

## Exhibitor Application

# 2015 Fall Committee on Petroleum Measurement Standards Meeting

October 19-23, 2015  
The Westin Buckhead  
Atlanta, Georgia

Return by: **September 11, 2015**  
Fax application and agreement to 202-682-8222  
or email to [registrar@api.org](mailto:registrar@api.org)

The registration fee to attend meetings is not included in sponsor or exhibitor fees.

Company \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_

State/Province \_\_\_\_\_

Zip/Postal Code \_\_\_\_\_

Country \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Representative \_\_\_\_\_

Representative's E-mail \_\_\_\_\_  
*(Email address must be for the representative above - not the company's marketing person.)*

Company URL \_\_\_\_\_

CC E-mail \_\_\_\_\_  
*(Marketing or other alternate contact if you wish)*

### Exhibitor Opportunities

*(See Exhibitor Benefits Summary for details)*

- 6-foot Exhibit Table: **\$1,600**  
*(15 Exhibit Tables Available)*
- Additional Representative - Breakfasts, Reception, Coffee Breaks: **\$75** *(does not include registration to meetings)*

# 1 - Name of Additional Representative \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

# 2 - Name of Additional Representative \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

### Electrical Request

A 6-foot draped table, two chairs, and one electrical outlet, if required, will be provided for your display area. Please indicate below if you have standard electrical requirements:

Will you require electricity?  Yes  No

**Thank you for your support!**

### As an exhibitor, you will receive:

- ✓ 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, *if requested*.
- ✓ 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.
- ✓ 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.
- ✓ Breakfasts, reception, and coffee/refreshment breaks for one company representative. *The fee for Additional Representatives is \$75 for food and beverage functions. (See Exhibitor Application).*

### 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.*

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



## Exhibitor Agreement

Please complete this agreement and return with your application form by **September 11, 2015**.

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*We plan to attend the API event indicated below, and would like to exhibit company products and services of interest to the petroleum industry. We agree to abide by the following conditions and procedures and will brief our representatives accordingly:*

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**Fee:** There is a \$1,600 charge that includes one exhibit space. Only items and literature that will fit conveniently on a standard 6-foot hotel table may be displayed.

- Program Inserts:** All sponsors agree to provide
  - An **8 1/2 x 11, one-page, one-sided, color marketing flyer** about the company in a **high quality PDF** file
  - A company logo in a **high resolution JPG** file.

These items should be sent to Arnetta Smith at [smitha@api.org](mailto:smitha@api.org) by **September 11, 2015**.

- Liability and Security:** Each exhibitor must make provisions for the safeguarding of his/her goods, materials, equipment and display at all times. API will allow **small** items to be locked in the API office at The Westin Buckhead during the hours that the meeting is not in session. However, neither API nor The Westin Buckhead, their officers, representatives or employees will be responsible for any destruction, damage, theft or loss to the exhibitor's property.
- Indemnification:** The exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, save and hold harmless API, The Westin Buckhead, and their 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 exhibitor'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 exhibitor acknowledges that API and The Westin Buckhead do not maintain insurance covering exhibitor's property and that it is the sole responsibility of exhibitor to obtain business interruption and property damage insurance covering such losses by exhibitor, 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 exhibitor fee.
- Exhibitor Cancellation:** Exhibitors may cancel their exhibitor obligation up to **September 21, 2015**, 50% of the exhibitor 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: 202-682-8222.
- Assignment:** Neither API nor the 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.
- Package Handling Fees:** We understand that The Westin Buckhead may charge a fee for package handling. We agree to be responsible for paying these fees when we arrive at the hotel and take receipt of our shipment of materials.
- Shipping Information:** Your packages should be addressed as follows:

Company Representative's Name (**Hotel Guest**)  
Hold for Arrival [**Representative's arrival date**]  
The Westin Buckhead  
3391 Peachtree Road, NE  
Atlanta, Georgia 30326  
404-365-0065

\_\_\_\_\_  
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)

\_\_\_\_\_  
Date Signed

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