



Sponsor/Exhibitor Information

Thank you for your participation in the **2017 Exploration & Production Standards Conference on Oilfield Equipment and Materials, January 16-20, 2017**, at the **Calgary TELUS Convention Centre**. 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:

REGISTRATION TO ATTEND THE MEETINGS IS NOT INCLUDED IN THE SPONSOR OR EXHIBITOR FEE. PLEASE REGISTER FOR THE MEETINGS SEPARATELY.

As a **Sponsor**, your company is entitled to:

- Printed acknowledgement of your 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) – **Please see attached API Events Ad Specs.**
- 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 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 in the pre-function and meeting room areas.
- A "Sponsor" ribbon on your badge for easy identification.

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

- 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) – **Please see attached API Events Ad Specs.**
- A six-foot table near the registration area to display company products and/or services Monday through Wednesday. (Setup 1:00 pm – 4:00 pm, Sunday afternoon during the on-site registration period.)
- Wi-Fi access in the pre-function and meeting room areas.
- 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
- Your company listed as an exhibitor on the API website with a link to your website.
- An "Exhibitor" ribbon on your 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:

<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 May 22, 2017.</i></p>	<p>Application and Agreement, along with the artwork in both JPEG file and EPS file (with vector art) is due to API by May 22, 2017. Please email files to Brittany Morrow at registrar@api.org. You may also fax your completed sponsor application and agreement to 202-682-8222.</p>
<p>On-site program</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 May 22, 2017.</i></p>	<p>Application and Agreement, along with the 2-page layout in a high quality PDF file due to API by May 22, 2017. 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 on-site to begin. You may also email application to registrar@api.org.</p>



Sponsor/Exhibitor Information

Sponsor and exhibitor applications and agreements <i>Please submit application and agreement along with the three items listed below</i>	Email to registrar@api.org or fax to 202-682-8222 by June 2, 2017 . Please be sure your company information is provided appropriately as it will be listed as indicated on your application.
One-page, one-sided, color marketing flyer	Provide in a high quality PDF file by June 2, 2017 . Email to registrar@api.org . Prepare flyer based on the attached ad specifications.
Company logo	Provide in a high quality JPEG file by June 2, 2017 . Email to registrar@api.org .
Company URL	Email by June 2, 2017 to registrar@api.org .

Exhibitor Set-Up, Exhibitor Hours, and Teardown:

Sunday, June 25	Set-Up (unless otherwise specified)	1:00 pm – 4:00 pm
Monday, June 26	Exhibit Hours	7:00 am – 5:00 pm
Tuesday, June 27	Exhibit Hours	7:00 am – 5:00 pm
Wednesday, June 28	Exhibit Hours	7:00 am – 5:00 pm
Wednesday, June 28	Tear down your exhibit table display	At 5:00 pm
<i>You may take down your exhibit table prior to 5:00 pm if you wish, but not before 1:00 pm. ALL displays must be removed no later 6:00 pm on Wednesday (unless otherwise specified).</i>		

The Calgary TELUS Convention Centre staff will place your tables in the afternoon, Sunday, June 25th. You may begin setting up your exhibit table Sunday at 1:00 pm, unless otherwise specified. It would be helpful to set up on Sunday, if possible, so that if you need any assistance, the staff can help. Sunday afternoon will be less busy than Monday morning since most people will be arriving on Monday.

Tables will be identified with the company name. If you have questions regarding the location of your table, please talk with Arnetta Smith on-site.

Your **exhibit fee includes six-foot table, two chairs, a standard electrical outlet, and internet access in the pre-function and meeting room areas. IT DOES NOT INCLUDE REGISTRATION TO THE MEETINGS.**

Exhibitor 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 prizes (one for each day's drawing) for donation to the Registration Desk no later than 12:00 noon on Monday and Tuesday. Value should be less than \$25.

Cancellation

Sponsors and Exhibitors may cancel their obligation up to **June 16, 2017**. However, 50% of the sponsor and 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 or fax to: 202-682-8222).



AMERICAN
PETROLEUM
INSTITUTE

Sponsor/Exhibitor Information

Sponsor/Exhibitor Shipping and Receiving Information

When shipping sponsorship or exhibitor items to the hotel, please read and follow the guidelines set by St. George Show Service, Inc. Please note that your **packages should not arrive at the Calgary TELUS Convention Centre prior to Wednesday, June 21st**. Please contact St. George Show Service, Inc. directly with any questions.

Arrival and Departure Information

Packages will be delivered to your table prior to your arrival. St. George can store any boxes for you as part of the service. Any exhibitor packages that arrive without completing the St. George forms and providing payment will not be released until payment has been made.

If you are able to hand carry your items in (refers to a couple small boxes), you may do so. You will be responsible though for storing the empty boxes for the duration of the time you are there.

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. *The Calgary TELUS Convention Centre 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.*

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

Return Shipping:

Please handle according to the direction provided by St. George Show Service. Contact them directly with questions about return shipping.

For general information, about sponsor or exhibitor activities, please contact the Registrar at registrar@api.org or 202-682-8195 or 202-682-8030.

Thank you for your participation. We look forward to seeing you soon!

Arnetta C. Smith, CMP
Senior Events Manager, Events and Marketing
API Global | 1220 L Street, NW | Washington, DC 20005-4070 | 202-682-8149
Phone: 202.682.8149 | Fax: 202.682.8222 | smitha@api.org

ON-SITE PROGRAM AD SPECIFICATIONS

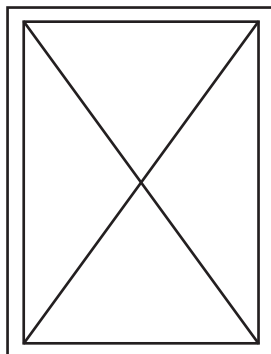
ACCEPTABLE DIGITAL FILES

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.

at the Calgary TELUS Convention Centre
120 Ninth Avenue SE
Calgary, AB T2G 0P3
Phone: 403 261-8575 Fax 403 261-8576
nancyf@calgary-convention.com

WELCOME!

ST.GEORGE Show Service Inc is pleased to be the official display contractor for:

**2017 Exploration & Production
Standards Conference on Oilfield
Equipment and Materials**

June 25th - 28th, 2017

Calgary TELUS Convention Centre, Macleod Foyer

EVENT ID # 29179

**ALL SHIPMENTS ARRIVING AT THE CALGARY
TELUS CONVENTION CENTRE MUST ARRIVE AND
DEPART THROUGH THE LOADING DOCK.
BUILDING REGULATIONS STATE THAT ALL
SHIPMENTS WILL BE HANDLED ONSITE WITH THE
EXCLUSIVE MATERIALS HANDLER,
ST. GEORGE SHOW SERVICE.**

**THERE IS A CHARGE FOR THIS SERVICE. THE
COST DEPENDS ON THE WEIGHT OF YOUR
SHIPMENT AND ITS DATE OF ARRIVAL. PLEASE
REFER TO THE MATERIALS HANDLING ORDER
FORM FOR RATES.**



at the Calgary TELUS Convention Centre
 120 Ninth Avenue SE
 Calgary, AB T2G 0P3
 Phone: 403 261-8575 Fax 403 261-8576
NANCYF@calgary-convention.com

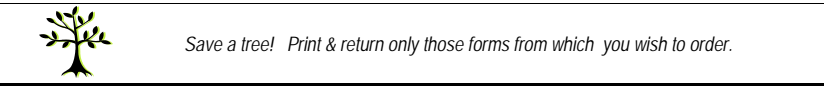
CREDIT CARD AUTHORIZATION FORM

Show Name: 2017 Exploration & Production Standards Conference on Oilfield Equipment and Materials

EARLY ORDER DISCOUNT DEADLINE	June 9, 2017	EVENT ID:	29179
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Credit card authorization must accompany all orders.

PAGE 1	MATERIAL HANDLING ORDER FORM	\$	
	SHIPPING LABEL		
PAGE 2	LIMITS OF LIABILITY & RESPONSIBILITY		
	OTHER: _____	\$	
	OTHER: _____	\$	
SUB TOTAL		\$	-
5% G.S.T.		\$	-
TOTAL AMOUNT DUE		\$	-



THIS AUTHORIZATION ALLOWS ST. GEORGE SHOW SERVICE INC. TO CHARGE ANY FEES OUTSTANDING AFTER THE SHOW CLOSING TO THIS CREDIT CARD AUTHORIZATION (INCLUDING FEES OWED DUE TO A CHEQUE RETURNED NSF - A \$ 45.00 SERVICE CHARGE APPLIES.) Any and all claims must be settled at the ST.GEORGE Show Service office prior to the show closing.

ST. GEORGE SHOW SERVICE INC. RESERVES THE RIGHT TO CORRECT ALL MATHEMATICAL MISCALCULATIONS.

COMPANY NAME: _____	BOOTH # _____
Exhibit House (if applicable) _____	PO # _____
MAIL ADDRESS: _____	Onsite Contact: _____
CITY, PROV/STATE: _____	Post/ZipCode: _____
Phone #: _____	Fax #: _____
Email: (to send receipt) _____	

PLEASE COMPLETE ALL INFORMATION AND PRINT LEGIBLY. Thank you.

A receipt showing the amount charged to your credit card will be e-mailed upon being processed, if a LEGIBLE e-mail address is provided.

	VISA <input type="checkbox"/>	MASTERCARD <input type="checkbox"/>	AMEX <input type="checkbox"/>		COMPANY CHEQUE <input type="checkbox"/>
Card Number	CVD (SECURITY DIGITS)				EXP: ____ / ____

NOTE: CHEQUES WILL NOT BE ACCEPTED WITHOUT THIS SIGNED & COMPLETED CREDIT CARD AUTHORIZATION FORM.

Cardholder Name _____	Cardholder Signature _____
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ST. GEORGE SHOW SERVICE INC.



ST. GEORGE SHOW SERVICE INC.

EXCLUSIVE SUPPLIER OF MATERIAL HANDLING SERVICES AT THE CALGARY TELUS CONVENTION CENTRE

Phone: 403 261-8575 Fax 403 261-8576

MATERIAL HANDLING ORDER FORM

Show Name: **2017 Exploration & Production Standards Conference on Oilfield Equipment and Materials**

COMPANY NAME: _____ BOOTH # _____

SHIPPING ADDRESS: ALL shipments MUST be addressed to:
NAME OF SHOW, Your Company Name & Booth #
c/o 705 - 1st Street SE, Calgary, Alberta T2G 2G9

c/o 705 - 1st Street SE
Calgary, Alberta T2G 2G9
(up to 3 days prior to move-in)

c/o 823 - 1st Street SE
Calgary, Alberta T2G 2G9
(move-in day only)

Rates are based on each 100 lbs. of weight for your shipment. To calculate charges please round up to the next 100 lbs.
Example: 527 lbs = 600 lbs. **FOR SHIPMENTS over 2,000 lbs., special arrangements must be made - please contact our office prior to completing form.**

ADVANCE SHIPMENTS TO SHOW SITE/PRE-SHOW STORAGE Services Include:

Receiving materials within 3 business days prior to the official move-in date, stored at the show site and delivered directly to your booth upon move-in. Empties will be removed, placed into storage and returned to booth following the show closing. Repacked freight will be returned to loading dock and outbound vehicles.

Flat rate charge (up to 200 lbs.) \$130.00		
ADD'L \$ /100 lbs.	WEIGHT	TOTAL
\$65.00		

OVER 200 LBS, add \$65 per 100 LBS (or portion thereof)

NUMBER OF PIECES _____ TOTAL WEIGHT _____ CHARGEABLE WEIGHT _____ (round-up to next 100 lbs.)

SHIPMENTS TO SHOW SITE DURING OFFICIAL MOVE-IN Services Includes:

Shipments will be unloaded and delivered directly to your booth. Empties will be removed, placed into storage and returned to booth following the show closing. Repacked freight will be returned to loading dock and outbound vehicles.

Flat rate charge (up to 200 lbs.) \$110.00		
ADD'L \$ /100 lbs.	WEIGHT	TOTAL
\$55.00		

OVER 200 LBS, add \$55 per 100 LBS (or portion thereof)

NUMBER OF PIECES _____ TOTAL WEIGHT _____ CHARGEABLE WEIGHT _____ (round-up to next 100 lbs.)

POST SHOW STORAGE Services Include:

Post show storage arrangements MUST BE made prior to the show closing. Your repacked freight will be held until the next business day and then returned to the loading dock and outbound vehicles. For any shipments left after this time, St. George Show Service Inc. will force out "collect" using our choice of transport company.

Flat rate charge (up to 200 lbs.) \$90.00		
ADD'L \$ /100 lbs.	WEIGHT	TOTAL
\$45.00		

OVER 200 LBS, add \$45 per 100 LBS (or portion thereof)

NUMBER OF PIECES _____ TOTAL WEIGHT _____ CHARGEABLE WEIGHT _____ (round-up to next 100 lbs.)

Please note that in all cases, YOUR COMPANY is the SENDER & RECEIVER ~ not ST. GEORGE Show Service Inc. nor the Calgary TELUS Convention Centre.

LOST PACKAGES AND MISSING SHIPMENTS ARE GREATLY REDUCED BY USING THE OFFICIAL CARRIER.

THE OFFICIAL CARRIER USUALLY HAS AN ONSITE REPRESENTATIVE DURING MOVE-IN/MOVE-OUT TIMES (INCLUDING EVENINGS & WEEKENDS).

ATTENTION SHIPPERS: All shipments must be accompanied with a bill of lading indicating the number of pieces, weight and description of contents. If shipment is from outside of Canada, please ensure all Customs Documentation is included with shipment. Once shipped, copies of the bill of lading must be immediately faxed to ST. GEORGE Show Service Inc. along with the name of your on-site representative in order to plan for your shipment.

AMOUNT DUE:	\$ _____
PLEASE CARRY THIS AMOUNT TO THE CREDIT CARD AUTHORIZATION PAGE	

OFFICE USE ONLY:

TERMS & CONDITIONS - BY SUBMITTING THIS ORDER FORM, YOU AGREE TO THE FOLLOWING CONDITIONS:
All shipments must be sent pre-paid. Any collect shipments will not be accepted. ST.GEORGE Show Service Inc. is not responsible for any concealed damage, damage to loose or inadequately packed shipments, and will not be held responsible for lost merchandise after the shipment has been delivered to the booth. It is the exhibitor's sole responsibility to secure and maintain Loss & Damage Insurance Coverage for their own exhibit properties. Any and all claims must be settled at the ST.GEORGE Show Service's Desk prior to the show closing. Orders will only be processed once payment in full has been received. Materials must be loaded in and out through the designated loading dock. Please refer to the "Limits of Liability and Responsibility" on page 2. ST. GEORGE Show Service Inc. reserves the right to correct any mathematical miscalculations.

Credit card authorization MUST accompany all orders.

Please find below a pre-addressed mailing label for the Calgary TELUS Convention Centre. We have provided this template so that you can easily fill in the blanks and photocopy as many pre-addressed labels as you need. Our shipping and contact information is included for your convenience - however we ask you please fill in the remaining sections, especially your EXHIBITOR COMPANY NAME and your BOOTH NUMBER (if available)

**2017 Exploration & Production Standards
Conference on Oilfield Equipment and Materials**

**c/o 705 – 1st Street SE
Calgary, Alberta T2G 2G9
Canada**

North Loading Dock (403) 261-8583

COMPANY NAME:

BOOTH #:

ONSITE CONTACT:



Calgary TELUS Convention Centre
120 Ninth Avenue SE
Calgary, AB T2G 0P3
Phone: 403 261-8575 Fax 403 261-8576

LIMITS OF LIABILITY & RESPONSIBILITY

ST. GEORGE SHOW SERVICE INC.

1. It is understood that the following Limits of Liability and Responsibility are applicable to all subcontractors of ST.GEORGE Show Service Inc.. and apply to all of ST.GEORGE Show Service Inc.'s locations and employees.
2. ST.GEORGE Show Service Inc. shall not be liable for damages, losses or delays due to strikes, lockouts or work stoppages of any kind.
3. ST.GEORGE Show Service Inc. shall not be responsible for loss or damage due to water, windstorm, theft, fire, vandalism, acts of God, mysterious dissipation, common wear and tear in handling of equipment or other factors beyond their control.
4. ST.GEORGE Show Service Inc. shall not be held liable for damage to uncrated materials, materials improperly packed, glass breakage or concealed damage.
5. There may be a lapse of time between the placement of in-coming shipment(s) in the booth by ST.GEORGE Show Service Inc. and the arrival of the Exhibitor's representative at the booth. There is a possibility that some time may pass between the pick-up of materials from the booth for loading on a carrier and the completion of packing. It is understood that if these circumstances occur, the shipment(s) will be left in the booth unattended. If, after the placement of exhibitor's materials in their booth, there is a loss or disappearance of any goods, it is agreed that ST.GEORGE Show Service Inc. is not liable. The same is applicable if there is a loss or disappearance of any material from the booth prior to ST.GEORGE Show Service Inc. picking up the shipment after the show. As a result, where discrepancies exist on outgoing shipping documents, St. George Show Service Inc. will make the necessary corrections upon pickup of material from the booth.
6. ST.GEORGE Show Service Inc. does not provide for full liability should loss or damage occur. ST.GEORGE Show Service Inc. is not an insurer; therefore, the exhibitor should obtain insurance. **All materials should be insured from the time they leave the Exhibitor's firm until they are returned after the show. All risk coverage can usually be arranged with riders to existing policies. Contact your insurance company to make arrangements for coverage during transit and return of materials, during storage and at show site.** Any amounts payable by ST.GEORGE Show Service Inc. are based on the scope of responsibility set forth herein and are unrelated to the value of the Exhibitor's property. If ST.GEORGE Show Service Inc. is found liable for disappearance or damages to Exhibitor's material, it is agreed that liability will be limited to that specific article only. Liability will be restricted to a settlement equal to \$0.30 per pound per article, with a maximum liability of \$50.00 per item or \$1000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Compensations outlined in this paragraph shall apply if loss or damage occurs, regardless of cause or origin, results directly or indirectly to property through execution or non-execution of obligations imposed by the offering of services to Exhibitors or from negligence
7. A minimum of 10 days notification must be given to ST.GEORGE Show Service Inc. in order to obtain any special equipment necessary to properly handle shipment for loading, placing or reloading. St. George Show Service Inc. shall not be held responsible for any damages incurred unless written notification is issued within the time period stated above.
8. ST.GEORGE Show Service Inc. shall not be held responsible to any degree for any current, possible or anticipated loss of profit or revenues or for any related costs that may result from any loss or damage to Exhibitor's materials which may make it inconceivable or unfeasible to exhibit materials.
9. Claims for loss or damage must be submitted to ST.GEORGE Show Service Inc. by the close of the applicable show or event. No suit or action shall be brought against ST.GEORGE Show Service Inc. more than one year after the cause of action.
10. All parties agree relevant to receiving, handling, temporary storage and reloading of materials, that ST.GEORGE Show Service Inc. will provide these services as the Exhibitor's agent. ST.GEORGE Show Service Inc. is not a bailee or shipper. ST.GEORGE Show Service Inc.'s signing of a delivery receipt, bill of lading or other document is done so as an agent of the Exhibitor only and the Exhibitor accepts all responsibility thereof.
11. ST.GEORGE Show Service Inc. shall not be responsible for shipments received without receipts, freight bills or specified piece counts on receipts or freight bills such as a courier or van line. Such shipments will be delivered to the booth without guarantee of piece count or condition.
12. Empty storage labels are available from ST.GEORGE Show Service Inc.'s service desk. Affixing the labels is the sole responsibility of the Exhibitor. It is understood that these labels are for "Empty Storage Only". ST.GEORGE Show Service Inc. will not assume responsibility for loss or damage to contents while containers are in storage or for mislabelled containers.
13. If designated carriers fail to pick-up shipments on time, ST.GEORGE Show Service Inc. shall have the authority to change carriers in order to accelerate removal of goods from the show site. Where the Exhibitor makes no arrangement, materials will be taken to a warehouse to await Exhibitor's shipping instructions. The Exhibitor agrees to be responsible for payment of charges incurred with such handling and transporting to the warehouse. ST.GEORGE Show Service Inc. assumes no liability pertaining to such re-routing or handling.
14. The Exhibitor agrees that they will not withhold payment in any amount due to ST.GEORGE Show Service Inc. for material handling or any other service provided by ST.GEORGE Show Service Inc. as an offset against the amount of an alleged loss or damage to any material or equipment. The Exhibitor agrees to pursue any claim against ST.GEORGE Show Service Inc. independently as a completely separate transaction to be resolved on its own merit.

Acceptance of the above terms and conditions will be construed upon consignment or delivery of a shipment to ST.GEORGE Show Service Inc. by an exhibitor or by any shipper on behalf of the Exhibitor.