

Sponsor/Exhibitor Application

2015 Offshore Safe Lifting Conference & Expo

July 14-15, 2015

Westin Houston Memorial City
Houston, Texas USA

Return by: June 19, 2015

Fax your application to 202-682-8222
No cover sheet necessary

Company Information

Company	
Street Address	
City	
State/Province	
Zip/Postal Code	Country
Phone	Fax
E-mail	
Contact	
Complimentary Registrant (please print):	
Name:	
Phone	Fax
E-mail	
Name of contact for graphics/logo requests (for Sponsors only):	
Name:	
Phone	
E-mail	

As a Sponsor you will receive:

- ✓ **One** carpeted and draped 8'x6' exhibit booth during the Conference, including electricity, chairs, and a garbage can.
- ✓ **One** complimentary registration (after one, each additional registrant pays a discounted registration fee of \$395;
- ✓ Admission to all Conference sessions;
- ✓ Prominent exposure on a Sponsor Appreciation sign located in the registration area;
- ✓ A sign or poster with your company name at the sponsored function;
- ✓ A "Special Thanks to Sponsors" section in the Conference Program distributed to all attendees. This section will feature a brief paragraph about your company and the products or services you provide, plus a marketing contact name and telephone number;
- ✓ Inclusion of one promotional piece to be inserted in the conference bag (please see agreement for specifications);
- ✓ Special recognition during the opening session.
- ✓ Contact list of conference attendees

Sponsorship Opportunities:

Note: All sponsorships include an exhibit booth!

Prior to making your selection please check:

Please check http://www.api.org/events-and-training/calendar-of-events/event-materials/Offshore_Endorsers

This website is updated daily with the latest sponsorships available. Sponsorships are not held until we receive your signed Application Form.

- | | |
|---|--------|
| <input type="checkbox"/> Conference Bag with Company Logo | \$7500 |
| <input type="checkbox"/> Conference Lanyard with Company Logo | \$5000 |
| <input type="checkbox"/> Conference T-Shirt with Company Logo | \$5000 |
| <input type="checkbox"/> Conference Program | \$5000 |
| <input type="checkbox"/> Conference Wi-Fi | \$4000 |

Tuesday, July 14, 2015

- | | |
|--|---------|
| <input type="checkbox"/> Continental Breakfast | \$4,000 |
| <input type="checkbox"/> Mid-Morning Refreshment Break | \$3,750 |
| <input type="checkbox"/> Luncheon (Two Sponsorships Available) | \$5,000 |
| <input type="checkbox"/> Afternoon Refreshment Break | \$3,750 |
| <input type="checkbox"/> Networking/Exhibit-viewing Reception (Two Sponsorships Available) | \$5,000 |

Wednesday, July 15, 2015

- | | |
|--|---------|
| <input type="checkbox"/> Continental Breakfast | \$4,000 |
| <input type="checkbox"/> Mid-Morning Refreshment Break | \$3,750 |
| <input type="checkbox"/> Luncheon (Two Sponsorships Available) | \$5,000 |
| <input type="checkbox"/> Afternoon Refreshment Break | \$3,750 |
| <input type="checkbox"/> Closing Reception | \$5,000 |

Exhibitor Opportunities:

As an Exhibitor you will receive:

- ✓ **One** 8'x6' exhibit booth;
 - ✓ **One** complimentary registration (after one, each additional registrant pays a discounted registration fee of \$395;
 - ✓ Carpet, electricity, chairs, garbage can;
 - ✓ Admission to all conference sessions;
 - ✓ Contact list of conference attendees
- ☐ One Exhibit Booth + One Complimentary Registration: **\$3,250**



Payment

- ☐ VISA
☐ MasterCard
☐ American Express

Card Number

Expiration Date

Print Cardholder's Name

Cardholder's Zip Code

Signature

Booth Number:

1st Choice: _____

2nd Choice: _____

3rd Choice: _____

Sponsor/Exhibitor applications and booth selection Can be submitted according to the following acceptance windows:

Up to 5:00 PM Eastern on Friday, April 10th, 2015 - 2013 returning sponsors; then,

Between 5:01 PM Eastern on Friday, April 10th, 2015 and 5:00 PM Eastern on Wednesday, April 15th - new sponsors; then,

Between 5:01 PM Eastern on Wednesday, April 15th, 2015 and 5:00 PM Eastern on Friday, April 17th - 2013 returning exhibitors; then,

After 5:01 PM on Friday, April 17th - new exhibitors (until the exhibit area sells out)

Please do not send in your application prior to the schedule above. API Cannot accept responsibility for applications sent prior to your eligible date. 2013 Sponsors have "squatters rights" to their respective sponsorship. As sponsorships are secured they will be identified on the current list of sponsors available on the conference website.

Fax your signed 3 page application to 202-682-8222. All pages required for processing. No cover sheet necessary.



Sponsor/Exhibitor Agreement

2015 API Offshore Safe Lifting Conference & Expo

July 14-15, 2015

Westin Houston Memorial City
Houston, Texas, USA

Please complete this agreement and return with your application form by **June 19, 2015**.

We plan to attend the API event indicated below, and would like to participate as a sponsor and/or exhibitor. We agree to abide by the following conditions and procedures and will brief our representatives accordingly:

API Offshore Safe Lifting Conference & Expo

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Westin Houston Memorial City
Houston, Texas, USA

1. **Printed Program Notation:** An acknowledgment of the level of support, item, or event sponsored will be made in the final printed program. The exact wording will be at the discretion of API.
2. **Registration Signage:** API will create a prominent sign or other form of recognition that features the company name of the sponsor. The exact wording and type of recognition will be at the discretion of API.
3. **Onsite Program Sponsor Descriptions:** All sponsors agree to send API by **July 2, 2015** a brief description (not more than 5 short sentences) about the company and services it provides. Information should be sent by e-mail to cunningham@api.org. Exact wording will be at the discretion of API.
4. **Display Items:** One 8'x6' exhibit booth will be made available to each exhibiting company during the conference.
5. **Sharing of Booths:** Exhibit booth signage and listing in program will only include one company name. Co-sponsoring or co-exhibiting is not permitted.
6. **Floor Plan Layout Changes:** All exhibitors should frequently review their space location and changes to neighboring booths/areas for updates. It is the exhibitor's responsibility to keep up with changes to their assigned area. API is anticipating alterations to the initial printed plan and Cannot be held responsible for changes which may alter a participating exhibitor's selection of space, or for the exhibitors that elect to be located next to you.
7. **Subletting of Space:** The exhibitor agrees not to assign, sublet or apportion space or any part thereof contracted for by the exhibitor. Exhibitors may not permit non-exhibiting company representatives to work in their booths except their direct employees or representatives.
8. **Promotional Piece:** One marketing piece may be provided by each Sponsor for insertion in the conference bag. 400 copies of your promotional piece must be delivered to Matthew Cunningham, c/o Westin Houston Memorial City, not before July 8th and no later than July 11th to assure inclusion. Please write "Sponsor" in bold letters on the box.
9. **Liability and Security:** Each sponsor/exhibitor must make provisions for the safeguarding of his/her goods, materials, equipment and display at all times. Neither API, nor the Westin Houston Memorial City, nor their officers, representatives or employees will be responsible for any destruction, damage, theft or loss to the exhibitor's property.
10. **Indemnification:** The sponsor / exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, save and hold harmless API, the Westin Houston Memorial City, and its 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 sponsor's installation, removal, maintenance, occupancy or use of the display premises or part thereof, excluding any such liability Caused by the sol negligence of API.
11. **Insurance:** The sponsor/exhibitor acknowledges that API and the Westin Houston Memorial City do not maintain insurance covering sponsor or exhibitor's property and that it is the sole responsibility of sponsor to obtain business interruption and property damage insurance covering such losses by sponsor or exhibitor.
12. **Event Cancellation:** If unusual circumstances prevail and API must Cancel the event, a full refund of the sponsor /exhibitor fee will be made within thirty (30) days of the Cancellation. Sponsor/Exhibitor waives all claims that may be made against API, its employees, agents and assigns, except the right to a refund of the sponsor fee.
13. **Cancellation:** Sponsors/Exhibitors may Cancel their obligation up to June 5, 2015. However, 50% of the fee is non-refundable. Notice of Cancellation must be submitted in writing. Send to: Brittany Morrow, American Petroleum Institute, 1220 L Street, NW, Washington, DC 20005-4070.
14. **Assignment:** Neither API nor the sponsor/exhibitor may assign their rights under this Agreement without the express written consent of the other party.
15. **Sales:** No business transactions/solicitations are allowed during any API functions.

Company/Organization

Representative's Name (Please print)

Representative's Signature

Date

