or Lynne Collins with API.*

Sunday, November 12	Set-Up (unless otherwise specified)	1:00 pm – 5:00 pm
Monday, November 13	Exhibit Hours	7:00 am – 5:00 pm
Tuesday, November 14	Exhibit Hours	7:00 am – 5:00 pm
Tuesday, November 14	Tear down your exhibit table display	At 5:00 pm

Note: You may take down your exhibit table prior to 5:00 pm if you wish, but not before 2:30 pm. However, the displays must be removed no later 6:00 pm on Tuesday.

Sponsor/Exhibitor Shipping and Receiving Information

Below are some general guidelines for shipping packages to and from the hotel.

Labeling on packages should include:

Hold for: On-Site Guest Name, Arrival date (include month, day, and year), Company

Hyatt Regency Dallas
300 Reunion Boulevard
Dallas, Texas

Materials for the API Fall Refining and Equipment Standards Meeting

Box ____ of ____

The main hotel number is 214-651-1234.

We recommend that you have a packing slip both inside and outside of each package. In addition, please send all packages prepaid, and make sure to record and bring with you the air bill or tracking numbers for all packages shipped to the hotel.

Afternoon Networking Breaks and Drawings:

There will be an afternoon networking break on Monday and Tuesday afternoons, 2:30 pm – 3:00 pm. The purpose is to encourage attendees to take some time to visit with you and learn about your company, products, and services. You are encouraged to bring four items (two for each day) to donate for the drawings. The value of each item should be no more than \$25.00. At approximately 2:45 pm, the drawing will be conducted.

Sponsor/Exhibitor Hours:

Sunday, November 12, 2017 1:00 pm – 5:00 pm (Setup)

Monday, November 13, 2017 7:00 am – 5:00 pm

Tuesday, November 14, 2017 7:00 am – 5:00 pm

(Your display must be broken down by 5:30 pm and removed by 6:00 pm; however, you may do so before 5:30 pm if you wish, but not before 2:30 pm.)



AMERICAN
PETROLEUM
INSTITUTE

Sponsor/Exhibitor Information

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

Exhibit Security

You will have access to very 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 **Hyatt Regency 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 loading dock area, be sure that they can be secured safely until you will need them for return shipment.

NOTE: Your signed Exhibitor Agreement is required by API before you may set up your display.

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

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

Arnetta C. Smith, CMP
Senior Events Manager, Events and Marketing
API Global | 1220 L Street, NW | Washington, DC 20005-4070 | 202-682-8149
Phone: 202.682.8149 | Fax: 202.682.8222 | smitha@api.org

ON-SITE PROGRAM AD SPECIFICATIONS

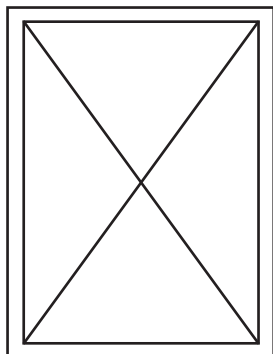
ACCEPTABLE DIGITAL FILES

The preferred file format is Adobe Acrobat PDF (300 dpi, CMYK, all fonts embedded, no bleed, no printer's marks). You may also send JPG files (300 dpi at actual size, CMYK) or flattened TIFF files (300 dpi at actual size, CMYK). Please do not submit files created in word-processing programs, MS PowerPoint, CorelDraw, MS Publisher, etc.

We cannot guarantee printed quality or acceptability of materials that do not comply with these specifications. **API accepts no liability for poor production quality or any errors created from files sent in a digital format, if any of the stated procedures have not been adhered to.**

ADVERTISING DIMENSIONS

Full page ad trims to 7.5 inches (190 mm) wide by 10 inches (254 mm) high. No bleeds allowed.



ARTWORK SUBMISSION

Email PDF, TIFF or JPG files to registrar@api.org, with "[Insert event name] Ad Submission" in the subject line.

For additional information or to reserve ad space in one of our programs, contact Armetta Smith at (+1) 202-682-8149 or SmithA@api.org.

More about API events at [API.org/Meetings](https://api.org/Meetings).



Hyatt Regency Dallas Package Shipping Instructions

PREPARING YOUR SHIPMENT

FedEx Office is committed to providing you with an outstanding experience during your stay. All guest and event packages being shipped to the hotel must follow the address label standards (illustrated below) to prevent package routing delays. Please schedule your shipment(s) to arrive 3–4 days prior to the event start date to avoid additional storage fees. Use the name of the recipient who will be on-site to receive and sign for the package(s). Please do not ship any items to the attention of the Hospitality Manager or Catering & Conference Manager, unless the items are specifically for their use (i.e., hotel specifications, rooming lists, signed documents); this includes any room drops or deliveries to any other area of Hyatt Regency Dallas.

Shipments are held for a limited number of days. If a package has not been picked up and no contact information is provided, the package will be returned to the sender, who will be responsible for all additional shipping fees. For more information on package retention, the Return to Sender process, or to schedule package deliveries, please contact the FedEx Office Business Center at **214.741.2763**. Package deliveries should only be scheduled after the recipient has checked into the hotel.

PACKAGE LABELING STANDARDS AND FEDEX OFFICE CONTACT

Hold For Guest: (Guest Name) (Guest Cell Number)
c/o FedEx Office at Hyatt Regency Dallas
300 Reunion Blvd.
Dallas, TX, 75207
(Convention / Conference / Group / Event Name)

Box ____ of ____

FedEx Office Business Center
Hyatt Regency Dallas
300 Reunion Blvd.
Dallas, TX 75207
Phone: 214.741.2763
Fax: 214.741.2736
Email: usa5571@fedex.com

Operating Hours
Mon – Fri: 7:00am - 7:00pm
Saturday: 10:00am - 5:00pm
Sunday: 12:00pm - 5:00pm

SHIPPING AND RECEIVING INSTRUCTIONS

Meeting organizers and participants are encouraged to contact FedEx Office in advance of shipping their items to Hyatt Regency Dallas with any specific questions. If you have any special needs such as refrigeration requirements, after hours delivery requests or changes to your meeting dates or rooms, please work directly with your Event Services Manager who will communicate these needs to FedEx Office in advance of your event.

PACKAGE DELIVERY WITHIN THE HOTEL

In most cases, FedEx Office will complete delivery or pickup of packages within the conference and meeting rooms, lobby area and guest suites of Hyatt Regency Dallas, but please check with the business center for specific delivery limitations that may exist. In cases where a drayage company or decorator is used, FedEx Office team members will release any drayage directly to the decorator if they are onsite when the shipments arrive. If any drayage or parcels require overnight storage, FedEx Office will request handling fees be collected from the decorator. If you are using a drayage company or decorator for exhibitor packages, these packages must be shipped directly to the drayage company or decorator specified address. Please note that FedEx Office team members cannot lend out any moving equipment to a guest, which includes pallet jacks, dollies, and flatbed carts.

PACKAGE DELIVERY TO GUEST SUITES

In most cases, FedEx Office will complete delivery or pickup of packages to guest suites at Hyatt Regency Dallas, but please check with the business center for specific delivery limitations that may exist. FedEx Office is not authorized to leave packages in guest suites that are not occupied. A guest with authorization to sign for the delivery and approve any charges for handling and delivery fees must be present in the suite.



Hyatt Regency Dallas Package Shipping Instructions

UPON YOUR ARRIVAL

Packages will be available for pickup inside the FedEx Office business center (receiving fee will apply). Pallets, crates, display cases and other heavier items may be scheduled for delivery by contacting our staff at the number located on the previous page (delivery fee will apply). Package deliveries should only be scheduled after the recipient has checked into the hotel. In order to maintain the proper chain of custody, FedEx Office requires the package recipient's signature before a package can be released from FedEx Office. Release signatures are captured at the time of package pickup or package delivery to the recipient.

UPON YOUR DEPARTURE

All outbound packages must have a completed carrier airbill affixed to each package. Packaging supplies (boxes, tapes, and etc.) are available for purchase within the FedEx Office business center. FedEx Office offers pack and ship services in the business center; while packaging supplies are also available for purchase. FedEx Express® shipping boxes and airbill forms are available and complimentary. Outbound packages to be picked up by a third party courier should be coordinated in advance with a FedEx Office team member. Outbound handling fees will be applied to all packages, regardless of carrier, in addition to shipping/transportation fees.

PACKAGE HANDLING AND STORAGE FEES

PACKAGE WEIGHT	PACKAGE PICKUP OR DROP OFF BY GUEST	PACKAGE PICKUP OR DELIVERY BY FEDEX OFFICE
Flat Envelopes	No Charge	\$5.00
0.0 – 1.0 lbs.	\$2.00**	\$5.00
1.1 – 10.0 lbs.	\$10.00	\$15.00
10.1 – 20.0 lbs.	\$15.00	\$20.00
20.1 – 30.0 lbs.	\$20.00	\$30.00
30.1 – 40.0 lbs.	\$25.00	\$40.00
40.1 – 50.0 lbs.	\$25.00	\$50.00
50.1 – 60.0 lbs.	\$25.00	\$50.00
Over 60.0 lbs.	\$25.00	\$70.00
Pallets & Crates*	\$150.00	\$150.00

* For inbound/outbound pallets or crates, the receiving and delivery charges are consolidated into a single fee of \$150.00, which is applied to each pallet/crate handled. A labor fee of \$70.00 per hour will apply for breaking down pallets, building pallets, or excessive package handling/moving due to a customer's request. The labor fee can be charged in 15 minute increments.

** No handling fees will be charged for outbound packages weighing 0-1 pound that are brought to the FedEx Office Business center by a guest.

PACKAGE WEIGHT	STORAGE FEE AFTER 5 DAYS
Flat Envelopes	No Charge
0.0 – 10.0 lbs.	\$5.00
11.0 – 30.0 lbs.	\$10.00
31.0 – 60.0 lbs.	\$15.00
Over 60.0 lbs.	\$25.00
Pallets & Crates	\$50.00
Over 6.5' in Size	\$25.00

A one-time package storage fee will apply to each package received and stored for more than five (5) calendar days. Items measuring over 6.5 feet in size are considered oversize and will be assessed an additional oversize fee if stored for more than five (5) calendar days.

TERMS AND CONDITIONS

Receiving, delivery and storage charges are payable at the time of delivery. Recipient may be required to present government-issued photo identification and sign for delivery. Shipper must comply with all applicable local, state and federal laws, including those governing packing, marking, labeling and shipping. OBTAIN FIRE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING. Neither the Hotel nor FedEx Office and Print Services, Inc. provide such insurance. Neither the Hotel nor FedEx Office and Print Services, Inc. nor the employees, agents or contractors of either firm will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt at the Hotel, in which case such liability shall be limited to the lesser of \$100 or the liability of the carrier indicated above. By sending your package to the Hotel, you agree to be bound by any additional terms and conditions that the Hotel or FedEx Office and Print Services, Inc. may establish from time to time for receiving and delivering of packages.