

2017 Fall Committee on Petroleum Measurement Standards Meeting

October 16-20, 2017 | Hyatt Regency Washington, DC | Washington, DC | www.api.org/meetings

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

Thank you for your participation in the [2017 Fall Committee on Petroleum Measurement Standards Meeting](#), October 16-20, 2017, at the Hyatt Regency Washington on Capitol Hill, Washington, DC. Your interest and support of our sponsor and exhibitor program is greatly appreciated.

Please read the following information carefully and note the important deadlines in the table on Page 2:

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 with information about the company and listing a marketing representative and contact information. **(See ad specifications.)**
- 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.
- One (1) complimentary registration with a \$2,000 sponsorship. (Cannot combine Exhibitor fee and Sponsor fees to equal \$2,000.)
- A "Sponsor" ribbon affixed to the company representative's badge for easy identification.

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

- 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.
- Internet access Monday through Wednesday at your display table.
- \$100 registration discount toward the registration fee for one exhibitor/representative to attend the meetings.
- Printed acknowledgement of your exhibit 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. **(See ad specifications.)**
- 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).*

As a **Meeting Contributor**, your company is entitled to:

- \$150 discount on the pre-registration fee.
- Printed acknowledgement of your contribution in the on-site program with a brief description of what your company does.
- Use of "Sponsors Only Table" (shared table) in the registration area for distribution of company materials.
- A "Meeting Contributor" ribbon affixed to the company representative's badge for easy identification.

Important Requirements and Deadlines for Sponsors and Exhibitors:

<p>Lanyards, registration bags, or portable power packs</p> <p><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 September 8, 2017.</i></p>	<p>Application and Agreement, along with the artwork in both JPEG and EPS files (with vector art) due to API by September 8, 2017. Please email files to Marshall Raiskin 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.</p>
<p>On-site program two-page insert</p> <p><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 September 8, 2017.</i></p>	<p>Application and Agreement, along with the 2-page layout in a high quality PDF file due to API by September 8, 2017. Please email files to Marshall Raiskin 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.</p>
<p>Sponsor and exhibitor applications and agreements</p> <p><i>Please submit application and agreement along with the three items listed below by September 13, 2017.</i></p>	<p>Fax to 202-682-8222 by September 13, 2017. Please be sure your company information is provided appropriately as it will be listed as indicated on your application.</p>
<p>One-page, one-sided, color marketing flyer to go into the on-site program</p>	<p>Provide in a high quality PDF file by September 13, 2017. Email to Marshall Raiskin at raiskinm@api.org. Prepare flyer based on the attached ad specifications.</p>
<p>Company logo to go into the on-site program</p>	<p>Provide in a high quality JPEG file by September 13, 2017. Email to Marshall Raiskin at raiskinm@api.org.</p>
<p>Company URL (included on application)</p>	<p>Email by September 13, 2017 to Email to Marshall Raiskin at raiskinm@api.org.</p>

Exhibitor Set-Up and Exhibitor Hours:

Sunday, October 15	Set-Up	1:00 pm – 4:00 pm
Monday, October 16	Exhibit Display Hours	7:00 am – 5:00 pm
Tuesday, October 17	Exhibit Display Hours	7:00 am – 5:00 pm
Wednesday, October 18	Exhibit Display Hours	7:00 am – 5:00 pm
Wednesday, October 18	Tear-Down	By 5:30 pm

Hotel staff will set up your tables in the afternoon, Sunday, October 16th. You may begin setting up your exhibit table Sunday at 1:00 pm. It would be helpful to set up on Sunday, if possible, so that if you need any assistance, the hotel staff can help. Sunday afternoon will be less busy than Monday morning since most people will be arriving on Monday.

The company name for each exhibitor will be placed on tables. If you have questions regarding the location of your table, contact Arnetta Smith at 202-682-8149 or smitha@api.org.

Your **exhibit display fee covers table set-up, two chairs, and one standard electrical outlet**. If you have additional electrical or audio/visual needs, call the hotel at 202-737-1234 and ask for the audio visual department and work with them directly to make those arrangements. You will be responsible for any additional costs.

Sponsor/Exhibitor Shipping and Receiving Information

Below are some general guidelines for shipping packages to and from the Hyatt Regency Washington on Capitol Hill.

Labeling on packages should include:

HOLD FOR: (Guest Name) and (Guest Cell Number)
C/O FedEx Office at Hyatt Regency Washington on Capitol Hill
Hyatt Regency Washington on Capitol Hill
400 New Jersey Avenue, NW
Washington, DC 20001
(API Fall Committee on Petroleum Measurement Standards Meeting)
Box ____ of ____

The telephone number to the Hyatt Regency Washington on Capitol Hill is 202-347-3547.

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. **For specific details regarding shipping and receiving, please see the attached Hyatt Regency Washington on Capitol Hill Package Shipping Instructions.**

Please be aware that you will also be responsible for any package handling fees associated with the delivery and movement of your items once they arrive at the hotel. You will also be responsible for the return shipment of your exhibit display materials. You may make arrangements with Guest Services at the Hyatt Regency Washington on Capitol Hill. Be sure to bring your shipping account information if appropriate.

Exhibit Display Security

You will have access to 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. The Hyatt Regency Washington on Capitol Hill 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 hotel's loading dock area, be sure that they can be secured safely until you need them for return shipment. Hotel security personnel will insist that you safeguard laptops, computers, other valuable equipment, etc. Please **do not** leave them unattended at any time.

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

Networking Raffle

In an effort to encourage attendees to visit with exhibitors, a special break will be held 2:30 pm – 3:00 pm on Monday and Tuesday. We've found this to be a great way for exhibitors to meet many of the attendees.

All exhibitors are encouraged to bring at least 2 items (one for each day's drawing) for donation to the Registration Desk no later than 12:00 noon on Monday and Tuesday.

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

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smitha@api.org 📧 www.api.org/meetings/calendar/

ON-SITE PROGRAM AD SPECIFICATIONS

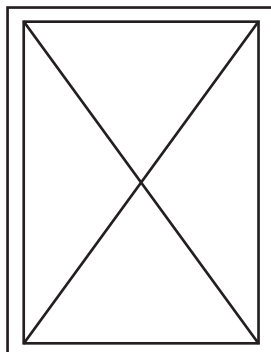
ACCEPTABLE DIGITAL FILES

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.



Hyatt Regency Washington on Capitol Hill 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 Washington on Capitol Hill.

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 **202.347.3547**. 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 Washington on
Capitol Hill
400 New Jersey Avenue NW
Washington, DC, 20001
(Convention / Conference / Group / Event Name)
Box ____ of ____

FedEx Office Business Center
Hyatt Regency Washington on Capitol Hill
400 New Jersey Avenue NW
Washington, DC 20001
Phone: 202.347.3547
Fax: 202.347.3728
Email: usa5049@fedex.com

Operating Hours
Mon – Fri: 7:00am - 7:00pm
Saturday: 8:00am - 2:00pm
Sunday: Closed

SHIPPING AND RECEIVING INSTRUCTIONS

Meeting organizers and participants are encouraged to contact FedEx Office in advance of shipping their items to Hyatt Regency Washington on Capitol Hill 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 coordinate through Hotel Staff for delivery or pickup of packages within the conference and meeting rooms, lobby area and guest suites of Hyatt Regency Washington on Capitol Hill, 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 coordinate through Hotel Staff for delivery or pickup of packages to guest suites at Hyatt Regency Washington on Capitol Hill, 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 Washington on Capitol Hill 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 lbs.	\$25.00	\$70.00
Pallets & Crates*	\$0.75 / lb. (\$150.00 Minimum)	\$0.75 / lb. (\$150.00 Minimum)

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.

* For inbound/outbound pallets or crates, the receiving and delivery charges are consolidated into a single fee of , 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.

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.