

## 2017 Fall Committee on Petroleum Measurement Standards Meeting

October 16-20, 2017 | Hyatt Regency Washington | Washington, DC | [www.api.org/meetings](http://www.api.org/meetings) | **Return by Sept. 13<sup>th</sup>.**  
**Fax your agreement to 202-682-8222 | Artwork for items to be printed due September 8<sup>th</sup> – email to [registrar@api.org](mailto:registrar@api.org).**

Company	
Street Address	
City	State/Province
Zip/Postal Code	Country
Phone	Fax
Representative	
Representative's E-mail	
CC E-mail	
Company URL	
Complimentary Registrant	
* (Applicable <u>only to participating sponsoring</u> companies that contribute \$2,000 or more.)	
Company	
Street Address	
City	State/Province
Zip/Postal Code	Country
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.
- \* One (1) complimentary registration with a \$2,000 sponsorship. (Cannot combine Exhibitor fees with Sponsor fees to equal \$2,000.)
- A "Sponsor" ribbon affixed to the company representative's badge for easy identification.

**All sponsors, exhibitors, and contributors must register and pay the appropriate registration fee to attend meetings.**

### Sponsorship Opportunities

Please check all opportunities you wish to apply for:

- |  |                     |
|--|---------------------|
| <input type="checkbox"/> <b>Breakfasts</b>                           | <b>\$2,500</b>      |
| <i>Five (5) sponsorships available @ \$2,500 each</i>                |                     |
| <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday     |                     |
| <input type="checkbox"/> <b>Central Coffee/Refreshment Breaks</b>    | <b>\$3,000</b>      |
| <i>Five (5) sponsorships available @ \$3,000 each</i>                |                     |
| <input type="checkbox"/> <b>Networking Breaks</b>                    | <b>\$2,500</b>      |
| <i>Two (2) sponsorships available @ \$2,500 each</i>                 |                     |
| <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday     |                     |
| <input type="checkbox"/> <b>Reception</b>                            | <b>\$3,500</b>      |
| <i>Five (5) sponsorships available @ \$3,500 each</i>                |                     |
| <input checked="" type="checkbox"/> <b>Registration Bags</b>         | <b>SOLD \$5,000</b> |
| <input checked="" type="checkbox"/> <b>Registration Lanyards</b>     | <b>SOLD \$4,000</b> |
| <input type="checkbox"/> <b>On-site Program</b>                      | <b>\$3,000</b>      |
| <i>(Includes two-page ad inside front cover.)</i>                    |                     |
| <input type="checkbox"/> <b>Wi-Fi Access in COPM Meeting Space</b>   | <b>\$5,000</b>      |
| <input checked="" type="checkbox"/> <b>Mobile Device Power Banks</b> | <b>SOLD \$5,000</b> |

### Meeting Contributor

- |  |               |
|--|---------------|
| <input type="checkbox"/> <b>Meeting Contributor</b>                                    | <b>\$ 500</b> |
| <i>(Limited benefits plus \$150 discount off the registration fee for one person.)</i> |               |

### Method of Payment

**By Credit Card** - Please charge the following card

- VISA                       MasterCard                       American Express

Card Number		
Exp. Date:	Cardholder's Zip Code:	Card Security Code (CSC):
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 to you properly: **SS-2300-UM008-7411**. Please mail the check with your application form to: **American Petroleum Institute, P.O. Box 1425, Merrifield, VA 22116-1425**. *If you mail the application, please also fax a copy to 202-682-8222.*



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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:*

2017 Fall Committee on Petroleum Measurement Standards Meeting  
October 16-20, 2017  
Hyatt Regency Washington on Capitol Hill  
Washington, DC

**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, if appropriate.

**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.

**Program Inserts:** All sponsors agree to provide

- An 8 ½ x 11, one-page, one-sided, color marketing flyer about the company in a **high quality PDF** file. (Refer to ad specifications.)
- A company logo in a **high quality JPG** file.

These items should be sent to the Registrar at [registrar@api.org](mailto:registrar@api.org) by **September 29, 2017.** (Artwork for bags, lanyards, on-site program, and power portable packs is due September 8, 2017.)

**Brochures:** Informational/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 Hyatt Regency Washington on Capitol Hill 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 **September 20, 2017.** 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 to: 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 during any API functions.

**Package Handling Fees:** We understand that the Hyatt Regency Washington on Capitol Hill may charge a fee for package handling. We agree to be responsible for paying these fees when we arrive at the hotel and receive 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**]  
Hyatt Regency Washington on Capitol Hill  
400 New Jersey Avenue, NW  
Washington, DC 20001  
202-737-1234

Company/Organization (Please print)

Representative's Name (Please print)

Representative's E-mail (Please print)

Representative's Phone Number (Please print)

Representative's Signature (Please print)

**Thank you for your support!**