AMERICAN PETROLEUM INSTITUTE

Sponsor/Exhibitor Information

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

Thank you for your participation in the **2016 Spring Refining and Equipment Standards Meeting, May 16-19, 2016,** at the Hyatt Regency Chicago, in Chicago, IL. 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.
- Customized sign with the company name at the sponsored function.
- 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.
- Distribution only, through the meeting website, of invitations to off-site, meeting related, educational activities that are planned and sponsored by your company where RSVP's are needed before the meeting. Use of a "Sponsors Only Table" (shared table) in registration area for distribution of company literature and hospitality invitations.
- One (1) complimentary registration with a $1,500 or larger sponsorship. Complete a registration form for this person and reference this sponsorship benefit.
- Wi-Fi access
- 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
- All coffee/refreshment breaks will be set up in the same area as exhibitors.
- Special networking break, 2:30 pm – 3:00 pm Monday and Tuesday
- Printed acknowledgement of the exhibit display 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 website.
- An *"Exhibitor"* badge for easy identification.
- Welcome breakfast (general session), reception, and coffee/refreshment breaks for one company representative. *The fee for Additional Representatives is $75 for food and beverage functions.*

Important Requirements and Deadlines for Sponsors and Exhibitors:

Sponsor and exhibitor applications and agreements	Fax 202-682-8222 by **April 11, 2016.** Please be sure your company information is provided appropriately as it will be listed as indicated on your application.
Lanyards, registration bags, or on-site program	Artwork in JPG and EPS files due to API by **April 4, 2016**. Please email files to Arnetta Smith at smitha@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 8 ½ x 11, one-page, color marketing flyer about the company in a **high quality PDF** file **(small border; no crop marks)** by **April 11, 2016**. Email to Arnetta Smith at smitha@api.org.
Company logo	Provide an 8 ½ x 11, one-page, color marketing flyer about the company in a **high quality JPEG** file by **April 11, 2016**.
Company URL	Email by **April 11, 2016** to Arnetta Smith at smitha@api.org.

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PDF of invitation to a sponsored Meeting-Related, Educational Activity **SPONSORS ONLY**	Distribution only, through the meeting website, of invitations to off-site, meeting-related, educational activities that are planned and sponsored by your company where RSVP's are needed before the meeting. Email PDF file to Arnetta Smith at smitha@api.org **by April 11, 2016**, or sooner based on when you require responses. API assumes no responsibility for the performance of your event based on receipt of these invitations.

Exhibitor Set-Up and Exhibitor Hours:

Sponsor and exhibitor table setup will begin at 1:00 pm on Sunday, May 15th at the Hyatt.

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 your location. Should you have questions or concerns about where your table is located, please see Arnetta Smith or Ashley Parkins with API.***

Sunday, May 15	Set-Up (unless otherwise specified)	1:00 pm – 5:00 pm
Monday, May 16	Exhibit Hours	7:00 am – 5:00 pm
Tuesday, May 17	Exhibit Hours	7:00 am – 5:00 pm
Tuesday, May 17	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. 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 Hyatt Regency Chicago.

Labeling on packages should include:

ATTN: YOUR NAME (or the person claiming packages)
YOUR COMPANY'S NAME and May 16-19, 2016
C/O Hyatt Regency Chicago
151 East Wacker Drive
Chicago, Illinois 60601
Box ____ of ____

The telephone number to the Hyatt Regency Chicago is 312-565-1234.

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.

Arrange for your packages to arrive at the Hyatt Regency Chicago between Wednesday, May 11 and Friday, May 13, 2016 to allow for necessary processing time. Your packages will be held until pickup or delivery. Contact the Package Room to arrange the delivery of your materials. For deliveries to guest rooms or meeting space, please allow 45-60 minutes delivery time. Pallets of materials may require higher delivery times. The package recipient must be present to accept delivery. Packages will not be left in an unattended space and will be returned to the Package Room until arrangements are made for re-delivery times.

Sponsors and exhibitors shipping packages to the meeting will need to provide credit card information prior to obtaining their package(s). At the end of the display period (Tuesday, May 17), the Package Room can provide service from your guest room or meeting space with a 45 minute advance notice during regular business hours.

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The Hyatt Regency Chicago's current handling fee structure for all incoming and outgoing packages, based upon the weight of the package, are as follows:

Letter	$5.00
Packages up to 5 lbs.	$7.00
Packages between 6- 20 lbs.	$13.00
Packages between 21- 50 lbs.	$24.00
Packages 51 lbs & over	$60.00
Skids/Pallets	$240.00
Shipping International Packages (add)	$12.00
Drop off packages (any size)	$13.00
Drop off rolling cases (any size)	$24.00

Package Room business hours are 6:00 am – 7:00 pm, daily (Monday through Sunday).

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, May 15, 2016 1:00 pm – 5:00 pm (Setup)
Monday, May 16, 2016 7:00 am – 5:00 pm
Tuesday, May 17, 2016 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.)

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 Chicago 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 can 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 Tradeshows
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